
LATE ITEMS

BUSINESS PAPER

Ordinary Meeting

Wednesday 24 February 2021

Roma Administration Centre

NOTICE OF MEETING

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

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

Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject	
L.	Late Items	
L.1	Adopt a New Resident or New Family & Adopt a Senior Initiative	4
	Prepared by: Councillor	
L.2	Birth, Death and Marriage Notices	5
	Prepared by: Councillor	
L.3	Delegation of Council Powers to the Chief Executive Officer under the Local Government Regulation 2012 (Qld) ("LOGR")	6
	Prepared by: Governance Officer	
	Attachment 1: DRAFT Local Government Regulation 2012 (LOGR) - Instrument of Delegation - as at 2 November 2020	11
	Attachment 2: CURRENT Local Government Regulation 2012 (LOGR) - OM/10.2020/08 -14 October 2020 - Instrument of Delegation	19
L.4	Development Application for Reconfiguring a lot (1 into 2 lots) at 236 Edwardes Street, Roma (Ref 2020/20220)	27
	Prepared by: Lead Town Planner	
	Attachment 1: Plan of development	37
	Attachment 2: Planning Assessment against development codes	38
L.5	Application to Arts Queensland for Regional Arts Development Fund (RADF) Program in 2021/22	61
	Prepared by: Specialist - Arts & Culture	
	Attachment 1: Regional Arts Development Fund (RADF) 2021/22 Guidelines PDF	66
	Attachment 2: Tips for Councils - Regional Arts Development Fund (RADF) 2021/22 PDF	71
	Attachment 3: Frequently Asked Questions FAQs - Regional Arts Development Fund (RADF) 2021/22 PDF	80
L.6	Request for Further Term (Extension) - NLIS Compliance Scanning and Data Collection Services Agreement - Roma Saleyards	84
	Prepared by: Manager - Saleyards	
	Attachment : AAM Investment Group Extension Request - Maranoa and AAM Ops 9 Feb 2021 Roma Saleyards NLIS Compliance Scanning and Data Collection Services	89
L.7	Wallumbilla APLNG Project - Community Consultation Results and Project Nomination	90
	Prepared by: Deputy Director / Strategic Road Management Project Officer - Program & Contract Management Program Funding & Budget Coordinator	
L.8	Policy review - Debt Recovery	103

Prepared by:	Lead Accounts Processing Officer / System Administrator	
Attachment 1:	DRAFT - Debt Recovery Policy	109
Attachment 2:	CURRENT - Debt Recovery Policy - Adopted by Council 26 April 2017 - GM/04.2017/47	118

L.9 Request for Fee Waiver-Roma Show Society 123

Prepared by: Support Officer - Economic & Community Development

L.10 Request for Letter of Support..... 129

Prepared by: Regional Events Attraction / Local Development

L.11 Request for Support of Construction of Cattle Cross loading Station - Execution of Agreement 135

Prepared by: Deputy Director / Strategic Road Management

L.12 St Patrick's School Parent and Partnership Forum - Request for In Kind Assistance..... 141

Prepared by: Support Officer - Facilities

Attachment 1: Letter to Council from St Patricks School Requesting In-Kind Assistance 145

Attachment 2: Email Trail in regards to the request from St Patricks School for the removal of the dead Bottle Tree 147

L.13 Surat - Yuleba Road 149

Prepared by: Councillor

L.14 Gas for Industrial/Commercial Development Policy 150

Prepared by: Manager - Water, Sewerage & Gas

Attachment 1: Gas Industrial/Commercial Development Policy 154

Attachment 2: MRC Planning Scheme Map 2.2.1 Roma Strategic Plan Framework Map 157

L.15 Approval for Mayor to incur Legal Expenses..... 158

Prepared by: Mayor

L.16 Request for Sponsorship - Livestock and Rural Transporters Association of Queensland 160

Prepared by: Support Officer - Economic & Community Development

Attachment : Livestock and Rural Transporters Association - Request for Sponsorship and venue - 24.02.2021 166

LC. Late Confidential Items

LC.1 Planning Legal Matters (Ref: 2013/18600)

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

LC.2 Planning Legal Matters (Ref: 2012/18048)

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

LC.3 Application for a Permit to Occupy - Land Adjoining Lot 2 on BDR87

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.

LC.4 Australian Government's Roads of Strategic Importance Program (ROSI)

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.

LC.5 Support for Lifeflight Roma

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

LC.6 Commencement of Legal Proceedings

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

LC.7 Quarter 2 2020/21 Budget Review

Classification: Closed Access

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

LC.8 Roma Airport

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.

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 24 February 2021

Date: 19 February 2021

Item Number: L.1

File Number: D21/14144

SUBJECT HEADING: Adopt a New Resident or New Family & Adopt a Senior Initiative

Classification: Open Access

Councillor's Title: Cr Johanne (Joh) Hancock

Executive Summary:

New residents and families moving to the Maranoa often feel isolated due to not having any contacts and not knowing where to access information regarding what is on and what is available in the Maranoa. This initiative would develop a pathway to connect new people to existing residents and the town they live in.

The adopt a Senior Initiative is to support our senior residents if they have no family in the area.

Councillor's Recommendation:

That a report be brought to Council regarding two initiatives:

1. Adopt a new resident or new family
2. Adopt a senior

Details of Requested Agenda Report:

New residents and families moving to the Maranoa often feel isolated due to not having any contacts and not knowing where to access information regarding what's on and what is available in the Maranoa. The idea behind the initiative is to call for expressions of interest from the community as to who would be interested in being involved in this initiative. The initiative information could be given to employers to share with the new employee and then if they would like to be involved, they can then be matched with one of the volunteers.

Many years ago, the Roma community had an adopt a Senior Initiative and from what I have been told it was successful. The initiative was to connect Seniors who had no family in town with a volunteer resident or family, this built relationships and connections for both the Seniors and the resident.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 24 February 2021

Date: 19 February 2021

Item Number: L.2

File Number: D21/14273

SUBJECT HEADING: Birth, Death and Marriage Notices

Classification: Open Access

Councillor's Title: Cr Cameron O'Neil

Executive Summary:

Residents of the community have raised concerns about the loss of birth, death and marriage notices since the cessation of the print form of the Western Star.

Councillor's Recommendation:

That a report be prepared for an upcoming Council Meeting with costing for these notices to be included in future Bottle Tree Bulletins along with other suggestions on how Council may be able to circulate notices across the Maranoa Community.

Details of Requested Agenda Report:

Since the cessation of the print form of the Western Star, residents have raised concerns about the loss of birth, death and marriage notices. One resident suggested that Council may be able to fund a page or two in the Bottle Tree Bulletin to allow these important notices to once again be circulated across the Maranoa community.

A report with costings for this to be included in the future Bottle Tree Bulletins along with other suggestions on how Council may be able to circulate these notices could be included in the report.

Supporting Documentation:

Nil

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 17 December 2020

Item Number: L.3

File Number: D20/121742

SUBJECT HEADING: Delegation of Council Powers to the Chief Executive Officer under the Local Government Regulation 2012 (Qld) ("LOGR")

Classification: Open Access

Officer's Title: Governance Officer

Executive Summary:

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

This report seeks Council's approval for the delegation of Council powers under the *Local Government Regulation 2012 (Qld)* ("LOGR") to the position of Chief Executive Officer due to changes in legislation.

Officer's Recommendation:

That Council:

1. under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation for the *Local Government Regulation 2012 (Qld)* ("LOGR").
2. all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

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
LOGR	<i>Local Government Regulation 2012</i>

Maranoa Regional Council
Ordinary Meeting - 24 February 2021

Context:

Why is the matter coming before Council?

MacDonnell's Law provides monthly updates to Maranoa Regional Council as part of the Monthly Delegation Update service.

Council is advised that the Local Government Regulation 2012 (Qld) ("LOGR") was amended by the *Local Government Legislation Amendment Regulation (No. 1) 2020 (Qld)*. The changes specific to the LGR are in relation to:

1. overdue rates or charges and the measures a local government may take to recover those rates or charges; and
2. renumbering sections within part 3 default contracting procedures and a wording change to section 232(4) register of pre-qualified suppliers - to establish rather than invite suppliers to tender.

The Instrument of Delegation has been drafted accordingly (as attached) by MacDonnell's Law, with the following extract highlighting the recommended changes.

Part 12 –

Overdue rates and charges

Division 3 – Selling or acquiring land for overdue rates or charges

Subdivision 2 – Selling land for overdue rates or charges

Entity power given to	Section of LOGR	Description
Local Government	143(1)	Power to set a reserve price for the <u>land at</u> auction.
Local Government	143(2)	In certain circumstances, power to enter into negotiations with the <u>highest-any bidder at who attended the</u> auction to sell the land by agreement.
<u>Local Government</u>	<u>144(1)</u>	<u>Power to prepare the sales notice.</u>
<u>Local Government</u>	<u>144(4)</u>	<u>Power to decide to offer the land for sale by negotiation.</u>
<u>Local Government</u>	<u>144(5)(a)</u>	<u>Power to give a copy of the sales notice to each interested party who was given a notice of intention to sell the land.</u>
<u>Local Government</u>	<u>144(5)(b)</u>	<u>Power to publish the sales notice on the local government's website.</u>
<u>Local Government</u>	<u>144(5)(c)</u>	<u>Power to display the sales notice in a conspicuous place in the local government's office.</u>
<u>Local Government</u>	<u>144(5)(d)</u>	<u>Power to display the sales notice in a conspicuous place on the land.</u>
<u>Local Government</u>	<u>144(5)(e)</u>	<u>Power to take all reasonable steps to publish the sales notice in another way to notify the public about the sale of the land.</u>
CHAPTER 6 – CONTRACTING		
Part 3 –	Default contracting procedures	
	Division 2 – Entering into particular contracts	
Entity power given to	Section of LOGR	Description
Local Government	228(8 9)	Power to decide not to accept any tenders received.
Local Government	228(9 10)	Power to decide to accept a tender.
Local Government	228(10 9)	Power to decide which tender is most advantageous to Council, having regard to the sound contracting principles.
Local Government	232(4)	In certain circumstances, power to <u>invite establish</u> suppliers to tender to be on a register of pre-qualified suppliers.

Background to the Delegation of Powers

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

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

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

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

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

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has previously delegated power under the *Local Government Regulation 2012* to the Chief Executive Officer.

The *Local Government Regulation 2012 (Qld)* ("LOGR") has recently been amended by the *Local Government Legislation Amendment Regulation (No. 1) 2020 (Qld)*. The changes relevant to this report relate to overdue rates or charges and the measures a local government may take to recover those rates or charges.

The changes to the Instrument of Delegation are minor to reflect the legislative changes.

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

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

This report has been provided in compliance with section 257 of the *Local Government Act 2009*, which allows for the Local Government, by resolution, to delegate power under the *Local Government Regulation 2012 (Qld)* ("LOGR") and any other act to the Chief Executive Officer.

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 adopted Procurement Policy (Resolution No. GM/03.2020/43) and Rate Recovery Policy (Resolution OM/11.2020/74) will be reviewed to reflect the legislative changes.

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)

MacDonnell's Law

Funding Bodies:

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

Nil.

This Financial Year's Budget:

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

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

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

Future Years' Budgets:

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

Not applicable

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Chief Executive Officer

Risks:

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

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

Advice to Council:

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

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

Advice to Council is to delegate the local government powers to the Chief Executive Officer as per the Instrument of Delegation.

Recommendation:

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

That Council:

1. under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the *Local Government Regulation 2012 (Qld)* ("LOGR").
2. all prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

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

No.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.2 Business planning, governance and performance reporting

Supporting Documentation:

- 1 [DRAFT](#) Local Government Regulation 2012 (LOGR) - D20/121709
Instrument of Delegation - as at 2 November 2020
- 2 [CURRENT](#) Local Government Regulation 2012 (LOGR) D20/87475
- OM/10.2020/08 -14 October 2020 - Instrument of
Delegation

Report authorised by:

Director - Corporate & Community Services

INSTRUMENT OF DELEGATION

Maranoa Regional Council *Local Government Regulation 2012 ("LOGR")*

Under section 257 of the *Local Government Act 2009*, Maranoa Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Local Government Regulation 2012 ("LOGR")

CHAPTER 3 – THE BUSINESS OF LOCAL GOVERNMENTS

Part 2 – Business reform, including competitive neutrality

Division 7 – Competitive neutrality complaints

Subdivision 2 – Complaint process

Entity power given to	Section of LOGR	Description	
Local Government	55(4)	Power to, within seven (7) days after making the resolution, give notice of the resolution to: (a) The complainant; and (b) The QCA; and (c) If a corporatised business entity is conducting the business activity—the corporatised business entity.	

Part 3 – Roads and other infrastructure

Division 2 – Malls

Entity power given to	Section of LOGR	Description	
Local Government	58(2)(b)	Power to permit the use of any part of the mall (including for the use of erecting any structure, for example) on the conditions it considers appropriate.	

CHAPTER 4 – RATES AND CHARGES

Part 5 – Differential general rates

Division 2 – Entering land to categorise land

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	83(1)	Power to appoint a qualified person as a categorisation officer for this division.	
Local Government	83(2)(b)	Power to authorise a person for the purpose of this division.	
Chief Executive Officer	84(1)	Power to give a categorisation officer an identity card.	

Division 4 – Objecting to rates category

Entity power given to	Section of LOGR	Description	
Chief Executive	91(2)	Power to consider the objection and decide: (a) to change the rating category for the land:	

Officer		(i) to the rating category to which the owner claims in the objection notice the land should belong; or (ii) to another rating category; or (b) not to allow the objection.	
Chief Executive Officer	91(3)	Power to give the owner notice of the decision and the reasons for the decision.	

Part 12 – Overdue rates and charges

Division 3 – Selling or acquiring land for overdue rates or charges

Subdivision 2 – Selling land for overdue rates or charges

Entity power given to	Section of LOGR	Description	
Local Government	138(3)	Power to give the State or government entity that has the interest in the land under the State encumbrance a notice of the local government's intention to sell the land, before the local government sells the land.	
Local Government	140(3)	In certain circumstances, power to give all interested parties a notice of intention to sell the land.	
Local Government	143(1)	Power to set a reserve price for the land at auction.	
Local Government	143(2)	In certain circumstances, power to enter into negotiations with the any bidder who attended the auction to sell the land by agreement.	
Local Government	144(1)	Power to prepare the sales notice.	
Local Government	144(4)	Power to decide to offer the land for sale by negotiation.	
Local Government	144(5)(a)	Power to give a copy of the sales notice to each interested party who was given a notice of intention to sell the land.	
Local Government	144(5)(b)	Power to publish the sales notice on the local government's website.	
Local Government	144(5)(c)	Power to display the sales notice in a conspicuous place in the local government's office.	
Local Government	144(5)(d)	Power to display the sales notice in a conspicuous place on the land.	
Local Government	144(5)(e)	Power to take all reasonable steps to publish the sales notice in another way to notify the public about the sale of the land.	

Subdivision 3 – Acquiring land for overdue rates or charges

Entity power given to	Section of LOGR	Description	
Local Government	149(2)	In certain circumstances, power to, as soon as practicable, give all interested parties a notice of intention to acquire the land.	

Part 13 – Land record of local government

Division 1 – Land record

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	156(2)	In certain circumstances, power to, as soon as practicable, give the ratepayer an information notice about the amendment.	

CHAPTER 5 – FINANCIAL PLANNING AND ACCOUNTABILITY

Part 5 – Community grants

Entity power given to	Section of LOGR	Description	
Local Government	194(a)	Power to be satisfied: (a) the grant will be used for a purpose that is in the public interest; and (b) the community organisation meets the criteria stated in the local government's community grants policy.	

Part 8 – Local government funds and accounts

Division 1 – Trust fund

Entity power given to	Section of LOGR	Description	
Local Government	201(2)	In certain circumstances, power to transfer money from a trust fund.	

Part 9 – Accounting records

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	204(2)	Power to 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.	This power does not need to be delegated as it is given directly to the CEO under the Act
Chief Executive Officer	205(1)	Power to present the local government's annual budget meeting with a statement of estimated financial position.	This power does not need to be delegated as it is given directly to the CEO under the Act

CHAPTER 6 – CONTRACTING

Part 3 – Default contracting procedures

Division 2 – Entering into particular contracts

Entity power given to	Section of LOGR	Description	
Local Government	225(3)	Power to not accept any of the quotes received.	
Local Government	225(4)	Power to decide to accept a quote.	
Local Government	225(4)	Power to decide which quote is most advantageous to Council, having regard to the sound contracting principles.	
Local Government	228(9)	Power to decide not to accept any tenders received.	
Local Government	228(10)	Power to decide to accept a tender.	
Local Government	228(10)	Power to decide which tender is most advantageous to Council, having regard to the sound contracting principles.	

Division 3 – Exceptions for medium-sized and large-sized contractual arrangements

Entity power given to	Section of LOGR	Description	
Local Government	232(2)	In certain circumstances, power to enter into the contract without first inviting written quotes or tenders.	
Local Government	232(4)	In certain circumstances, power to establish a register of pre-qualified suppliers.	

CHAPTER 8 – ADMINISTRATION

Part 2 – Local government meetings and committees

Division 1A – Requirements for local government meetings generally

Entity power given to	Section of LOGR	Description	
Local Government	254B(1)	Power to publish a notice at least once a year, of the days and times when: (a) its ordinary meetings will be held; and (b) the ordinary meetings of its standing committees will be held.	
Local Government	254B(1)	Power to consider it appropriate to publish the notice mention in subsection (1) in other ways.	

Part 3 – Local government employees
Division 1 – Disciplinary action against local government employees

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	279	Power to be satisfied that that the employee has: (a) failed to perform their responsibilities under the Act; or (b) failed to perform a responsibility under the Act in accordance with the local government principles; or (c) taken action under the Act in a way that is not consistent with the local government principles.	This power does not need to be delegated as it is given directly to the CEO under the Act
Chief Executive Officer	282(1)	Power to be satisfied, on reasonable grounds, that a local government employee will be subject to disciplinary action.	This power does not need to be delegated as it is given directly to the CEO under the Act
Chief Executive Officer	282(1)	Power to suspend the employee from duty.	This power does not need to be delegated as it is given directly to the CEO under the Act
Chief Executive Officer	283(1)	Power to give the employee: (a) written notice of the following: (i) the disciplinary action to be taken; (ii) the grounds on which the disciplinary action is taken; (iii) the particulars of conduct claimed to support the grounds; and (b) a reasonable opportunity to respond to the information contained in the written notice.	This power does not need to be delegated as it is given directly to the CEO under the Act

Part 5 – Register of interests
Division 1 – Disciplinary action against local government employees

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	296	In certain circumstances, the power to inform the informed person.	This power does not need to be delegated as it is given directly to the CEO under the Act

CHAPTER 9 – OTHER PROVISIONS

Part 3 – Delegation of powers

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	305(2)	Power to consider it appropriate to include other information in the register.	This power does not need to be delegated as it is given directly to the CEO under the Act

Part 6 – Loss of local government asset

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	307A(1)(b)	Power to form reasonable suspicion that there has been a reportable loss of an asset belonging to the local government.	This power does not need to be delegated as it is given directly to the CEO under the Act
Chief Executive Officer	307A(3)	Power to be satisfied the material loss is also a reportable loss and power to advise the person specified in subsection (3) as soon as practicable but not more than 6 months after the CEO becomes aware of the loss.	This power does not need to be delegated as it is given directly to the CEO under the Act

SCHEDULE 4 – PRICING PROVISIONS

Entity power given to	Section of LOGR	Description	
Local Government	10(2)	Power to decide the amount for the return on the capital used by a local government in conducting a relevant activity.	
Local Government	10(2)	Power to form the opinion that a rate is comparable to the rate which a private sector business conducting the activity would be able to obtain the capital in the market.	
Local Government	10(3)	Power to consider appropriate, for the type of business activity, the split between equity and loan capital and the return appropriate to each.	

LIMITATIONS TO THE EXERCISE OF POWER

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2020 10 12 - LOGR - Delegation Instrument]

INSTRUMENT OF DELEGATION

Maranoa Regional Council *Local Government Regulation 2012 ("LOGR")*

Under section 257 of the *Local Government Act 2009*, Maranoa Regional Council resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

Schedule 1

Local Government Regulation 2012 ("LOGR")

CHAPTER 3 – THE BUSINESS OF LOCAL GOVERNMENTS

Part 2 – Business reform, including competitive neutrality

Division 7 – Competitive neutrality complaints

Subdivision 2 – Complaint process

Entity power given to	Section of LOGR	Description	Council Resolution No. & Date
Local Government	55(4)	Power to, within seven (7) days after making the resolution, give notice of the resolution to: (a) The complainant; and (b) The QCA; and (c) If a corporatised business entity is conducting the business activity—the corporatised business entity.	14 October 2020 OM/10.2020/08

Part 3 – Roads and other infrastructure

Division 2 – Malls

Entity power given to	Section of LOGR	Description	
Local Government	58(2)(b)	Power to permit the use of any part of the mall (including for the use of erecting any structure, for example) on the conditions it considers appropriate.	14 October 2020 OM/10.2020/08

CHAPTER 4 – RATES AND CHARGES

Part 5 – Differential general rates

Division 2 – Entering land to categorise land

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	83(1)	Power to appoint a qualified person as a categorisation officer for this division.	14 October 2020 OM/10.2020/08
Local Government	83(2)(b)	Power to authorise a person for the purpose of this division.	14 October 2020 OM/10.2020/08
Chief Executive Officer	84(1)	Power to give a categorisation officer an identity card.	14 October 2020 OM/10.2020/08

Division 4 – Objecting to rates category

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	91(2)	Power to consider the objection and decide: (a) to change the rating category for the land:	14 October 2020 OM/10.2020/08

		(i) to the rating category to which the owner claims in the objection notice the land should belong; or (ii) to another rating category; or (b) not to allow the objection.	
Chief Executive Officer	91(3)	Power to give the owner notice of the decision and the reasons for the decision.	14 October 2020 OM/10.2020/08

Part 12 – Overdue rates and charges

Division 3 – Selling or acquiring land for overdue rates or charges

Subdivision 2 – Selling land for overdue rates or charges

Entity power given to	Section of LOGR	Description	
Local Government	138(3)	Power to give the State or government entity that has the interest in the land under the State encumbrance a notice of the local government's intention to sell the land, before the local government sells the land.	14 October 2020 OM/10.2020/08
Local Government	140(3)	In certain circumstances, power to give all interested parties a notice of intention to sell the land.	14 October 2020 OM/10.2020/08
Local Government	143(1)	Power to set a reserve price for the auction.	14 October 2020 OM/10.2020/08
Local Government	143(2)	In certain circumstances, power to enter into negotiations with the highest bidder at auction to sell the land by agreement.	14 October 2020 OM/10.2020/08

Subdivision 3 – Acquiring land for overdue rates or charges

Entity power given to	Section of LOGR	Description	
Local Government	149(2)	In certain circumstances, power to, as soon as practicable, give all interested parties a notice of intention to acquire the land.	14 October 2020 OM/10.2020/08

Part 13 – Land record of local government

Division 1 – Land record

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	156(2)	In certain circumstances, power to, as soon as practicable, give the ratepayer an information notice about the amendment.	14 October 2020 OM/10.2020/08

CHAPTER 5 – FINANCIAL PLANNING AND ACCOUNTABILITY

Part 5 – Community grants

Entity power given to	Section of LOGR	Description	
Local Government	194(a)	Power to be satisfied:	14 October 2020 OM/10.2020/08

		(a) the grant will be used for a purpose that is in the public interest; and (b) the community organisation meets the criteria stated in the local government's community grants policy.	
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Part 8 – Local government funds and accounts

Division 1 – Trust fund

Entity power given to	Section of LOGR	Description	
Local Government	201(2)	In certain circumstances, power to transfer money from a trust fund.	14 October 2020 OM/10.2020/08

Part 9 – Accounting records

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	204(2)	Power to 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.	14 October 2020 OM/10.2020/08
Chief Executive Officer	205(1)	Power to present the local government's annual budget meeting with a statement of estimated financial position.	14 October 2020 OM/10.2020/08

CHAPTER 6 – CONTRACTING

Part 3 – Default contracting procedures

Division 2 – Entering into particular contracts

Entity power given to	Section of LOGR	Description	
Local Government	225(3)	Power to not accept any of the quotes received.	14 October 2020 OM/10.2020/08
Local Government	225(4)	Power to decide to accept a quote.	14 October 2020 OM/10.2020/08
Local Government	225(4)	Power to decide which quote is most advantageous to Council, having regard to the sound contracting principles.	14 October 2020 OM/10.2020/08
Local Government	228(8)	Power to decide not to accept any tenders received.	14 October 2020 OM/10.2020/08
Local Government	228(9)	Power to decide to accept a tender.	14 October 2020 OM/10.2020/08
Local Government	228(9)	Power to decide which tender is most advantageous to Council, having regard to the sound contracting principles.	14 October 2020 OM/10.2020/08

Division 3 – Exceptions for medium-sized and large-sized contractual arrangements

Entity power given to	Section of LOGR	Description	
Local Government	232(2)	In certain circumstances, power to enter into the contract without first inviting written quotes or tenders.	14 October 2020 OM/10.2020/08
Local Government	232(4)	In certain circumstances, power to invite suppliers to tender to be on a register of pre-qualified suppliers.	14 October 2020 OM/10.2020/08

CHAPTER 8 – ADMINISTRATION

Part 1 – Councillors

Division 1 – Councillor remuneration

Entity power given to	Section of LOGR	Description	
Local Government	248(1)	Power to consider that, having regard to exceptional circumstances that apply, a councillor of its local government is entitled to a different amount of remuneration from the remuneration stated in the remuneration schedule for the category of local government to which the local government belongs.	14 October 2020 OM/10.2020/08

Part 2 – Local government meetings and committees

Division 1A – Requirements for local government meetings generally

Entity power given to	Section of LOGR	Description	
Local Government	254B(1)	Power to publish a notice at least once a year, of the days and times when: (a) its ordinary meetings will be held; and (b) the ordinary meetings of its standing committees will be held.	14 October 2020 OM/10.2020/08
Local Government	254B(1)	Power to consider it appropriate to publish the notice mention in subsection (1) in other ways.	14 October 2020 OM/10.2020/08

Part 3 – Local government employees

Division 1 – Disciplinary action against local government employees

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	279	Power to be satisfied that that the employee has: (a) failed to perform their responsibilities under the Act; or (b) failed to perform a responsibility under the Act in accordance with the local government principles; or (c) taken action under the Act in a way that is not consistent with the local government principles.	14 October 2020 OM/10.2020/08

Chief Executive Officer	282(1)	Power to be satisfied, on reasonable grounds, that a local government employee will be subject to disciplinary action.	14 October 2020 OM/10.2020/08
Chief Executive Officer	282(1)	Power to suspend the employee from duty.	14 October 2020 OM/10.2020/08
Chief Executive Officer	283(1)	Power to give the employee: (a) written notice of the following: (i) the disciplinary action to be taken; (ii) the grounds on which the disciplinary action is taken; (iii) the particulars of conduct claimed to support the grounds; and (b) a reasonable opportunity to respond to the information contained in the written notice.	14 October 2020 OM/10.2020/08

Part 5 – Register of interests

Division 1 – Disciplinary action against local government employees

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	296	In certain circumstances, the power to inform the informed person.	14 October 2020 OM/10.2020/08

CHAPTER 9 – OTHER PROVISIONS

Part 3 – Delegation of powers

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	305(2)	Power to consider it appropriate to include other information in the register.	14 October 2020 OM/10.2020/08

Part 6 – Loss of local government asset

Entity power given to	Section of LOGR	Description	
Chief Executive Officer	307A(1)(b)	Power to form reasonable suspicion that there has been a reportable loss of an asset belonging to the local government.	14 October 2020 OM/10.2020/08
Chief Executive Officer	307A(3)	Power to be satisfied the material loss is also a reportable loss and power to advise the person specified in subsection (3) as soon as practicable but not more than 6 months after the CEO becomes aware of the loss.	14 October 2020 OM/10.2020/08

SCHEDULE 4 – PRICING PROVISIONS

Entity power given to	Section of LOGR	Description	
Local Government	10(2)	Power to decide the amount for the return on the capital used by a local government in conducting a relevant activity.	14 October 2020 OM/10.2020/08
Local Government	10(2)	Power to form the opinion that a rate is comparable to the rate which a private sector business conducting the activity would be able to obtain the capital in the market.	14 October 2020 OM/10.2020/08
Local Government	10(3)	Power to consider appropriate, for the type of business activity, the split between equity and loan capital and the return appropriate to each.	14 October 2020 OM/10.2020/08

Schedule 2

LIMITATIONS TO THE EXERCISE OF POWER

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

[2020 04 10 - LOGR - Delegation Instrument]

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 24 February 2021

Date: 4 February 2021

Item Number: L.4

File Number: D21/9035

SUBJECT HEADING: Development Application for Reconfiguring a lot (1 into 2 lots) at 236 Edwardes Street, Roma (Ref 2020/20220)

Classification: Open Access

Officer's Title: Lead Town Planner

Executive Summary: Maranoa Regional Council wants to subdivide the property at 236 Edwardes Street in Roma into two lots. The property was affected by recent flood levee works, and the subdivision is intended to ensure a part of the lot remains viable for continued residential use, with the balance of the lot retained for flood mitigation purposes.

The development application required to facilitate the outcome is subject to code assessment and ordinarily would be dealt with by Council officers under delegated powers. In this instance the proposal presents some inconsistencies with some of the development codes in Council's Planning Scheme and therefore it is appropriate for the matter to be decided by the elected officials.

Officer's Recommendation: The application for reconfiguring a lot (one lot into two lots) at 236 Edwardes Street in Roma, being more accurately described as Lot 1 on RP4380 be approved subject to the listed relevant and reasonable Development conditions and General advice:

Development conditions

Approved development

1. The approved development is for a Reconfiguration of a Lot (*creating lots by subdividing another lot*) as defined in the *Planning Act 2016* and as shown on the approved plan.

General

2. Complete and maintain the approved development in accordance with:
 - a. the development approval documents; and
 - b. those parts of the approved development that have been specified in detail by the Council unless the Council agrees in writing that those parts will be adequately complied with by amended specifications.

Compliance inspection

3. The applicant shall contact Council to arrange a development compliance inspection prior to the endorsement of the survey plan.
4. Unless otherwise stated all conditions must be complied with prior to Council endorsing the plan of survey.

Approved plans

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

Plan/Document Number	Plan/Document Name	Date
38169-11_POD-001	Plan of Development	14/09/20

Existing buildings

6. Existing buildings and structures located on the development site are not to encroach on the proposed allotment boundaries and must achieve the minimum setbacks prescribed in the Planning Scheme.

Services provisions

7. Proposed Lot 1 shown on *Plan of Development 38169-11_POD-001* dated 14/09/20 must be connected to Council's reticulated water supply system in accordance with the Water Services Association of Australia (WSAA) publication WSA03-2002 Water Reticulation Code of Australia (version 2.3), and the Capricorn Municipal Development Guideline - D11 Water reticulation, at no cost to Council.
8. Proposed Lot 1 shown on *Plan of Development 38169-11_POD-001* dated 14/09/20 must be connected to the Council's reticulated sewerage disposal system in accordance with the Water Services Association of Australia (WSAA) publication WSA02-2002 Sewerage Code of Australia (version 2.3) and the CMDG Design Guideline - D12 Sewerage Reticulation, at no cost to Council.
9. An electricity supply must be made available to Lot 1 shown on *Plan of Development 38169-11_POD-001* dated 14/09/20. This supply must be in accordance with the relevant standards of the electricity distributor.

Stormwater and drainage

10. Post-development stormwater runoff flows, whose characteristics include volume, concentration, and velocities, from the development site are not to exceed pre-development stormwater runoff flows to adjoining properties.
11. There must be no increases in any silt loads or contaminates in any overland

flow from the property during the course of any works required to establish the approved development or fulfil the requirements of the development approval conditions.

Access & Roads

12. Proposed Lot 1 shown on *Plan of Development 38169-11_POD-001 dated 14/09/20* must have vehicle access to a formed road. The landowner is responsible for the construction and maintenance of crossovers from the road carriageway to the property boundary and all internal vehicle access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
13. The design and construction of vehicle access to proposed Lot 1 on *Plan of Development 38169-11_POD-001 dated 14/09/20* must comply with CMDG Standard Drawing CMDG-R-040 Rev E – “Rural Road Access and Property Access over Table Drains” dated 12/2016.

Development of Lot 2

14. Proposed Lot 2 on *Plan of Development 38169-11_POD-001 dated 14/09/20* shall be retained by the Maranoa Regional Council in-perpetuity for the sole purpose of flood mitigation. There shall be no further development or any land use activities carried out on Lot 2 other than that deemed necessary by the Council for flood mitigation purposes.

Avoiding nuisance

15. During the establishment of the approved development, no nuisance is to be caused to adjoining properties and occupiers, including by way of smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time.

Protection of infrastructure

16. Any damage to existing infrastructure (road pavement, existing underground assets, etc.) shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s) and at no cost to Council.

Latest versions

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

Rates and charges

18. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council, shall be paid prior to the Council endorsing the plan of survey.

General advice:

- a) Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- b) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- c) This approval lapses if a plan for the reconfiguration is not given to the Council within two (2) years of the approval taking effect. The plan for the reconfiguration must be duly signed by the registered proprietor of the land and the surveyor, and submitted to Council for approval in a form acceptable to Council within the relevant period.
- d) The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- e) All Aboriginal Cultural Heritage in Queensland is protected under the *Aboriginal Cultural Heritage Act 2003* and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- f) Any civil engineering and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ) who are competent in the construction of the works.
- g) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved development.
- h) The development will not increase demand on any of Council's trunk infrastructure networks and therefore a nil infrastructure charge is payable.
- i) A development permit for a Material Change of Use will be required for any

activity or development on the approved lot(s) that does not comply with the accepted development criteria in the Planning Scheme.

- j) The land use rating category may change upon commencement of any new approved use on the site. Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: www.maranoa.qld.gov.au.
- k) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- l) The developer may apply to Council for Council to undertake development works within the Council road reserve via a private works agreement. For more information regarding this service, please contact the Council office on 1300 007 662.

Individuals or Organisations to which the report applies:

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

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

Council's decision regarding this matter may affect future development proponents of subdivisions.

Acronyms:

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

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

Acronym	Description
N/A	

Context:

Why is the matter coming before Council?

The application presents inconsistencies with some development codes in Council's Planning Scheme and therefore it is appropriate for the matter to be decided by the elected officials.

Background:

Has anything already happened in relation to this matter?

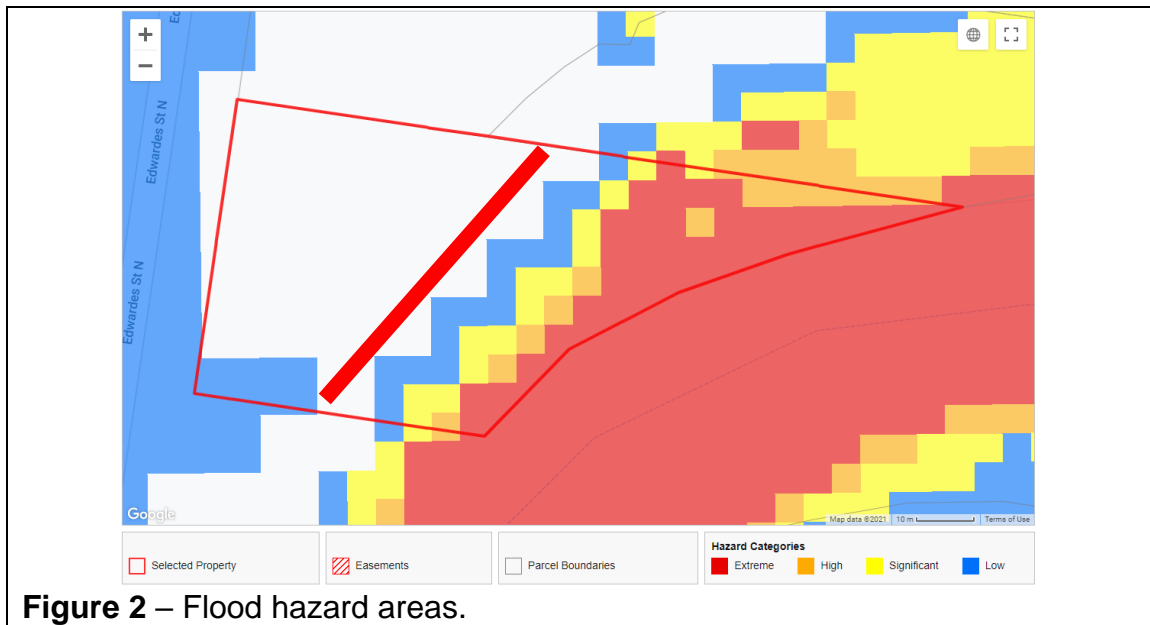
(Succinct overview of the relevant facts, without interpretation)

- At the intersection of Edwardes Street and Lovell Street in Roma is a 4,000m² property that contains a single detached residential dwelling. The property is

more accurately described as 236 Edwardes Street, Roma being Lot 1 on RP:4380 (the subject premises) and shown in 'red' in Figure 1.



- The subject premises is located on the urban fringe of Roma in an area of town where the prevailing lot pattern and built character is best described as low density residential living.
- Maranoa Regional Council acquired the subject premises as part of its Stage 2A flood mitigation works. The levee bank, which formed part of the flood mitigation works, passes through the middle of premises and renders the eastern portion of the property unsuitable for further development because of the resulting flood hazard.
- The balance of the lot on the western side of levee and which contains the dwelling, has benefited from the levee works - such that it remains relatively flood free. Figure 2 below shows the extent of the flooding over the lot with the approximate levee alignment marked with a red line.



- Toward the end of 2020, Council resolved (Council resolution number OM/11.2020/04) to pursue a development application to subdivide the premises into two lots to recognize the development constraints presented by the levee and to ensure that the flood free part of the lot remained viable for ongoing residential activities.
- The subdivision would facilitate the sale by tender of the area of the premises unaffected by flooding with the balance area retained for Council's ongoing flood mitigation purposes.
- From a practical point of view, the subdivision would facilitate an improved development outcome; however provisions should be included in any approval issued to ensure the flood risk to people and property is mitigated to an acceptable and tolerable level.

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

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

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

The proposal to subdivide the property constitutes *reconfiguration of a lot* as defined in the *Planning Act 2016* (*creating lots by subdividing another lot*) and requires a development permit to be issued by Council. Provisions of the *Maranoa Planning Scheme 2017* make the required development application subject to code assessment.

A code assessment is an assessment that must only be carried out;

- against the assessment benchmarks in a categorising instrument for the development; and

- b) having regard to any matters prescribed by regulation.

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

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

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

The *Maranoa Planning Scheme 2017* is applicable to the assessment of the application. The following sections of the planning scheme are applicable;

- *Part 9.4.5 The reconfiguring a lot code*
- *Part 8.2.3 Biodiversity areas overlay code*
- *Part 8.2.5 Flood hazard overlay code*

Input into the Report & Recommendation:

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

Consultation about this application has occurred with:

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

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

Funding Bodies:

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

N/A – The project is not externally funded.

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 adopt the officer recommendation and approve the subdivision, one of the lots (Lot 1) will be put up for sale by tender with any subsequent sale impacting on how much Council collects in income.

Future Years' Budgets:

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

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

Impact on Other Individuals or Interested Parties:

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

Proponents of future applications of subdivisions may be interested in Council's decision.

Risks:

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

Risk	Description of likelihood & consequences
Approving the development	Approving this application may result in further subdivision applications from development proponents with properties impacted by flooding. That said, there are strict caveats in place regarding the future use of the flood impacted areas of the lot that should alleviate any pressure on Council to approve future subdivisions in flood areas.
Refusing the development	Refusing the development will restrict the further use and development of this site.

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 is found to generally comply with the purpose and overall outcomes of the applicable assessment benchmarks, or able to be conditioned to comply. Relevant and reasonable conditions have been recommended. Where there is non-compliance with the assessment benchmarks the following matters have been taken into consideration:

- Density and development yields in the flood inundation areas will not increase. The subdivision will allow the continued residential use of the part of the premises no longer impacted by flooding, whilst restricting development on the part of the lot that is located within the flood inundation area;
- The subdivision will result in lots appropriate for their intended use and which are responsive to site contains. It will result in lots that reflect the prevailing lot size in the immediate area such that the low-density residential character and amenity of the area is maintained;
- The flood risk to people and property will not increase as a result of the subdivision. Development conditions have been recommended that prohibit further development in flood hazard areas on the site; and
- Despite its rural zoning, the existing lot at 0.4 hectares and being located on the urban fringe of Roma does not lend itself to rural activities. The further subdivision of the lot will not result in a loss of or fragmentation of viable agricultural land.

Based on the above, Council should endorse the officer recommendation and approve the development application for reconfiguration of a lot at 236 Edwardes Street, Roma subject to relevant, reasonable and enforceable conditions that mitigate potential impacts from the development and ensure adequate service and infrastructure provision.

Recommendation:

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

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

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

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

That Council endorse the officer recommendation and approve the application for reconfiguration of a lot at 236 Edwardes Street, Roma (one lot into two lots). This recommendation is consistent with existing Council policy.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

- | | |
|---|-----------|
| 1 Plan of development | D21/14346 |
| 2 Planning Assessment against development codes | D21/14382 |

Report authorised by:

Manager - Planning & Building Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Attachment 1 - Assessment against the applicable development code of the Planning Scheme**Part 9.4.5 The Reconfiguring a lot code**

The purpose of the *Reconfiguring a Lot* code is to ensure that new lots are configured in a manner which:

- (a) is appropriate for their intended use;*
- (b) is responsive to site constraints;*
- (c) ensures protection of productive rural land and the minimisation of conflict between rural activities and other uses;*
- (d) provides appropriate access (including access for services); and*
- (e) supports safe and liveable communities.*

The purpose of the *Reconfiguring a Lot* code will be achieved through the following overall outcomes:

- 1) *development provides for lots that are of a size and have dimensions that:-*
 - (a) are appropriate for their intended use;*
 - (b) promote a range of housing types in the case of residential development;*
 - (c) are compatible with the density of development within the local area; and*
 - (d) sensitively respond to site constraints;*
- 2) *development provides for the consolidation of rural land and minimises further fragmentation of rural land;*
- 3) *development provides for lots that have a suitable and safe means of access to a public road; and*
- 4) *development provides for subdivisions that result in the creation of safe, healthy and prosperous communities by:-*
 - (a) incorporating a well-designed and efficient lot layout that promotes walking, cycling and the use of public transport and provides the highest practical level of connectivity;*
 - (b) incorporating a road and transport network with a grid or modified grid street pattern that ensures safe and legible vehicle and pedestrian movement, is responsive to the natural topography of the site, is integrated with existing or planned adjoining development and supportive of the circulation of public transport;*
 - (c) avoiding adverse impacts on economic or natural resource areas;*
 - (d) protects native vegetation, watercourses, wetlands, open space areas and significant environmental features present on, or adjoining the site;*
 - (e) avoiding the risk to people and property of natural hazards, including hazards posed by bushfire, flooding, landslide and steep slopes;*
 - (f) provides for a high level of personal safety using the principles of Crime Prevention through Environmental Design (CEPTED);*
 - (g) providing appropriate infrastructure including reticulated water supply and sewerage (where available), sealed roads, pedestrian and bicycle paths, open space and community facilities in urban areas; and,*

(h) *facilitating increased residential densities only in areas zoned for residential purposes and on land identified for Future Urban and Rural Residential development on Planning Scheme Map 2.2.1 – Roma Strategic Land Use Plan.*

The proposed development generally complies with the Purpose and Overall Outcomes of the *Reconfiguring a Lot* code because;

- the location, size and configuration of the proposed allotments is appropriate for their intended use (residential development and flood mitigation) and supports safe and liveable communities;
- the proposed lots can be serviced by infrastructure necessary to support their intended use;
- it can achieve an efficient and well-connected lot layout that ensures safe and legible vehicle and pedestrian movement;
- suitable and safe access can be provided to each allotment from the existing road network;
- the development will not adversely affect economic or natural resource areas, native vegetation, watercourses, wetlands, open space areas or significant environmental features on or adjoining the site;
- it will not increase the risk to people or property of natural hazards; and
- it is compatible with the use and density of development in the surrounding area and will integrate with future development expected in the general locality.

The Code's relevant Performance Criteria are shown below, in order to more easily permit structured and detailed consideration of relevant issues—

THE RECONFIGURING A LOT CODE	
Performance outcomes	Response
PLANNING	
Siting, design and density	
Agricultural land classification – in addition, refer to the Agricultural land overlay code where mapped in the SPP mapping as Class A or Class B agricultural land.	
PO 1 Siting Reconfiguring of a lot: (a) accommodates the site's urban and environmental context; (b) responds appropriately to the site's constraints; and, (c) adjoins development of a similar density.	<p>✓</p> <p>The <i>Reconfiguring a Lot</i> Code permits the assessment of the development not only in the context of the Rural zone within which it is located, but also;</p> <ul style="list-style-type: none"> • the proximity of the site to the existing Urban area of Roma and the infrastructure and services it provides; • potential environmental and site constraints; and • the existing land uses and configuration of the land surrounding the site. <p>Having regard to these matters, the siting of the</p>

	<p>proposed development is considered appropriate despite the land zoning suggesting Rural development is the preferred land use.</p> <p>The development will result in similar densities as surrounding lots with access to adequate infrastructure service levels.</p> <p>The majority of the allotments in the immediately surrounding area, whilst zoned Rural, provide limited opportunity for viable rural use due to their size and configuration, with many conforming to the minimum lot sizes expected in a Rural Residential or a Residential Living area.</p>
<p>PO 2 Lot design – facilitating use Lot design facilitates effective use by:</p> <ul style="list-style-type: none"> (a) providing an area within the lot sufficient to contain a desired use for the zone. (b) encouraging efficient urban infrastructure and land use; (c) orienting lots to ensure that structures and spaces have the opportunity to maximise solar energy, daylight and breezes; and, (d) providing area to accommodate landscaping elements that offer shade, screening or privacy. 	<p>✓</p> <p>Proposed lot 1 which will continue to be used for residential living is suitably sized and configured and supports the efficient provision for onsite infrastructure. The lot layout provides opportunity to maximise the use of solar energy, daylight and breezes in future urban development, and for the establishment of landscaping elements that can contribute to providing a high level of amenity for the intended use.</p> <p>Proposed Lot 2 is will from part of Council's flood mitigation efforts.</p>
<p>PO 3 Lot design - area The lot area promotes the density suitable for the purpose or intended character of the zone.</p> <p>In the General residential zone, varied lot sizes promote a range of housing types.</p>	<p>✓</p> <p>The development will result in lot sizes that are generally consistent with the character of the surrounding area and consistent with the intended future use of the surrounding land for Rural Residential and Residential development.</p>
<p>PO 4 Lot design – irregular shaped lots Irregular shaped lots may be created where the creation of regular lots is impractical.</p> <p>Note: a significant curve in the road is an example of a sufficient reason for the creation of an irregular shaped lot. An irregular shaped lot is one that has more than one corner with an angle of less than 75 degrees.</p>	N/A
<p>PO 5 Lot design – rear lots A rear lot with access easement may</p>	<p>The rear lot created as part of this subdivision is intended for Council's flood mitigation purposes and</p>

<p>be created where:</p> <ul style="list-style-type: none"> (a) it is not possible for the site to be reconfigured so that all lots have full frontage to a road; (b) the future siting of buildings on the rear lot would not be detrimental to the use of surrounding lots; and, (c) vehicular access to a rear lot will not create nuisance for adjoining lots. 	<p>will provide suitable access from a road reserve and existing easements.</p>
<p>PO 6 Lot design – realignment of boundaries</p> <p>Boundaries between lots may be realigned where a clear improvement to the existing alignment is demonstrated.</p>	<p>N/A</p>
<p>PO 7 Lot design – internal subdivision</p> <p>Where a building format plan or community titles subdivision is used, the subdivision facilitates an effective use of the lot in a manner that is consistent with the overall outcomes for the zone or local plan area.</p>	<p>N/A</p>
<p>PO 8 Separation of incompatible land uses</p> <p>Lot design and location provides sufficient distances between:</p> <ul style="list-style-type: none"> (a) future uses within the reconfiguration that have a potential to cause nuisance or hazard and adjacent zones, (b) existing uses outside the zone that have the potential to cause nuisance or hazard and the reconfigured lots, (c) existing or proposed infrastructure that requires buffering and the reconfigured lots, and (d) other natural or constructed hazards and the reconfigured lots. 	<p>✓</p> <p>The adjacent and surrounding land is developed and/or zoned for Rural and Rural Residential pursuits. The intended use of the proposed lots is compatible with the surrounding area and unlikely to result in land use conflicts.</p>
<p>PO 9 Buffers</p> <p>Where buffers will be required between zones, lot design shall include an appropriate allocation of an area for the buffer.</p>	<p>✓</p> <p>The proposed reconfiguration will facilitate development that is compatible with surrounding land zonings and existing land uses in the immediate locality. As such the development does not necessitate the establishment of any buffers to mitigate conflicting land uses.</p>
<p><i>Amenity</i></p>	
<p><i>Heritage places – in addition, refer to the Heritage overlay code</i></p>	

where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy	
PO 10 Streetscape Lot reconfigurations maintain the existing streetscape and character of an area or neighbourhood.	✓ The allotment configuration provides for lots sizes and dimensions that are compatible with those in the surrounding area. The existing streetscape and character of the area will not be compromised as a result of this subdivision.
PO 11 Cultural heritage The physical integrity and significance of cultural heritage discovered during development is retained. Note: Cultural heritage refers to indigenous and non- indigenous cultural heritage.	✓ The development site is not identified as a place of cultural heritage significance, however should any cultural heritage be discovered during the development of the site, the development proponent will be responsible for undertaking appropriate measures and liaising with the applicable agencies/groups to ensure the integrity of this is retained.
<i>Parks, open space and landscaping</i>	
<i>Landscaping – refer to the Operational works landscaping code</i>	
PO 12 Public parks Where a public park forms part of a development, the park: <ul style="list-style-type: none"> (a) is part of a broader network of parks that is planned to deliver a variety of recreation and sporting options, and has a particular role within that network; (b) creates an attractive setting and a focal point for the community; (c) facilitates the retention of native vegetation, water courses, wetlands and other areas of environmental significance and natural and cultural features. 	N/A

<p>PO 13 Open space Where open space forms part of a development:</p> <ul style="list-style-type: none"> (a) the open space is not isolated, but forms part of a legible and interconnected movement and open space network; and, (b) the open space allows for important landmarks or vistas or other areas of high scenic quality to be viewed from the site. (c) facilitates the retention of native vegetation, water courses, wetlands and other areas of environmental significance and natural and cultural features. 	N/A
<p>PO 14 Watercourses Development on land adjacent to a watercourse and it's buffer (the riparian area) maintains an appropriate extent of public access to watercourses and minimises the possibility of detrimental 'edge effects'.</p>	<p>✓</p> <p>The subject site contains a watercourse. There will be no impact on the existing watercourse as result of the development.</p>
<p>PO 15 Street trees and Landscaping Street trees and landscaping shall:</p> <ul style="list-style-type: none"> (a) contribute positively to the street; (b) be visually pleasing and create an attractive environment; (c) be located to take account of the direction of the breezes and sun; (d) be located to give privacy and buffering from or for any incompatible uses, (e) be located to avoid interference with electricity lines and other infrastructure; and (f) maintain sight lines at intersections for traffic. 	N/A

ENGINEERING	
<i>Earthworks – refer to the Operational works excavation or filling code</i>	
<i>Infrastructure – refer to the Operational works infrastructure code</i>	
Erosion Control	
PO 16 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	✓ As result of the development minimal construction activities will be carried out.
Provision of services	
PO 17 Orderly provision of services The provision of services is appropriate to the site's urban context and setting, and fits with the provisioning plans of council. Where out of sequence, the required services are provided.	✓ The development site has access to the existing road network and can be provided with vehicle access suitable to service each of the proposed lots for their intended use. The lots are provided with infrastructure adequate for their intended use.
PO 18 Electricity supply All lots are provided with an adequate supply of electricity.	The development site has access to reticulated electricity infrastructure. Conditions of approval can be imposed requiring connection to the proposed allotments as applicable.
PO 19 Gas supply Where a reticulated gas supply is available: (a) lots are provided with a supply of reticulated gas; and, (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	N/A – The development site is not located within a reticulated gas supply area.
PO 20 Water supply To ensure the provision of a potable and fire-fighting water supply: (a) an adequate supply and volume of water is provided to and for the lot; and (b) access to reticulated water infrastructure is maintained for maintenance and replacement purposes.	✓ The lots have access to reticulated water.
PO 21 Effluent disposal To ensure that public health and environmental values are preserved: (a) all lots provide for the effective treatment and disposal of effluent and other waste water; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes. (c) Where not located in a	✓ The lots have access to reticulated sewer.

sewered area, provision is made for an adequate area for the safe and sustainable on-site treatment and disposal of effluent.	
<p>PO 22 Street lighting Street lighting is provided:</p> <ul style="list-style-type: none"> (a) to ensure safety of vehicles, cyclists and pedestrians; and (b) to an appropriate engineering standard. <p>Access to infrastructure is to be maintained for maintenance and replacement purposes</p> <p>Note: Refer to <i>SC6.2 Planning scheme policy – Landscaping</i> and the <i>Crime Prevention Through Environmental Design (CPTED) Guidelines for Queensland</i> for guidance on achieving this outcome.</p>	N/A - The provision of street lighting to the development is considered unnecessary and impractical.
Stormwater and drainage	
<p>PO 23 Stormwater and inter-allotment drainage Stormwater is collected and discharged so as to:</p> <ul style="list-style-type: none"> (a) protect the stability of buildings and the use of adjacent land; (b) prevent water-logging of nearby land; and, (c) protect and maintain environmental values. <p>Access to infrastructure is to be maintained for maintenance and replacement purposes.</p>	<p>✓</p> <p>Conditions of approval will require site stormwater to be managed in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p> <p>The proposed lots are of sufficient size to allow for the management of stormwater onsite. The development will not impact on access to infrastructure for maintenance and replacement purposes.</p>
Roads and rail	
<i>Infrastructure – refer to the Infrastructure overlay code for development in the proximity of, or potentially affecting State infrastructure.</i>	
<p>PO 24 Protection of State controlled roads Development adjacent to State controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.</p>	N/A – The proposed development is not located near a State-controlled road.
<p>PO 25 Rail corridors Development adjacent to rail corridors does not prejudice the safety, speed and intended role of existing and future rail corridors.</p>	N/A – The proposed development is not located near a railway corridor.
<p>PO 26 Roads Where new roads form part of a development the configuration of</p>	<p>✓</p> <p>The proposed development does not involve any new roads.</p>

<p>roads is responsive to its setting</p> <p>Adequate road access is provided for each lot to the existing road network.</p> <p>Laneway access may be used where it optimises the use of public streets by pedestrians, and minimises pedestrian/ vehicle conflict points.</p>	
<p>PO 27 Connectivity</p> <p>Roads and paths are effectively connected beyond the site, and integrate the site with existing or planned development on adjoining sites, and to the town as a whole.</p>	<p>✓</p> <p>The development site has direct access to Council's road network.</p>
<p>PO 28 Active transport</p> <p>Paths and bikeways provide for the efficient movement of pedestrians, cyclists, and efficient public transport routes are identified.</p>	<p>The proposal is located in an area where there is no existing path or pedestrian networks.</p>
Access, parking and manoeuvring	
<p>PO 29 Vehicle access</p> <p>Vehicle access is provided to each lot ensuring safe and effective movement of motorists and pedestrians.</p>	<p>The proposed allotment configuration allows for the provision of adequate vehicle access to the road network from each proposed lot and their intended use.</p>
ENVIRONMENTAL	
<p><i>Biodiversity – in addition, refer to the Biodiversity areas overlay code where mapped in the SPP mapping as MSES.</i></p>	
<p>PO 30 Vegetation retention</p> <p>Development retains vegetation not mapped as MSES where it is:</p> <ul style="list-style-type: none"> (a) adjacent to water courses and protecting water quality (riparian); (b) protecting an identified habitat; or (c) minimising soil erosion. 	<p>The application does not propose the removal of any vegetation or interference with a watercourse.</p>
<p>PO 31 Pests</p> <p>Development avoids the introduction of non-native pest species (plant or animal), that pose a risk to ecological integrity.</p>	<p>N/A – Any development approval will not negate the owner/operator's obligations under the Biosecurity Act.</p>
<p>PO 32 Watercourse buffers</p> <p>Development ensures the maintenance of riparian areas and water quality including protection from off-site transfer of sediment.</p>	<p>N/A – The development will not adversely impact on watercourse.</p>
<p>PO 33 Watercourse integrity</p> <p>Bank stability, channel integrity and in-stream habitat is protected from degradation and maintained or improved at a standard</p>	<p>N/A - The development site does contain a watercourse, which will not be impacted as a result of this proposal and if anything, will be further protected as a result of the development.</p>

<p>commensurate with pre-development environmental conditions.</p> <p>Development ensures that the natural surface water and groundwater hydrologic regimes of watercourses and associated buffers are maintained to the greatest extent possible.</p>	
<p>PO 34 Water quality The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for:</p> <ul style="list-style-type: none"> (a) the biological integrity of aquatic ecosystems; (b) recreational use; (c) supply as drinking water after minimal treatment; (d) agricultural use or industrial use; and (e) minimises nuisance or harm to adjoining land owners. 	<p>Any future development of the proposed lots will require stormwater systems to be designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i>.</p>
<p>PO 35 Sloping land Development is undertaken to ensure:</p> <ul style="list-style-type: none"> (a) vulnerability to landslip erosion and land degradation is minimised; and (b) that the safety of persons and property is not compromised. 	<p>N/A – The development site is not identified as vulnerable to landslip or land degradation.</p>

SAFETY AND RESILIENCE TO HAZARDS	
<i>Bushfire – refer to the Bushfire hazard areas overlay code</i> where mapped in the SPP mapping as medium bushfire hazard or above.	
<i>Flooding – refer to the Flood hazard overlay code</i> where areas are mapped as within a defined flood area.	
PO 36 Bushfire hazard area Reconfiguring a lot maintains the safety of people and property by avoiding areas of high bushfire hazard or alternatively, mitigating the risk through the provision of firebreaks.	N/A – The subdivision will not result in any further development on the site. Any future development on the proposed lots will be subject to further assessment against the planning scheme in effect at the time.
PO 37 Flood hazard area Reconfiguring a lot maintains the safety of people and property by avoiding areas of flood hazard.	The proposed development will result in an improved flood outcome – refer to responses to flood hazard overlay code for further discussion.
PO 38 Electricity transmission line easement Lot layout and design adjoining an electricity transmission line easement ensures adequate separation between lines and occupied areas.	N/A - The development site does not contain nor is it adjacent to an electricity line easement.
PO 39 Electricity transmission line easement – vegetation Transmission lines within an electricity transmission line easement are protected from vegetation.	
PO 40 Gas and oil pipelines Provision is made to ensure that future buildings can be located at an appropriate distance from pipelines to ensure community safety and that the operation of the activity is not compromised. Note: 'Dial Before You Dig' maintains mapping of all flow, trunk and transmission gas lines for public reference.	N/A – The development site does not contain a gas or oil pipeline.
PO 41 Development in the vicinity of an airport Development does not adversely affect the present or future operational needs of airports.	N/A – The development site is not in close proximity to the Roma airport.
PO 42 Public safety Development is planned, designed and constructed to enhance public safety and reduce the potential for crime and vandalism. Note: Refer to SC6.2 Planning scheme policy – Landscaping and the Crime Prevention Through Environmental Design (CPTED)	The proposed development is not located in a pedestrian orientated environment.

Guidelines for Queensland for guidance on achieving this outcome.	
<i>Rural zone</i>	
<p>PO 43 Lot size in the Rural zone The reconfiguring of lots within the Rural Zone:</p> <ul style="list-style-type: none"> (a) occurs primarily to ensure the continued ongoing viability of primary production; (b) minimises the fragmentation of productive rural land; and, (c) allows for the geographical separation of allotments using such features as watercourses, roads, or ridgelines, providing the lots meet minimum size requirements. 	<p>The proposed lot sizes are significantly below the minimum lot size of 600 hectares that allows for the ongoing viability of primary production on Rural land Important Agricultural Areas. The development will result in fragmentation of the land parcel which is unnecessary for the purposes of accommodating natural features and is inconsistent with the desired outcomes for land in the Rural Zone.</p> <p>Whilst the development presents conflict with the intent of the Rural zone within which it is located, the site has been used for and is surrounded by higher density residential development. The following characteristics of the site indicate its suitability for subdivision to accommodate Residential use:</p> <ul style="list-style-type: none"> • the existing lot size is significantly below the minimum lot size set to ensure the ongoing viability of primary production on Rural land and is limited in terms of potential to support rural uses; • the existing configuration and size of the surrounding lots is more suited to Rural Residential use, with the majority of these lots currently occupied by low density Rural Residential and Residential development; • The development will maintain a low density use and will not compromise the ability for existing or potential future Rural activities to occur on surrounding Rural land; and • Conditions of approval can ensure adequate infrastructure and services are provided to cater for the intended Residential use.
<p>PO 44 Stock route network The stock route network (identified in overlay SPP – Economic Growth these – Agriculture – stock routes) is protected from incompatible development on adjoining sites.</p>	<p>✓</p> <p>Stock routes will not be impacted by the proposed development.</p>

Part 8.2.1 Agricultural Land overlay code

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

8.2.1.3 Overall Outcomes

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

- that the ongoing productive use of Agricultural Land Classification (ALC) Class A and Class B land for agricultural purposes is maintained and protected by ensuring that:-
 - ALC Class A and Class B land is only used for appropriate rural and complementary uses;
 - conflict between farming activities and sensitive land uses is avoided;
 - further fragmentation of ALC Class A and Class B land as a result of reconfiguring a lot is avoided; and
 - development avoids adverse impacts on ALC Class A and Class B land from land degradation and stormwater run-off.

The proposed development complies with the Purpose and Overall Outcomes of the Agricultural Land Overlay Code because;

- the premises is and has historically been used for low density residential living and is not viable agricultural land; and
- the proposed development will not lead to the alienation, fragmentation or diminished productivity of any viable agricultural land.

Assessment against the design criteria of the Agricultural Land overlay code is provided in the table below.

THE AGRICULTURAL LAND OVERLAY CODE	
for agricultural land classification Class A and Class B land identified in the SPP agricultural land mapping	
Performance outcomes	Acceptable outcomes
PLANNING	
Use and density	
PO 1 Use Development on ALC Class A and Class B land is limited to:- <ul style="list-style-type: none"> (a) rural uses that make use of and rely upon the quality of the agricultural land resource; (b) complementary uses that are essential to on-site farming practice. 	N/A – The site is located in the urban area of Roma and is not a viable agricultural parcel.

<p>PO 2 Separation – residential uses Development for residential activities and other sensitive land uses does not adversely impact on the ongoing operational efficiency and productive agricultural use of ALC Class A and Class B land.</p>	<p>N/A – It is not for residential development.</p>
<p>PO 3 Fragmentation - subdivision Reconfiguring a lot involving ALC Class A and Class B land does not result in lot sizes or lot configurations that lead to:- (a) fragmentation of rural land and loss of land for viable rural production; (b) proposed lots intended for residential or rural residential use; (c) loss of flexibility in the way landholdings are used for agricultural production.</p>	<p>At 0.4 hectares in area and being located on the urban fringe of Roma, the site does not present itself as a viable agricultural parcel and its further subdivision will not result in a fragmentation of productive rural land.</p>
<p>PO4 Fragmentation – boundary realignment The boundaries of existing lots containing ALC Class A and Class B land are not rearranged, unless it can be demonstrated that a rearrangement of lot boundaries would:- (a) aggregate ALC Class A and Class B land resources and maximise the utility of the land for agricultural purposes; (b) provide for better land management; and (c) not give rise to, or worsen, land use conflicts between agricultural and residential land uses.</p>	<p>N/A – the application does not involve a realignment of boundaries.</p>
<p>ENGINEERING</p>	
<p>Stormwater and Drainage</p>	
<p>PO5 Stormwater and Drainage Development for non-agricultural purposes is located, designed and constructed to minimise the impact of sediment and stormwater run-off on ALC Class A and Class B land.</p>	<p>There will be no increase in stormwater discharged to adjoining properties as a result of the development; and Conditions of development approval may require that adequate pollution controls are implemented as part of ongoing operations.</p>

8.2.3 Biodiversity areas overlay code

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

- 5) development conserves and enhances the Maranoa region's biodiversity values and associated ecosystems;
- 6) development protects and establishes appropriate buffers to native vegetation and significant fauna habitat;
- 7) development protects known populations and the supporting habitat of:-
 - (a) endangered, vulnerable and near threatened flora and fauna species, as listed in the (State) *Nature Conservation Act 1992*, *Nature Conservation (Wildlife) Regulation 2006*;
 - (b) threatened species and ecological communities as listed in the (Commonwealth) *Environment Protection and Biodiversity Conservation Act 1999*;
- development protects environmental values and achieves the prescribed water quality objectives for waterways and wetlands in accordance with the Environmental Protection Policy (Water) 2009;
- development protects and enhances ecological values and processes within watercourses and wetlands; and
- development provides effective buffering and maintains the physical extent of watercourses and wetlands.

THE BIODIVERSITY AREAS OVERLAY CODE	
for areas identified in the SPP Biodiversity mapping	
Performance outcomes	Acceptable outcomes
ENVIRONMENTAL	
PO 1 Biodiversity (a) Development is located in areas that avoid significant adverse impacts on matters of State environmental significance; (b) facilitates the protection and enhancement of matters of State environmental significance; and, (c) preserves or enhances ecological connectivity.	No clearing of vegetation will be carried out as result of the development and it is unlikely that the proposed development will impact or have an effect on threatened or local species of significance.
PO 2 Protected environment Development retains environments and vegetation described as matters of State environmental significance (MSES), protected under the following legislation: <ul style="list-style-type: none"> • <i>Nature Conservation Act 1992</i> • <i>Fisheries Act 1994</i> • <i>Environmental Protection Act 1994</i> • <i>Vegetation Management Act</i> 	It is unlikely that the proposed development will impact or have an effect on threatened or local species of significance.

1999 • <i>Environmental Offsets Act 2014.</i>	
Watercourses and wetlands	
PO3 Wetland buffers An adequate buffer to wetlands is provided and maintained to assist in the maintenance of water quality, existing hydrological characteristics, habitat and visual amenity values.	N/A
PO4 Watercourses Development:- (a) retains, enhances and maintains the environmental values and functioning of watercourses; (b) provides and maintains adequate vegetated buffers and setbacks to watercourses; (c) maintains and restores connectivity between aquatic habitats and access for fish along watercourses/waterways and into key habitats.	The proposed new boundary is situated more than 25 metres from the watercourse and does not involve any clearing of vegetation.
Vegetation Retention	
PO 5 Vegetation corridors Existing ecological corridors are protected and where possible enhanced, and have dimensions and characteristics that will:- (a) effectively link habitats on and/or adjacent to the development site; (b) facilitate the effective movement of terrestrial or aquatic fauna using the development site as habitat.	The proposed development is for a One-lot into Two-lot subdivision in the Rural zone. No clearing of vegetation will be carried out as result of the development and it is therefore unlikely that the proposed development will impact or adversely affect existing ecological corridors.
PO 6 Habitat Development protects the habitat of endangered, vulnerable and near threatened species and local species of significance.	It is unlikely that the proposed development will impact or have an effect on threatened or local species of significance.

Part 8.2.5 Flood hazard overlay code

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

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

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

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

- maintains and enhances the hydrological function of the land;
- does not involve filling (earthworks) or changes to existing landform or drainage lines that results in a loss of the flood conveyance and flood storage capacity of the land;
- does not include further subdivision,
- is limited to:
 - (a) flood proofed *Recreation activities*;
 - (b) rural activities where for *Animal husbandry, Cropping, and Permanent plantation*;
 - (c) flood proofed local *Utility installations*;
 - (d) conservation and natural area management; and
 - (e) replacement of existing lawful development, including *Accommodation activities* where habitable rooms are elevated above the *Defined flood level*.

The proposed development complies with the Purpose and Overall Outcomes of the Flood Hazard Overlay Code because;

- The development is co- located with existing built infrastructure on the site;
- The approved development will not operate during inclement weather events; and
- The development is sited so as to not increase impact on off-property flooding.

Assessment against the design criteria of Flood Hazard Overlay Code is provided in the table below.

THE FLOOD HAZARD OVERLAY CODE	
for areas within the defined flood area, or mapped as flood prone by QRA online mapping:	
Performance outcomes	Acceptable outcomes
PLANNING	
Use, density and built form	
PO 1 Scale	✓

The scale of development within the Defined flood area does not increase.	Development within the Defined flood event area will be prohibited.
PO 2 Location Premises are located to: <ul style="list-style-type: none"> (a) avoid flooding; (b) protect life and property; and (c) avoid changing the extent and magnitude of flooding. <p>Note: Where no flood hazard map is available, assessment of potential flooding impacts will take account of the QRA online mapping that shows the likely extent of floodplains in the 'Interim Floodplain Assessment Overlay'. This is consistent with the Queensland Reconstruction Authority (QRA) model code within the document: Planning for stronger, more resilient floodplains guidelines.</p>	✓ Development within the Defined flood event area will be prohibited.
PO 3 Density and site coverage The number of people requiring assistance during flood events is minimised.	✓ The development will not result in an intensification of residential development within the Defined flood event area.
Amenity	
PO 4 General amenity Surrounding land does not suffer a reduction in use value as a result of development within the floodplain.	✓ <ul style="list-style-type: none"> • The development will not involve any alteration to a watercourse or floodway, including vegetation clearing; and • The development does not change the flood characteristic at the Defined flood event flood level outside the subject site.
PO 5 Building standards Buildings are designed to be resilient to flooding.	✓ The development does not involve building works and will not result in a finished floor level that is lower than the finished floor level of the existing buildings.
PO 6 Building materials and techniques Where construction is below the Defined flood level, materials and building techniques are used that minimise the need for repair after a flood event.	N/A - The development does not involve additional building work.

<p>PO 7 Essential community infrastructure</p> <p>Essential community infrastructure maintains functionality during and after a Defined flood event.</p>	<p>N/A - The development does not involve essential community infrastructure and will maintain the existing flood mitigation infrastructure within the site.</p>
ENGINEERING	
Floodwater	
<p>PO 8 Flood storage capacity and the Defined flood area</p> <p>Development does not directly, indirectly or cumulatively change flood characteristics in a manner that may cause adverse impacts external to the development site.</p> <p>Note: Where any alteration of patterns of flooding is expected, a flood assessment report will be necessary to demonstrate compliance to the satisfaction of the assessment manager. This flood assessment report should include an assessment of the proposal against these outcomes and may require specific hydraulic and hydrologic investigation to be undertaken by a suitably qualified professional engineer.</p>	<p>N/A – There will be no decrease in the flood storage capacity of the defined flood area.</p>
Access and parking	
<p>PO 9 Access</p> <p>An escape / safety route is identified and maintained for all development within the Defined flood area.</p>	<p>Access to the lots is provided from a flood free route.</p>
<p>PO 10 Parking and manoeuvring</p> <p>Vehicle parking and service vehicle provision may be provided within the Defined flood area where the vehicles can be removed before flooding occurs.</p>	<p>Parking and manoeuvring areas are outside of the flood affected areas.</p>
ENVIRONMENTAL	
<p>PO 11 Water quality</p> <p>The environment and so too public safety are not affected by the detrimental impacts of hazardous materials released to the environment during a flood event.</p>	<p>N/A – The development does not involve the storage and use of hazardous materials.</p>
SAFETY AND RESILIENCE TO HAZARDS	
<p>PO 12 Personal safety</p> <p>Development maintains the safety of</p>	<p>There will not be an increase in people residing in the defined flood event area.</p>

<p>people during all floods up to and including a Defined Flood Event.</p> <p>Note: A Defined flood event (DFE) is identified first in an adopted flood hazard map under the planning scheme or, in the absence of an adopted flood hazard map, flood mapping prepared and maintained by the Queensland Reconstruction Authority or other Queensland Government Agency.</p>	
<p>PO 13 Temporary or movable structures</p> <p>For development involving temporary or movable residential structures, clear escape from flooding is available, identified and maintained.</p>	<p>N/A – The development does not involve a temporary or movable residential structure.</p>
<p>PO 14 Protection of essential services</p> <p>Essential services infrastructure maintains functionality during and after a Defined flood event.</p>	<p>N/A – The development does not involve essential services.</p>

Part 8.2.6 Bushfire hazard overlay code

The purpose of the Bushfire hazard overlay code is to ensure that development avoids or mitigates the potential adverse impacts of bushfire on people, property, economic activity and the environment.

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

- development in areas at risk from bushfire hazard is compatible with the nature of the hazard;
- the risk to people, property and the natural environment from bushfire hazard is minimised;
- wherever practical, community infrastructure essential to the health, safe wellbeing of the community is located and designed to function effectively during and immediately after a bushfire event;
- development does not result in a material increase in the extent or severity of bushfire hazard;
- the loss of vegetation through inappropriately located development is minimised;
- development is sited and designed to assist emergency services in responding to any bushfire threat.

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

- it will not increase the extent or severity of bushfire hazard; and
- it is sited to assist emergency services in responding to any bushfire threat, being co-located with existing habitable buildings and having formed vehicle access to the road network.

Assessment against the design criteria of Bushfire Hazard Overlay Code is provided in the table below.

THE BUSHFIRE HAZARD OVERLAY CODE	
for areas subject to bushfire hazard as identified in the SPP bushfire hazard mapping	
Performance outcomes	Acceptable outcomes
PLANNING	
Siting and density	
PO 1 Density Development maintains the safety of people and property from the adverse impacts of bushfire by avoiding a higher concentration of people living or congregating in bushfire hazard areas.	N/A – the development will not result in an increase in the number of people living in bushfire hazard areas.
PO 2 Lot design The lot layout of new development is designed to:- (a) mitigate any potential bushfire hazard; (b) provide safe building sites.	N/A – The proposed development will not result in new or additional residential lots. The lot created will be used for flood mitigation purposes.
ENGINEERING	
Provision of Services	
PO 3 Water supply Dwellings are provided with an adequate water supply for fire fighting purposes which is reliable, safely located and freely accessible.	N/A – the use is not for a dwelling.
Roads	
PO 4 Firefighting and escape routes Where development involves provision of a new public or private road, the layout, design and construction of the road:- (a) allows easy and safe movement away from any encroaching fire; (b) allows easy and safe access for fire fighting and other	N/A – No additional residential lots are created, and there is no additional roads proposed.

<p>emergency vehicles; and,</p> <p>(c) provides for alternative safe access and evacuation routes should access in one direction be blocked in the event of a fire.</p>	
<p>PO 5 Firebreaks</p> <p>Fire breaking trails are located, designed and constructed to prevent the spread of fire by:-</p> <p>(a) ensuring adequate access for fire fighting and other emergency vehicles;</p> <p>(b) provides for alternative safe access and evacuation routes for both residents and emergency personnel should access in one direction be blocked in the event of a fire.</p> <p>(c) providing for the separation of developed areas and adjacent high or very high bushfire hazard areas.</p>	<p>N/A – There are no additional roads proposed.</p>
<p>SAFETY AND RESILIENCE TO HAZARDS</p>	
<p>PO 6 Bushfire hazard mitigation plan</p> <p>Bushfire mitigation measures are adequate for the potential bushfire hazard level of the site,</p> <p>having regard to the following:-</p> <p>(a) vegetation type;</p> <p>(b) slope;</p> <p>(c) aspect;</p> <p>(d) on-site and off-site bushfire hazard implications of the particular development;</p> <p>(e) bushfire history;</p> <p>(f) conservation values of the site;</p> <p>(g) ongoing maintenance.</p> <p>Note—where a bushfire hazard assessment and management plan has previously been approved for the development proposed on the site (e.g. as part of a prior approval), design of the proposed development in accordance with that plan shall be taken as achieving compliance with this performance outcome of the</p>	<p>The application will not result in additional buildings/increase in people accessing the lots beyond what currently exists.</p>

code.	
PO 7 Community infrastructure Community infrastructure is able to function effectively during and immediately after bushfire events.	N/A – The proposed development does not involve Community infrastructure.
PO 8 Hazardous substances Public safety and the environment are not adversely affected by the detrimental impacts of bushfire on hazardous materials either manufactured or stored in bulk.	N/A - There is no bulk storage of hazardous materials proposed.

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 12 February 2021

Item Number: L.5

File Number: D21/11931

SUBJECT HEADING: Application to Arts Queensland for Regional Arts Development Fund (RADF) Program in 2021/22

Classification: Open Access

Officer's Title: Specialist - Arts & Culture

Executive Summary:

The Regional Arts Development Fund (RADF) 2021-22 is now open for applications from eligible councils. The closing date for applications is **4pm, Friday 2 April 2021**. Queensland Councils are invited to apply to Arts Queensland for funding for the Regional Arts Development Fund (RADF) Program.

It is recommended that Maranoa Regional Council submit an application and allocate the required funding contribution of \$12,857 in the 2021/22 budget.

Officer's Recommendation:

That Council:

1. Apply to Arts Queensland for \$30,000 under the Regional Arts Development Fund (RADF) program for 2021/22.
2. Provide the required contribution of \$12,857 from Council's 2021/22 budget allocations.
3. Allocate \$15,000 for "Council RADF Strategic Initiatives" in the budget aspect of the application.

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
RADF	Regional Arts Development Fund

Context:

Why is the matter coming before Council?

The Regional Arts Development Fund (RADF) 2021-22 is now open for applications from eligible councils. The closing date for applications is **4pm, Friday 2 April 2021** for activities commencing after 1 September 2021.

Queensland Councils are invited to apply to Arts Queensland for funding for the Regional Arts Development Fund (RADF) Program. It is recommended that Maranoa Regional Council submit an application and allocate the required funding contribution of \$12,857 in the 2021/22 budget.

RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions, and investing in local arts and cultural priorities, as determined by local communities, across Queensland.

Funding allocations are based on population. As a Tier 2 (population between 5,001 and 25,000) Maranoa Regional Council is eligible to apply for up to \$30,000 from Arts Queensland with a ratio of 70:30 contribution from Council.

Request from Arts Qld:	\$30,000
Required contribution from Council:	<u>\$12,857</u>
Total available for RADF projects in 2021/22:	\$42,857

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has consistently disbursed all funds in recent financial years.

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 has consistently applied for this funding over the past several years.

The RADF program is referenced in Council's Economic and Community Plan for the Maranoa:

5. Educators, businesses, agencies, Council and communities collaborate to provide creative spaces and creative activity support

Objectives:

5.1 Continue to enlist agency support for arts and culture (including RADF, State Library, Museums and Galleries Queensland, Qld Museum, Flying Arts, ArTour)

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)

Cindy Irwin, Program Funding & Budget Coordinator

Edward (Ed) Sims, Manager – Economic & Community Development

RADF Guidelines.

Evelyn Golding – Partnerships Manager, Arts Queensland – provided information and details on application process.

RADF Committee – recommended application.

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)

RADF is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.

This Financial Year's Budget:

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

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

There is no anticipated implication for this year's budget.

Future Years' Budgets:

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

An allocation of \$12,857 will need to be allocated in the 2021/22 budget to ensure an allocation from Arts Queensland.

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)

Arts and culture groups in the Maranoa – no particular parties would be impacted.

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
A contribution of \$12,857 is required from Council to ensure an allocation	Failure to provide the required funds in the 2021/22 budget will place the RADF program at risk.

from Arts
Queensland.

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)

At the time of writing, and based on previous years' experience, it is expected that Council will successfully disburse all the RADF funds for the 2020/21 allocation. This allocation period runs from November 2020 until September 2021.

It is recommended that Council apply for the maximum available (\$30,000) from Arts Queensland for the 2021/22 RADF program, and provide the required allocation of \$12,857 in the 2021/22 budget.

Recommendation:

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

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

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

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

That Council:

1. Apply to Arts Queensland for \$30,000 under the Regional Arts Development Fund (RADF) program for 2021/22.
2. Provide the required contribution of \$12,857 from Council's 2021/22 budget allocations.
3. Allocate \$15,000 for "Council RADF Strategic Initiatives" in the budget aspect of the application.

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

4.11.1 Coordinate Council's grant programs and other funding to community groups.

Supporting Documentation:

- | | | |
|-------------------|---|-----------|
| 1 | Regional Arts Development Fund (RADF) 2021/22 Guidelines PDF | D21/11945 |
| 2 | Tips for Councils - Regional Arts Development Fund (RADF) 2021/22 PDF | D21/11946 |
| 3 | Frequently Asked Questions FAQs - Regional Arts Development Fund (RADF) 2021/22 PDF | D21/11948 |

Report authorised by:

Program Funding & Budget Coordinator

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Regional Arts Development Fund

Department of Communities, Housing and Digital Economy

artsQueensland

Guidelines 2021-22

The Regional Arts Development Fund (RADF) promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF is a flexible fund that supports local councils to invest in arts and cultural priorities, as determined by local communities, across Queensland.

The Queensland Government recognises local councils as key partners and co-investors in Queensland's arts and culture. Delivered as a partnership between the Queensland Government through Arts Queensland (AQ), and [eligible local councils](#) across the state, RADF aims to:

- Provide public value for Queensland communities.
- Build local cultural capacity, cultural innovation and community well-being.
- Deliver the Queensland Government's [objectives for the community](#).

Through this program, AQ provides partnership investment that enables local councils across the State to deliver artistic outcomes, grow employment opportunities for creative and cultural workers, and engage communities to deliver on the priorities as described in [Creative Together: 2020-2030](#):

- Elevate First Nations arts
- Activate Queensland's local places and global digital spaces
- Drive social change across the state
- Strengthen Queensland communities
- Share our stories and celebrate our storytellers.

Queensland Government commitments

In addition to the delivery of [Creative Together: 2020-2030](#), the Queensland Government also has [clear objectives for the community](#) built around [Unite and Recover – Queensland Economic Recovery Plan](#), including:

- Safeguarding our health
- Supporting jobs
- Backing small business
- Making it for Queensland
- Building Queensland
- Growing our regions
- Investing in skills
- Backing our frontline services
- Protecting the environment.

Arts Queensland is committed to realising the ambitions of the [Queensland Aboriginal and Torres Strait Islander Economic Participation Framework](#), the [Queensland Cultural Diversity Policy](#), [Queensland Youth Strategy](#) and the [National Arts and Disability Strategy](#).

Regional Arts Development Fund

Applications that include the following target groups as creators, participants or audiences will strengthen the implementation of the Queensland Government's commitments:

- Aboriginal and Torres Strait Islander people #
- people from a culturally and linguistically diverse background, including Australian South Sea Islanders
- regional Queenslanders
- people with disability*
- young people (12 – 25 years)
- children (under 12 years)
- older people (over 55 years) Applicants are encouraged to explore how they might direct their activities to these specific target groups.

*Note: funding recipients are expected to meet all legal obligations in relation to accessibility including access to web content.

Where applicable, applicants must demonstrate evidence of adhering to appropriate cultural protocols for activities that engage and respect the work of Aboriginal and Torres Strait Islander people.

When should you apply?

RADF opens for applications — 5 February 2021 (for activity commencing from 1 September 2021).

RADF closes for applications — 2 April 2021.

Applications **must** be submitted by 4:00pm on the closing date.

Retrospective funding requests will not be considered.

All funded activities must occur after **1 September 2021** and upon execution of the signed Funding Agreement.

It is anticipated local councils will be notified of funding outcomes by the end of July 2021.

How much can you apply for?

[Eligible local councils](#) can apply for funding guided by the population and co-investment tiers below:

RADF Tier	Population	\$ % Arts Qld	\$ % Council	Arts Qld maximum investment
1	0 to 5,000	90	10	\$25,000
2	5,001 to 25,000	70	30	\$30,000
3	25,001 to 50,000	60	40	\$40,000
4	50,001 to 200,000	50	50	\$50,000
5	200,000 +	40	60	\$100,000

Councils may consider applying for funding above their population tier's maximum investment amount or ratio (up to a maximum of \$120,000) where they can provide strong justification, including:

- their financial contribution is at a higher level than the defined % ratios, or they have secured partners who are investing in their local RADF program.
- they can demonstrate capacity for exceptional delivery of RADF objectives.

Regional Arts Development Fund

Eligibility

To be eligible, all applicants must:

- have an active Australian Business Number (ABN) that is in the name of the applicant
- have satisfied the reporting requirements of any previous Arts Queensland funding
- where applicable, show evidence of demand and support for activities that involve Aboriginal people and Torres Strait Islander people
- be one of the 59 [eligible Queensland local councils](#) to be considered for RADF investment.

Applications will be deemed **ineligible** if:

- they are submitted after the closing date
- they are incomplete or do not contain all relevant support material
- the application form is incomplete or altered in any way
- the application is emailed
- the application is seeking funds for activities that will occur prior to the activities commencement date listed above.

Assessment criteria

RADF is an important component of Arts Queensland's investment portfolio and central to the delivery of strategic government priorities, most notably the priorities set out in *Creative Together 2020 – 2030*. All applications are assessed by the RADF Assessment Panel against the following four equally-weighted criteria:

1. Quality

- Produces or contributes to high-quality arts and cultural initiatives for local communities.
- Proven capacity to effectively support and deliver arts and cultural services.

2. Reach

- Provides access to, and engagement in, arts and culture for diverse communities, practitioners, participants and audiences.
- Evidence of local demand for proposed program/s.
- Demonstrates community and stakeholder involvement in RADF priority setting, decision making and evaluation.

3. Impact

- Demonstrates cultural, artistic, social or economic returns on investment.
- Supports one or more of the Queensland Government objectives for the community including safeguarding our health, supporting jobs, backing small business, making it for Queensland, building Queensland, growing our regions, investing in skills, backing our frontline services, protecting the environment.

4. Viability

- Evidence of good planning for strong governance and management of RADF at a local level.
- Evidence of partnership-capacity with partners, including business and government.

Please note, in addition to the applicant's ability to meet the assessment criteria, the following elements will also be considered:

- The diverse nature of Queensland communities.
- Broader Queensland and local council priorities pertaining to the importance of industry

Regional Arts Development Fund

development and community within a region.

Recommendations may be moderated to ensure balance across areas such as geographic region, art forms, target groups and Queensland Government priorities. Applicants may be requested to provide additional follow-up information as part of the assessment process.

The RADF Assessment Panel reserves the right to recommend the final amount of funding. Recommendations are made to the Minister for the Arts or delegate.

Demand for Arts Queensland funding is high and RADF is a competitive program for the 59 eligible councils. Applicants must not assume they will receive the amount of funding requested, or enter into commitments based on that assumption before receiving formal notification of the outcome of their funding request. Nor should applicants assume that they will receive the same level of funding again in the future.

Support material

A complete application should include application form and any relevant support material. Support material is important to provide evidence about the information described in the application.

Suggested support material (if applicable to your proposed activities)

- Community Grants Program Guidelines and Application forms.
- Evidence of council initiatives proposed – for example project plans, financial statements, quotes from suppliers, sponsorship arrangements, outcomes from previous year achievements, CV or profile of key personnel such as artists, artworkers and organisations.
- Evidence of how RADF will deliver on local priorities – for example extracts from relevant local plans and policies, summary of community consultation, program or project evaluations, letters of support for the proposed program.
- Evidence of how local communities are engaged in RADF decision making – for example copies of local committee and/or reference group procedures, community engagement plans, evaluation methods, community consultation reports.
- Evidence of financial partnerships – for example copies of MOUs, contracts, Letters of Offer, etc.
- Evidence of demand and support for activities that involve Aboriginal people and Torres Strait Islander people including evidence the required protocols have been followed to obtain support and confirmation of involvement from the relevant people, communities and organisations.

Application process

- Step 1** You can submit the application form at any time prior to the closing date. The application will be checked by Arts Queensland for eligibility after the closing date. If your application is deemed ineligible, Arts Queensland will provide guidance on how to develop an eligible, more competitive application.
- Step 2** Your application will be assessed by the RADF Assessment Panel. The Panel will assess your application against the assessment criteria and moderate with consideration of: available funding; geographic region; art forms; target groups and government priorities.
- Step 3** The Minister for the Arts or delegate will consider the recommendations made by the Panel and make a final decision on the funding offer.
- Step 4** The Minister for the Arts announces RADF partnerships.

Regional Arts Development Fund

It is recommended that all applicants make contact with Arts Queensland to determine the suitability of the application prior to submission.

Important Information for all applicants

RADF guidelines should be read in conjunction with the RADF 2021-22 Frequently Asked Questions (FAQs) and the RADF 2021-22 Tips.

Please refer to the document [Arts Investment – Important Information for Applicants](#) on the Arts Queensland funding webpage which provides important information on:

- privacy and right to information
- processes for feedback and review of decisions for unsuccessful applicants
- agreements and contracts, acknowledgments, reporting and acquittal requirements for successful applicants.

[Arts Acumen](#) is an initiative developed by Arts Queensland that aims to support individuals and organisations across Queensland by providing resources, information and opportunities to foster knowledge growth, connections and access to industry intelligence. Arts Acumen has been developed in consultation with arts sector individuals and advisory bodies.

Translating and interpreting services

Applications may be submitted in any language. If you have difficulty understanding this information and would like to talk to staff in your first language:

- telephone the Translating and Interpreting Service on 13 14 50 during business hours
- contact Arts Queensland about speaking with an interpreter.

Submitting your application

Eligible councils will receive an email from Arts Queensland including a link and instructions on how to apply for RADF 2020-21 funding via Smartygrants.

If circumstances prevent you from being able to submit your application online please contact your Partnerships Manager at least 10 working days prior to the closing date on (07) 3034 4016 or toll free 1800 175 531, or email radf@arts.qld.gov.au.

For support with technical issues related to the online application, please contact an Arts Queensland Grants Officer on (07) 3034 4114 or email investment@arts.qld.gov.au.

Arts Queensland cannot accept emailed or hand delivered applications. You will receive an email or letter notifying you that your application has been received. If you have not received an acknowledgment within 10 days of submitting your application please contact an Arts Queensland Grants Officer.

Regional Arts Development Fund

Department of Communities, Housing and Digital Economy

artsQueensland

Tips for:

- **identifying community need and demand**
- **developing Regional Arts Development Fund (RADF) 2021-22 guidelines for local grant programs.**

Tips for identifying community need and demand

Understanding community need and demand, including through community consultation, is critical to planning arts and cultural programs and activities that are relevant, responsive and sustainable.

Five tips to identify need and demand

1. **LOCAL DATA.** Look at existing demographic and other local data to understand your community's composition. Are your activities reflective of the diversity that makes up your community? Does your planning take into account how your community is changing?
2. **RESEARCH AND EVALUATION.** Find out if any research needs analysis or program evaluations have been undertaken in your community that might provide helpful insights about local demand. Are there learnings that can be applied to your own planning?
3. **PAST PERFORMANCE.** Revisit what you and others have delivered in the past. What was well received by the community? Where was the greatest demand? What was tried that didn't work well? Use these insights to inform your ongoing planning.
4. **FUTURE TRENDS.** Consider what is on the horizon both locally and globally and the impact this might have on people's arts and cultural needs. Are interests changing? Do people want to participate in arts and culture in new or different ways? Plan for how you will respond to emerging demand.
5. **COMMUNITY CONSULTATION.** Ask your community about their needs and interests. What are their priorities for local arts and culture? How do they want to participate? What would they like you to deliver? Use the tips below to help inform your community consultation strategy.
6. **STAKEHOLDER CONSULTATION.** Ask your key partners such as the Regional Arts Service Network (RASN) provider involved in your programs what the value, benefits, learnings and opportunities are to strengthen your regional investment.

Ten tips to identify need and demand

1. **PLANNING AND PURPOSE.** Spend sufficient time planning your consultation strategy. Reflect on past experiences of community consultation – what worked well and what

Regional Arts Development Fund

would you do differently this time? Be clear about the purpose of community consultation. What are your objectives? What insights do you hope to gain? How will the consultation findings be used? If you are part of an organisation, make sure the leaders and decision makers are on board with your consultation strategy.

2. **BUDGET.** Know what budget you have to work with as this will influence the scope of your consultation, the methods you select and the type of promotion you use.
3. **PARTICIPANTS.** Identify who you need to include in the consultation. Is this a broad community consultation or something that is more narrowly defined? Are there groups you would like to reach that you do not usually hear from? What tools are best to promote your consultation to your identified participant group?
4. **LEVEL OF INFLUENCE.** Be clear with participants about what their level of influence will be in the decision-making process. This is important for managing community expectations. Who is responsible for the final decision and to what extent will community feedback influence that decision? Refer to the IAP2 Spectrum of Participation in the links below to assist with understanding the implications of different levels of participation.
5. **METHODS.** There are endless methods you can use as part of community consultation, including online surveys, face-to-face interviews, workshops, focus groups, community polls, social media, advisory panels, information kiosks and citizen juries to name a few. Think about how your stakeholders like to participate and if possible, aim for a variety of methods to suit different preferences and community groups for example, people whose first language may not be English. Also consider if there are existing processes you can build on, such as planned meetings and events into which you can add some consultation. Other considerations when selecting methods include budget, the skills and knowledge of facilitators to manage different processes, and what type of process is appropriate to the level of influence participants will have on decision making.
6. **FACILITATION ROLES.** Think about who is best placed to facilitate consultation – would someone from within your organisation or someone external to it be most appropriate? Also make sure you have clear processes in place to record and document community feedback.
7. **THE EXPERIENCE.** Whichever method you select, consider how you can make the consultation experience a positive one which feels safe, enjoyable and productive for participants. This ranges from having clear questions to guide people's responses, to selecting a neutral venue that feels welcoming, to providing opportunities for participants to connect with each other.
8. **IDEAS INTO ACTION.** Spend time carefully analyzing the data you have gathered from consultation. What were the common themes? Where were the differences of opinion? What were the needs of different stakeholder groups? What ideas were raised that align with your current practices? What might you need to do differently to take onboard the feedback you heard? Were there ideas that you can act on quickly? Which ideas need long term planning and development? Make sure you involve a range of people from within your group or organization in discussions about the findings to ensure the consultation outcomes inform ongoing planning in a real way.
9. **FEEDBACK AND EVALUATION.** Respect the time and effort people have contributed by following up with findings and themes from the consultation, information about decisions made and how community input has influenced outcomes. Also take the

Regional Arts Development Fund

opportunity to ask participants for feedback on your consultation processes to inform future consultation planning.

10. ONGOING CONVERSATION. Ideally, community consultation should not be a one-off event. Now you have started building a database of people interested in having their say on arts and culture, find opportunities to keep the conversation going. Seek regular feedback on your programs and activities, use social media to pose questions or stimulate discussion, build opportunities into the events you deliver for people to share their ideas and opinions about local arts and culture or about particular issues happening in your community.

Links

Engaging Queenslanders: an introduction to community engagement.

<http://www.qld.gov.au/web/community-engagement/guides-factsheets/introduction>

IAP2 Public [Participation Spectrum](#) and [Code of Ethics](#).

Tips for developing RADF 2021-22 guidelines for local grant programs

Local Regional Arts Development Fund (RADF) guidelines enable communities and potential applicants to understand the purpose and processes of local RADF grants programs as well as providing information for those assessing applications.

Arts Queensland has developed the following tips in response to feedback from RADF Liaison Officers about ways in which Arts Queensland can support councils to develop programs that respond to local arts and cultural priorities and contexts.

The tips provide standardised text on common elements (such as objectives, criteria and reporting) which are consistent with RADF 2021-22 Guidelines. The tips also offer guidance for local councils to consider when developing their own RADF grants processes.

Arts Queensland requires local council RADF grant program guidelines:

- to reflect the updated RADF 2021-22 Guidelines
- to reflect the partnership between the Queensland Government and individual local councils (see purpose below) and includes the Queensland Government logo www.arts.qld.gov.au/aq-funding/acknowledgement
- are uploaded to councils' websites (Arts Queensland to link to from its website.
- Include the 'acknowledgement text' for use by successful applicants.

Please note: In preparing local grants guidelines please be aware of an issue regarding the option of offering interest-free loans as part of grants programs. Section 111 of the *Local Government Act* states that 'a local government must not, either directly or indirectly, make or guarantee a loan to an individual'. While it is the responsibility of each council to obtain their own legal advice about the grants they offer their communities, it is important to note this section of the Act. If artists are looking for interest-free loans, one option is to refer them to Enterprise Loans which provides microloans managed through Foresters Community Finance - <https://foresters.org.au/enterprise-loans/>.

Your Arts Queensland Partnerships Manager is available to provide feedback and advice on draft guidelines and associated forms. It is not a requirement to seek approval for local guidelines before uploading to council websites.

Regional Arts Development Fund

Standard RADF text for inclusion in local guidelines

The below text may be incorporated into local council grants programs RADF 2021-22 Guidelines to provide consistency with RADF key messages across local and state governments.

Purpose

- The Regional Arts Development Fund (RADF) is delivered as a partnership between the Queensland Government through Arts Queensland and eligible local councils across the state.
- RADF promotes the role and value of arts, culture and heritage as key drivers of diverse and inclusive communities and strong regions. RADF invests in local arts and cultural priorities, as determined by local communities, across Queensland.
- RADF is a flexible fund, enabling local councils to tailor RADF programs to suit the needs of their communities.

Objectives

RADF objectives are to support arts and cultural activities that:

- provide public value for Queensland communities.
- build local cultural capacity, cultural innovation and community pride.
- deliver Queensland Government's objectives for the community.

Incorporating local priorities into guidelines

Local priorities (e.g. increasing liveability) are usually articulated in councils' strategic and cultural plans, and inform councils' own strategic arts and cultural initiatives and grants programs. When building local priorities into your guidelines you may consider the following:

- Are the priorities in your local guidelines consistent with local arts and cultural priorities outlined in the council RADF application to Arts Queensland and/or other planning documents such as your local arts and cultural plan?
- How were the priorities identified or developed and can this rationale be made explicit for the applicant? For example, 'Increasing liveability in our community is important because...'
- When will the priorities be reviewed? For transparency and openness, you may want to explain how the priorities were developed and the length of time they will remain priorities.

Eligibility for RADF local grants

Eligibility determines who can apply for RADF funding and how they can use the funding.

When developing eligibility criteria you may consider the following:

- Are local artists, arts and cultural groups, and organisations eligible to apply?
- Are state-wide arts organisations eligible to apply?
- Are schools, businesses, or other types of non-arts groups eligible to apply?
- If you are funding individuals, do you require them to have an ABN? Can local community organisations auspice an individual's grant? Is there a council policy on this?
- Is an applicant who has not satisfactorily acquitted a previous grant excluded from RADF grants until the previous grant is acquitted?

Regional Arts Development Fund

- Can an artist or organisation outside the Local Government Area apply for a RADF grant? If so, under what conditions? For example, the activity would have to demonstrate benefits for the local community.
- Are there any exclusions? This may be dependent on local priorities and/or funds available.
- Are there any particular activities or budget items that local RADF funding will not support?
- Should an explanation of eligibility be included in the local RADF grants programs guidelines?

Maximum limits for RADF local grants applications

The setting of maximum amounts that applicants can apply for will depend on the council's total RADF funding allocation to local grants programs and the prioritising of those grants programs.

For example, emphasis may be placed on individual professional development grants and bursaries, or on larger community projects. When considering placing caps on the amount that applicants can request from the funding program, local councils may want to consider:

- Is there a maximum funding request limit for a RADF grant application?
- Are there limits (percentage or dollar) for specific activities (e.g. professional development)?
- Will the program support 100% of actual costs of a project?

Application process

Most applicants invest considerable time and energy in preparing grant applications and consideration needs to be given to making the process as user-friendly as possible. In setting up the local grants application process local councils may need to consider:

- What is the process for people to apply to the program? For example, written application, online form, two-stage process including an initial Expression of Interest, verbal pitch of their project idea to community/committee, etc.
- What are the steps involved in the application process? For example, Step 1 - review local RADF guidelines on council website; Step 2 – discuss application plans with grants officer, etc.
- Where do applicants get information and copies of grants program documents or processes? For example, on the council website, at the local council office, etc.
- Who can applicants speak to about the submission process? For example, a RADF liaison, arts and cultural officer, grants officer or someone else.
- Are the RADF grants processes consistent with council finance and governance processes and policies?
- Do applicants need translating and interpreting services? For more information, the Translating and Interpreting Service can be contacted on 13 14 50 during business hours or <https://www.tisnational.gov.au/>

Assessment process

Assessment of public grants programs needs to be fair and transparent. Applicants want to know who is making decisions about funding, why those people have been selected to make decisions and how the decisions are being made. When developing and communicating your grant applications assessment process local councils may consider:

- How are funding decisions made?

Regional Arts Development Fund

- Who makes them and through what kind of process? For example, a RADF committee, arts/community committee, community forum, online voting etc.
- Should there be a section in the local guidelines on the committee and process of appointment to the committee?
- How are members selected?
- Are members representative of the community and/or local priorities?
- How are members inducted?
- How does the committee deal with any conflicts of interest?
- Does the local RADF assessment committee or the group responsible for assessing applications need a 'Terms of Reference' or separate information and tools to assist them in assessment?
- How long will the assessment process take? Consider the time taken to assess and seek approval prior to informing successful recipients.
- If projects are related to particular community groups (e.g. young people, Aboriginal and Torres Strait Islander people), will the application need to include evidence of engagement with or support from this group and/or will the applications be assessed through a different process? For example, additional processes to engage with a local committee, group or community organisation.

Assessment criteria

In council applications to Arts Queensland, applications are required to articulate delivery against RADF objectives and assessment criteria including quality, reach, impact and viability. This is the standard criteria for assessment for all Arts Queensland investment programs.

When developing criteria for local RADF grants programs council's may consider how the information provided by applicants needs to:

- meet the criteria of quality, reach, impact and viability in the local context.
- comply with local RADF grant program guidelines including council objectives for local grants programs.
- align to the identified arts and cultural priorities of council (as per council's application to Arts Queensland).

The table (see over) provides a starting point for local discussions to develop assessment criteria for local grants programs. Local councils may consider using some or all of the criteria depending on the local priorities.

Criteria		Considerations:
Quality	Produces or contributes to high quality arts and cultural initiatives for local communities.	<ul style="list-style-type: none"> • Who will deliver particular projects or activities? Provide evidence of the quality of their work. • The types of outcomes expected from the projects and activities and how these are important in the local context. • How the projects or activities will provide high quality experiences for the local community and/or build the capacity of the local arts sector.

Regional Arts Development Fund

Criteria		Considerations:
		<ul style="list-style-type: none"> Any innovative aspects of proposed project or activities. How it is innovative for the particular council or community?
	Proven capacity to effectively support and deliver arts and cultural services.	<ul style="list-style-type: none"> Evidenced track record of delivering high quality arts and cultural initiatives. How the proposed program of activities will build on past performance.
Reach	Provides access to and engagement in arts and culture for diverse communities, practitioners, participants and audiences.	<ul style="list-style-type: none"> Who in the community will be engaged through the proposed program of activities? How does the proposed program of activities respond to diversity within the community?
	Evidence of local demand for proposed program/s.	<ul style="list-style-type: none"> How does the proposed program of activities respond to local arts and cultural priorities and any other broader council or community priorities? How does the applicant know there is demand for the proposed program of activities? How does the applicant know the proposed program of activities responds to local needs and interests?
	Demonstrates community and stakeholder involvement in RADF priority setting, decision-making and evaluation.	<ul style="list-style-type: none"> How did council arrive at the proposed program of activities (including how engagement with community stakeholders and results of evaluation and data collection inform the application)?
Impact	Demonstrates cultural, artistic, social or economic returns on investment.	<ul style="list-style-type: none"> What cultural, artistic, social or economic value/outcomes does the applicant expect the proposed project or activity will contribute to the community? How will council communicate the public value of RADF activities in the community?

Regional Arts Development Fund

Criteria		Considerations:
	Supports one or more of the Queensland Government Objectives for the Community including safeguarding our health, supporting jobs, backing small business, making it for Queensland, building Queensland, growing our regions, investing in skills, backing our frontline services, protecting the environment.	<ul style="list-style-type: none"> Which Queensland Government objective(s) does the proposed program of activities make the strongest contribution to and how?
Viability	Evidence of good planning for strong governance and management of RADF at a local level.	<ul style="list-style-type: none"> How RADF is managed locally. What processes are in place to ensure transparent and effective management including monitoring of outcomes? How council governance of RADF builds on previous successful models of management or has been reviewed in light of learnings or challenges.
	Evidence of partnership capacity with partners including business and government.	<ul style="list-style-type: none"> Information about any local partnerships that will contribute to delivery of the proposed program of activities. How will the proposed activities leverage off other local projects, programs and events?

Timeframes for RADF local grants programs

Program opening and closing dates for applications, turnaround time for assessment and notification of outcomes are especially important milestones for applicants. When developing local grants program guidelines local councils may consider:

- Are there due dates/closing dates or can applications be submitted any time?
- How does council promote this to the community? For example, an annual RADF calendar, email, newsletter, local paper etc.
- How will RADF availability be communicated widely across a diversity of communities?
- How will council communicate the outcomes of grants rounds?
- How will council promote the outcomes and public value of RADF projects to the wider community?

Regional Arts Development Fund

Notification of outcomes of assessment process

Guidelines will need to clarify when and how assessment decisions will be communicated to applicants. Councils may consider:

- How are assessment panel funding recommendations and approved funding decisions communicated to applicants? For example, by phone, letter or email.
- What happens if an applicant is successful? For example, a letter of offer or funding agreement is issued and copies of reporting templates are provided by council.
- Are applicants required to submit an invoice and complete an EFT form to receive payment?
- What happens if an applicant is not successful? Will council offer feedback and if so, in what form?

Acquittal and reporting requirements

Arts Queensland requires that Project Outcome Reports be submitted by all RADF grant recipients once funded activities are completed. Arts Queensland will provide Outcome Report templates for councils to distribute. Applicant outcome reports will inform RADF program reporting from council to Arts Queensland.

When developing reporting requirements for local grants guidelines local councils may consider:

- When and how will successful applicants receive a Project Outcome Report template and by what method? For example, hard copy or online.
- Are the guidelines clear on how and when Project Outcome Reports are submitted? For example, eight weeks after completion of activity.
- How will council report back to council stakeholders on the outcomes of RADF funded activity?
- How will council promote the public value of RADF funded projects within the community?

Acknowledging the partnership

All RADF funded activities must acknowledge the Queensland Government and the council in all promotional material and publications by including the RADF 2021-22 acknowledgment text and appropriate logos.

Acknowledgement Text for RADF 2021-22

The Regional Arts Development Fund is a partnership between the Queensland Government and [name of council] to support local arts and culture in regional Queensland.

Regional Arts Development Fund

Department of Communities, Housing and Digital Economy

artsQueensland

Frequently Asked Questions 2021-22

The Queensland Government recognises local governments as key partners and co-investors in Queensland's arts and culture. Local governments play a significant role in supporting arts and culture in their communities through:

- supporting and implementing arts and cultural programs, activities and events
- providing funding to local arts and cultural practitioners and organisations
- providing employment for arts and cultural workers
- cultural planning for increased liveability and economic growth
- ownership and management of local cultural facilities such as libraries, galleries and performing arts centres.

What should a local RADF program look like?

Councils determine the best use of RADF investment to achieve the objectives of the fund in ways most relevant to their local communities. As part of this process, councils may wish to consider:

- if local grants programs, council-led initiatives, or a combination of both, will best meet local needs and demand
- if the RADF allocation is best spread across a range of smaller activities, or directed to a bigger initiative that will make a substantial contribution
- opportunities to collaborate with neighbouring councils to address shared priorities (such as increasing liveability or cultural tourism)
- opportunities to leverage investment to attract partners for larger projects such as cultural infrastructure, significant events, public art or place-making activities. RADF programs delivered by the council may include:

Council projects

- council-initiated or council-led arts and cultural activities, projects and events
- council-initiated professional development opportunities for local artists and arts workers (such as mentorships, incubator programs and provision of space or services)
- other RADF activities such as committee training, marketing and promotion.

Local grants programs (open or specifically targeted)

- grants for artists or arts and cultural workers for professional development activities, new work or projects
- grants for professional organisations and community groups for arts and cultural activities, projects or events
- quick response grants.

Local Councils are encouraged to consider opportunities to leverage RADF investment through initiatives such as the Regional Arts Services Network (RASN), Playing Queensland Fund.

Regional Arts Development Fund

What artform areas are eligible?

RADF is a flexible fund inclusive of all relevant artform areas, supporting local councils to invest in arts and cultural priorities, as determined by local communities across Queensland.

How do you demonstrate the audience demand or community need for your project, and the broader public benefit?

Providing objective evidence that there is public demand or benefit for what you are proposing is critical to success. Examples of types of evidence are provided in the RADF 2021-22 Guidelines and RADF 2021-22 Tips. The track record of the applicant and/or project or program should be demonstrated, or if it is a new project or program, provide evidence of the applicant's success with prior work. Demand can take the form of history of attendance/participation, confirmed interest from project or program partners, letters of support, and financial investment at a local level.

A clear and concise demonstration of how you will achieve project or program outcomes, how these will be measured and the proposed impact to the Queensland arts and cultural sector and local community is critical.

How are members of the RADF Assessment Panel selected?

Applications to the RADF program are assessed by panel members selected to reflect the diversity of the arts and cultural sector. Assessors are members of the community with specific art form interest, knowledge and experience as well as broad industry knowledge. Assessors need to adhere to strict conflict-of-interest and confidentiality guidelines and are selected depending on the skills mix required for each application. Given this, you should make sure that your application is succinct and clearly demonstrates how your proposed activity will deliver under the funding criteria. A list of Assessors is available on the Arts Queensland webpage: <http://www.arts.qld.gov.au/aq-funding/peer-assessment>.

Can Councils that are successful to RADF apply to other Arts Queensland investment programs?

Yes. Councils that are successful to RADF are eligible to apply for the [Queensland Arts Showcase Program](#) and [Playing Queensland Fund](#).

Regional Arts Development Fund

Where can I find help to complete my application?

Through its Arts Acumen initiative, Arts Queensland has developed a suite of resources to assist applicants in completing funding applications, including general tips for applying, budget preparation tools and samples, and helpful checklists. These are available on the Arts Queensland website (<https://www.arts.qld.gov.au/arts-acumen/applying-for-funding>). Local councils participating in RADF are encouraged to contact the RADF Fund Manager: radf@arts.qld.gov.au or call Arts Queensland on 07 3034 4016.

What supporting documents should I include with my application?

Most of the application information required is contained within the application form, including details of council initiated projects. Councils are encouraged to provide relevant support materials with their application as specified in the RADF 2021-22 Guidelines and Application Form (visit Smartygrants).

What should I consider in my application budget?

The RADF Assessment Panel will analyse RADF application budgets to determine if councils have demonstrated sound financial partnership capacity and have committed a reasonable amount of support towards the RADF program. When completing the budget, note the difference between surplus and committed funds. 'Surplus funds' are any remaining funds that have not been expended on an approved activity. 'Committed funds' are unexpended funds allocated towards an approved activity that is yet to be delivered.

Where can I find the 2021-22 RADF Funding Agreement?

The RADF 2021-22 Funding Agreement will be provided to successful councils following approval of funding. To discuss further you can contact the RADF Fund Manager on (07) 3034 4016 or toll free 1800 175 531.

What are the acquittal and reporting requirements for successful applicants?

RADF funded councils are required to submit biannual reporting, depending on the level of funding offered, by the nominated dates. Councils will need to report against a set of Key Performance Outcomes (KPOs). Achievement of KPOs is tracked through the RADF reports provided by councils to Arts Queensland.

Councils are responsible for ensuring reporting and evaluation is completed in respect of all RADF funded activities including those by individual local recipients of funding awarded through RADF. These reports will contribute towards the Arts Queensland RADF reporting and outcomes.

Regional Arts Development Fund

What are some tips to make your application stand out?

- Avoid the use of acronyms, jargon and unnecessary language and use the spelling and grammar check before submitting.
- Explain your project or proposal in simple language; who, what, where, why, when. Make sure you are clear about which parts are confirmed, and which are still in negotiation. Explain your contingency plans if unconfirmed parts need to change. Assume that the assessors know nothing about who you are or your project and explain everything clearly
- Make sure your budget balances (total income = total expenditure). It is often helpful to complete the expenditure side of the budget first. Then you can insert your anticipated revenue and the difference between expenditure and revenue will be the amount you need government to invest in your project.
- Consider word limits and adhere to them – be concise.
- Provide support material that is relevant – again, be concise.
- Make sure you evidence demand for your proposed activity. Provide proof that your project is important and needed. This could be an email from a group you are working with expressing the demand for the project.
- Get someone unrelated to the project to read your application to make sure it is clear.
- Please refer to Arts Acumen webpage for more tips on preparing your application.

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 29 December 2020

Item Number: L.6

File Number: D20/123556

SUBJECT HEADING: Request for Further Term (Extension) - NLIS
Compliance Scanning and Data Collection
Services Agreement - Roma Saleyards

Classification: Open Access

Officer's Title: Manager - Saleyards

Executive Summary:

Council have received a request from the NLIS Compliance Scanning and Data Collecting Services Contractor. The initial term of the agreement was two years with an option to extend for an additional two year term with the written consent of both parties. The contractor is requesting an extension in accordance with the agreement. as per **Clause 7** of the NLIS Compliance Scanning and Data Collection Services Agreement.

Officer's Recommendation:

That Council:

1. Approve the request to extend the NLIS Compliance Scanning and Data Collection Services for a further term of two (2) years as per **clause 7** of the agreement; and
2. Authorise the Chief Executive Officer (or delegate) to execute **clause 7 Extension Period** of the NLIS Compliance Scanning and Data Collection Services Agreement

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council
AAMIG Investment 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
NLIS	National Livestock Identification System

AAMIG

AAM Investment Group

Context:

Why is the matter coming before Council?

This report is coming to Council as the option to extend the NLIS Compliance Scanning and Data Collection Services Agreement for an additional two (2) year term as per **clause 7** of the agreement must be with the written consent of both parties.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At Councils General Meeting held 27 March 2019, Council considered tendered responses for the NLIS Compliance Scanning and Data Collection Services at Roma Saleyards. Council resolved as follows:

Resolution Number: GM/03.2019/98

That:

- 1. Council select AAM Operations Pty Ltd as the preferred tenderer for Tender 19014 – NLIS Compliance Scanning and Data Collection.***
- 2. Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with AAM Operations Pty Ltd, and execute the service agreement if the final terms are acceptable.***
- 3. The arrangement remain current until the end of March 2021, with the option to extend for an additional two year term with the written consent of both parties.***

Due to an administrative error with the original recommendation and subsequent resolution, Council considered an amendment to the original resolution at the Ordinary Meeting held Wednesday 27 January 2021. Council resolved as follows:

That Council amend Resolution Number: GM/03.2019/98 to read as follows:

That:

- 1. Council select AAM Operations Pty Ltd as the preferred tenderer for Tender 19014 – NLIS Compliance Scanning and Data Collection.***
- 2. Council authorise the Chief Executive Officer (or delegate) to enter into final negotiations with AAM Operations Pty Ltd, and execute the service agreement if the final terms are acceptable.***

- 3. The arrangement remain current until the 30 June 2021, with the option to extend for an additional two year term with the written consent of both parties.**

Council has identified an administrative error in the resolution and therefore is amending to correct the end date to reflect the original tender documents (30 June 2021).

Council have received a letter from AAMIG requesting an extension of the services agreement, in accordance with clause 7.

7. Extension Period

The Principal may extend the Term ("Extension Period") subject to compliance with the following terms and conditions:

- (a) Either Party may request an extension to this Agreement (Extension Period) by furnishing written notice to the other Party, at any time not less than three (3) months and not more than six (6) months prior to the Contract Expiry Date;*
- (b) The Extension Period requires the written approval of both the Principal and Contractor;*
- (c) A new contract on the same terms as the Contract (with necessary alterations) must be prepared and signed by both parties. The contract will exclude this Clause 7; and*
- (d) The Fees will be as determined in accordance with Schedule 2.*

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)

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)

Nil

Funding Bodies:

Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.

(Please do not just include names)

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?

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)

If Council decide to call tenders, the cost to Council has the potential to increase, or decrease depending on responses received to the tender.

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)

Individual Agents operating at Roma Saleyards

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
Increased cost to Council / Agents	Possible, Increase to Council for the provision of NLIS Compliance Scanning and Data Collection Services if tenders are called.

Advice to Council:

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

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

Given there have been no major non-conformances with the current services provider under the agreement, Manager Saleyards advice to Council is to approve the request for a further term of two (2) years.

Recommendation:

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

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

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

That Council:

1. Approve the request to extend the NLIS Compliance Scanning and Data Collection Services for a further term of two (2) years as per **clause 7** of the agreement; and
2. Authorise the Chief Executive Officer (or delegate) to execute **clause 7 Extension Period** of the NLIS Compliance Scanning and Data Collection Services Agreement

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

If so, for what reason?

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

Supporting Documentation:

[1](#) AAM Investment Group Extension Request - Maranoa D21/10807
and AAM Ops 9 Feb 2021 Roma Saleyards NLIS
Compliance Scanning and Data Collection Services

Report authorised by:

Director - Corporate & Community Services



AAM Licensees Pty Ltd
ABN: 94 169 645 416
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Level 19, 123 Eagle St, Brisbane Q 4000
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P: (07) 3153 8830
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9 February 2021

Maranoa Regional Council
Corner Bungil and Quintin Streets
Roma 4455

Sent by email: council@maranoa.qld.gov.au

Attention: Manager – Saleyards

NLIS Compliance Scanning and Data Collection – Extension Request

We refer to the Service Agreement between Maranoa Regional Council and AAM Operations Pty Ltd (**AAM**) commencing on 1 July 2019 and expiring on 30 June 2021 (**Service Agreement**). AAM hereby requests an extension of the Service Agreement, in accordance with clause 7, for a further two-year term under a new contract on the same terms as the existing Service Agreement.

If you agree to the extended term, please provide an updated copy of the Service Agreement for execution.

If you have any questions relating to this request, please contact Cyé Travers on 0429 677 813 or at cye.travers@aamig.com.au.

We look forward to your response.

Yours sincerely

A handwritten signature in black ink, appearing to read "Tim Gallagher".

Tim Gallagher
CEO
AAM Investment Group

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 10 February 2021

Item Number: L.7

File Number: D21/11240

SUBJECT HEADING: Wallumbilla APLNG Project - Community Consultation Results and Project Nomination

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

At the Ordinary Meeting 9 December 2020, Council endorsed the undertaking of community consultation to confirm community support for the Wallumbilla Calico Cottage & Heritage Precinct to be nominated as the Community Project under the APLNG Worker Transition Agreement (Reedy Creek and Bungaroo).

35 surveys were received during the community consultation period which was open from 20 January to 12 February 2021. Of these surveys, 86% of feedback provided support to Council's proposal. This report provides the summary of comments received during the consultation.

Officer's Recommendation:

That Council:

1. Receive and consider the comments from the community consultation carried out through Council's Have Your Say website.
 2. Authorise the Chief Executive Officer (or delegate) to seek APLNG's endorsement of the Wallumbilla Calico Cottage & Heritage Precinct to be funded through the Community Project Funding Payment for Wallumbilla, including signing any documentation as required.
 3. Subject to the endorsement of the project by APLNG, include the project in Council's financial planning documents in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*.
-

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).

Origin Energy - APLNG
Calico Cottage

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
APLNG	Australia Pacific Liquefied Natural Gas – with whom Council signed a Worker Transition Agreement (Reedy Creek and Bungaroo) with in 2019.

Context:

Why is the matter coming before Council?

In December 2019, Council and APLNG signed a Worker Transition Agreement (Reedy Creek and Bungaroo). The agreement includes community investment funding of \$1.25 million from APLNG for the Wallumbilla community, as one of the two closest towns to the APLNG Reedy Creek facilities.

This report provides the summary of community consultation undertaken to confirm the level of community support for the Wallumbilla Calico Cottage and Heritage Precinct, and recommends Council consider nominating the project as the Wallumbilla APLNG Community Project. It is therefore a matter for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Wallumbilla Calico Cottage & Heritage Precinct Master Plan was completed in 2018 & endorsed by Council at the General Meeting, 27 March 2019 (**GM/03.2019/69**). A project was included on the 2019/20 & 2020/21 Capital Project Budget to complete the construction design for the Calico Cottage Precinct, in accordance with the endorsed Master Plan.

The detailed design of the proposed new Council Facility has been completed, with the construction design currently being completed.

The project was discussed as part of Council's 20/21 budget deliberations; however, as Council were not required to nominate a project within the budget at the time, no formal nomination was made. As authorised by Council's budget committee resolution (**BUD/07.2020/58**) a meeting was held on 30 July 2020 between Council's Chief Executive Officer (CEO), relevant Council Officers, and Origin Staff. The purpose of this meeting was to have preliminary discussion on the master planning works undertaken for large-scale projects within Yuleba and Wallumbilla. During the preliminary consultation, there appeared to be support from the APLNG representatives for Wallumbilla Calico Cottage & Heritage Precinct Master Plan.

A report was presented to Council at the Ordinary Meeting, 9 December 2020 which provided Council an update on the Wallumbilla Calico Cottage & Heritage Precinct design progress, and recommended Council proceed with community to confirm the community's preference for this project to be nominated as the APLNG Community Project. Council resolved as follows:

Resolution No. OM/12.2020/45

That Council:

- 1. Authorise the Chief Executive Officer to advise APLNG representatives of the next steps in line with the agreement.**
- 2. Undertake consultation in Wallumbilla to confirm the level of community support for the Wallumbilla Council Facility (Calico Cottage and Heritage Precinct), with the view of nominating the project as the Wallumbilla APLNG Community 'Legacy' Project.**
- 3. Authorise the Chief Executive Officer (or delegate) to sign the Owners Consent documentation which will enable the continuation of the design and the planning process of the Wallumbilla Council Facility.**

The community consultation was undertaken via Council's community engagement platform, Have Your Say. The below Section "*Input into the Report & Recommendation*" provides the summary of responses received.

In addition to the above, Council resolved at the meeting 10 February 2021 to:

Resolution No. OM/02.2021/30

That Council:

- 1. Submit application for funding for the Wallumbilla Calico Cottage & Tourism Precinct under the Australian Government's Building Better Regions Fund – Round Five Infrastructure Projects Stream.**
- 2. Allocate the co-contribution as required in the 2021-22 budget to enable any successful projects to commence within 12 weeks of executing a grant agreement.**
- 3. Authorise the Chief Executive Officer, or delegate, to sign the funding application.**
- 4. Authorise the Chief Executive Officer, or delegate, to sign the funding agreements as required if the project is successful.**

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

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

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

The community engagement was undertaken in accordance with the principles of the *Local Government Act 2009*.

(2) The *local government principles* are—

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors, local government employees and councillor advisors.

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 community engagement was undertaken in accordance with Council's Community Engagement Framework.

Input into the Report & Recommendation:

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

Internal

Project Officer – Program & Contract Management (co-author of report)
Deputy CEO / Director - Development, Facilities & Environmental Services
Program Funding & Budget Coordinator
Chief Executive Officer

Community Consultation – Community Meetings

Councillors and Council staff attended the community meetings of the:

- Wallumbilla Town Improvement Group – 20 January 2021 - Councillor's Guthrie, McMullen & Taylor
- Wallumbilla Heritage Association – 8 February 2021 – Council staff only; and
- Calico Cottage Meeting – 19 February 2021, Councillor's Guthrie & Ladbrook.

Significant positive feedback was provided by both the Wallumbilla Town Improvement Group members, and the Wallumbilla Heritage Association members.

Positive feedback was also provided by the Calico Cottage members; however, they did raise concerns regarding the inclusion of a commercial kitchen/café, including the effect latent grease/oil could have on their craft goods, as well as the overall effect for other food businesses in Wallumbilla. Councillors advised that the inclusion of the commercial kitchen/café was a long-term plan, and while it is included in the planning and design, the commercial prospects for the kitchen would be considered at the time of opening the facility.

Community Consultation – Have Your Say

The Wallumbilla Calico Cottage & Heritage Precinct Have Your Say page went live on Wednesday 20 January 2021 and closed on Friday 12 February 2021. 384 people visited the site during this time, with 28 survey responses submitted. A further 7 hard copy survey responses were received by Council.

86% of respondents (31 responses) supported Council's proposal to nominate the project as the Wallumbilla APLNG Community Project. Of these, the following responses to the questions were recorded:

Survey Question 3: If you do support Council's proposal, what are the key things you like about the precinct?

Survey Question 4: If you do support Council's proposal, is there anything that you would change, or anything else that you would like to see incorporated into the design?

Responses to Survey Question 3	Responses to Survey Question 4
It's quite a shrinking use of what is otherwise a bland space of nothing in the town. Wallumbilla needs something like this on its main road.	I'm just not sure that the library space is big enough? Don't seem to be able to fit a lot of books in?
All of it	---
The ability to attract more tourists to the area	---
To support tourism in our area	No, it looks amazing
In keeping with the existing architecture Low maintenance One stop shop Easily maintained	Would love to see the post office located in that building too
The proposed development will modernise the area and at the same time retain the heritage significance of the existing facility. It will also be a better facility for the tourist traffic to stop thus enhancing our town and its economy.	Because of the recent roadworks at the Eastern end of the parklands a redesign of the landscaping e.g. the windmills placement will have to be considered.
Larger area	Real grass instead of Artificial grass
The modern look with a nod to the past. Just so excited to have such an amazing facility in our town. <u>WOW</u>	Everything! In particular the shed roof and the glass front with veranda
I like that the design is staying consistent with existing structures.	I would like to see Calico Cottage represented more like the original building where you can feel the country hospitality as soon as you enter, you don't want to modernise it too much.

Maranoa Regional Council

Ordinary Meeting - 24 February 2021

I like that the volunteers that have so much passion in what they do. I think the volunteers must stay and perhaps be given some additional gratitude for what they bring to the centre.	I think the inclusion of the volunteers as part of the design eg. a photo or a name plaque.
The design links the new building with the historical grain shed. It brings all the Council facilities together, and provides a new Council 'hub' for the town.	I would encourage Council to ensure there is provision made for a commercial cafe, similar to Injune Cafe on Second, and seek Expressions of Interest from interested parties to operate the business. This will allow for additional economic development and employment opportunities in Wallumbilla, and encourage visitors to stop. Note the cafe is only mentioned once in the 'blurb'. I would also encourage Council to look to the future eg 5 years ahead. The Calico Cottage volunteers are ageing, and may no longer wish to operate their section. Will this put a burden on Council staff?
Putting all services together	Bollards in front of doors What sort of security system??????
Our town needs some beautification upgrades compared to all the other towns. Gardens in our town are non existing and tourists need to have a reason to stop. A mural painted on our silos would be a wonderful tourist attraction.	Mural painted on our silo's.
Progress for the town	All community shops incorporated under the one roof.
Interactive community space, also will benefit travellers	---
It provides an attraction for the Maranoa region.	A large outdoor mural, perhaps on the silos
The cafe and attraction to tourists	Cafe should be privately run. It should be the main feature to encourage people to stop for longer and the food/drinks should be high quality to make a name for itself among tourists and locals.
Good to see small community towns are receiving beneficial things to our towns to enhance them. Make tourists stop and see our historical items. Hopefully the cafe can be run by a local trying to have	---

a go.	
I like how the design of the wheat shed has been kept in the new building and the extensive space in the building. Also parking area for large vehicles, e.g. caravans.	That the vacant land to the east of the wheat shed be acquired/leased for display of farm machinery.
Library	No
Attract tourists to stop	All good
The parking. The new design concept. Very contemporary.	Perhaps a self serve automated small coffee and tea making machine in the waiting area? For after hours patrons as bus and train schedules are quite late.
---	A kids playground should be incorporated into the design. Also need to ensure that there is no restrictions to accessing the trucking yards caused by the design and during construction. Also with the way in which the shed is designed to be over the new buildings, it seems as though there will be a lot of bird and wildlife activity which may affect how clean and tidy this facility is able to be kept.
The architectural design keeping in style with the existing railway shed	My son and I own the Model T Ford displayed in the Heritage Centre. The vehicle was originally owned by my Grandfather. The vehicle is insured however, we would like to see security measures in place to ensure the vehicle can not be removed from the display building, i.e. bollards at the entrance.
The upgrade of the library and Calico Cottage	No commercial kitchen/café – the town is not big enough we are not Roma and it will impact other food businesses in town
The wheat shed look	As above
The proposed parkland entrance to the town. The new structure that will mirror the old wheat shed. The fact that there is an opportunity for people of the district to use the building for meetings etc. Plenty of parking space for all sized vehicles	It will encourage visitors/travellers to stop as there will be much more for them to see and do. The café should encourage more locals to visit the complex.

Should be good for tourism people will stop to look. Will be good to hold meetings at. More room for displays	---
The basic concept should be good for Wallumbilla	By putting in a commercial kitchen will be harmful to our other food outlets and Calico Cottage will be unable to continue with a food outlet next to it due to the grease and oils in the air drifting over their craft.
I like the idea of a more modern building – hopefully it will attract more tourists to call in! I am not sure about the viability of a commercial kitchen – too close to Roma	The whole area should look more attractive, especially if the silos could be painted & have park land displaying windmills & machinery.

14% of respondents (4 responses) did not support Council's proposal to nominate the project as the Wallumbilla APLNG Community Project. Of these, the following responses to the questions were recoded:

Survey Question 5: If you do not support Council's proposal, is there something in the design of the precinct that you would change which would mean you would give your support to this project?

Survey Question 6: If you do not support Council's proposal, what other project/s would you like Council to consider nominating as the Wallumbilla APLNG Community Project?

Responses to Survey Question 5	Responses to Survey Question 6
I thought the use of this funding was to support and encourage people to live locally in Wallumbilla by providing great community facilities like pathways, river walks, parklands, water park. Things that would make a family want to live there. The parkland and cafe are good and it's a great tourism investment, but having a VIC, history museum and council building isn't going to make people want to live there	As above
Everything looks wonderful but I do not agree with the naming of it. What a shame this town can only move forward if a gas company pays for it. This town is probably the most neglected out of any in the shire so it definitely deserves something	---

<p>No.. I have no issue with the design of the project itself, with the possible exception of silo art, preferably with indigenous emphasis and relevance. Districts and localities with such monumental and distinctive art become a point of exceptional reference and stand out as must-visit destinations, and gain immediate media and tourism impact. I have fundamental reservations about permanently and publicly associating our community heritage precinct(s) with some commercial or industrial label. The support and contribution of such enterprises is more properly expressed on a plaque and/or Council's newsletters and Annual Report. It is inappropriate to disproportionately highlight or acknowledge any contributor to a Community Project. It is the ultimate disrespect to all other contributors.</p>	<p>Absolutely NONE. Please see my comments to previous question. When the council amalgamations happened over a decade ago, the local communities decisively chose the more inclusive label of "Maranoa" over the more hierarchic "Roma" for the new council entity. In the same spirit, the local heritage of Wallumbilla, and all the other Maranoa localities, must remain eponymous. Commercial, especially foreign, interests, have no valid place in the naming. They can be acknowledged in appropriate and adequate ways elsewhere.</p>
<p><i>[Respondent in favour of the project who also filled out this section]</i> No commercial kitchen beside the craft outlet due to the damage that would happen to the craft and also other food outlets in Wallumbilla</p>	<p>More parks/garden areas maintained properly. Better upkeep of roads and footpaths</p>
<p>There is nothing I would change. The idea will not benefit the town of Wallumbilla & there are other things the Council could spend there money on that would benefit it town. The precinct is to close to Roma & Wallumbilla is too small for it</p>	<p>Upgrading the roads in the area especially the country roads. Looking into building a age care facility for the aged instead of them going to the big cities.</p>

Respondents were asked a further question regarding additional projects which they may like to see completed in Wallumbilla. The question and responses received are recorded below:

Question 7: Council would also like to use this opportunity to gather further ideas from the community as to whether there are other projects that residents would like to see completed in the town. Please list any projects that you would like to see undertaken in Wallumbilla.

Responses to Survey Question 7

Kerbing and channeling, fence around the footy grounds

Water play area for little kids at the pool

Beautification of the creek area More picnic spots etc More work on the Showgrounds. Storage space for equipment etc.

The town is in need of a proper sewage system. The town waste area is bad need of a cleanup and a better facility sooner rather than later as this has been a disgusting health and environmental issue for years. You cannot just put a fence around it and say problem solved. What began as a hole in the ground is now a mountain higher than the fence.

Things that encourage liveability. Local shops, cafe, wet park, playgrounds, walking tracks, lighting

Resurfacing of the towns tennis courts, bike tracks for young kids as kids on training wheels are unable to ride on rocky uneven ground and is too dangerous to ride on the road, more sufficient aircons in the town hall.

Signs with etchings/photos in front of historical buildings, on Harry Thompson walk etc., around town.

Coffee shop in facility with opportunities for visitors and residents to enjoy real coffee and entice more tourists to stop, thus boosting the sales at Calico Cottage

Beautification of the Cemetery, it's very open/exposed now that a lot of trees were cleared on the Northern side so I feel that it needs to become more of an intimate, beautified & welcoming space for grieving families. I would also like to see an upgrade of the rugby league grounds (car parking, seating around the oval, bar/canteen, clubhouse, change rooms) so that it may be utilised for local sporting events.

A coffee shop / cafe. Not to take away from the current business that exists though so perhaps inviting them to the precinct rather than take away the current corner store that exists.

Paint the silos and Tidy up Wallumbilla dump

A turning lane is urgently needed when turning right off warrego highway onto Chadford road/ Wallumbilla north road from the eastern side and some type of beautification of raised garden between old picture theatre and cabin park.

The precinct is an excellent idea, however one side of the road will look well maintained and neat, and yet the opposite side of the road looks terrible. I strongly suggest planting gardens and getting the owners of the buildings opp the precinct to tidy up and maintain their properties, in my opinion it is an eye soar driving into the town. Not a good look. Also the water in Wallumbilla would have to be the worst town water i have ever used. May I suggest trying some sort of filtration system to improve the quality for the residence who have to use it. The last suggestion is can we come move into 2021 and actually have a sewerage system. This is so wrong that the council thinks its ok for people to deal with their own sewerage system, we are not back in the 1950's. Thank you for the opportunity to voice my thoughts.

Planting trees or windbreak around the road side of the showgrounds

None in Wallumbilla. I do however think more should be done to diversify and add to our tourism attractions in Roma.

Sewerage, recycling, footpaths
Sewerage, recycling, footpaths, dump turned into transfer station
A continuous walking and bike pathway throughout the town that is attractive to visitors from the Showgrounds to the shops and centre of town for instance. Or to calico cottage itself.
It would be great to see the playgrounds updated with some new equipment and facilities (eg. toilet block at the park across from school) and the Showgrounds available for use without costs.
Update the roads
Rubbish dump
The painting of the wheat silos
Sewage
More kerb and channeling
Look into adding an aged care facility to Wallumbilla Hospital to allow residents to retire in their own towns
1. A sewerage plant would be a great benefit to the town (but not sure that APLNG would want to have it as a project) 2. Beautification of the areas close to the highway – old houses going to rack & ruin, maybe some garden art in the “garden” bed & old “dead” car bodies.
Upgrade the Wallumbilla dump. It is an eye sight. It would be great if the Council would mow the grounds around the Cottage & Heritage builds more often & whipper snip too. Instand of one lady doing it.
This feedback form is a waste of time because the Council will do what they want anyway.

Funding Bodies:

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

Council resolved at the Ordinary Meeting 10 February 2021 to nominate the project under the Australian Government’s Building Better Regions Fund – Round Five Infrastructure Projects Stream. If successful, this project will provide up to 75% of the project funds.

This report proposes Council nominate this project as the APLNG Community Project under the Worker Transition Agreement (Reedy Creek and Bungaroo). As noted above, Council has had preliminary discussions with representatives from APLNG which indicated the project would be supported by APLNG if nominated by Council.

If Council is successful with both funding applications, the construction of the facility would be fully funded.

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?

Budget has been allocated for the detailed & construction design in Council's 2020/21 Capital Project Budget under WO20358.

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)

Operational staffing costs will need to be forecast, and will include at a minimum, 1 x FTE customer service staff member, 1 x FTE Tourist Information Officer, in addition to the current Wallumbilla librarian position (part time).

Impact on Other Individuals or Interested Parties:

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

The Wallumbilla community will be interested in this decision, including the following community groups: Wallumbilla Town Improvement Group, Calico Cottage Craft Club & Wallumbilla Heritage Association.

Prospective operators of the café may also be interested in this decision.

Risks:

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

Risk	Description of likelihood & consequences
Additional Funding may be required	At the Ordinary Meeting 10 February 2021, Council resolved to submit this project to the Building Better Regions – Round 5 Infrastructure Fund. There is a risk that if that funding is unsuccessful that Council will need to fund the shortfall to complete this project, which would be in the order of \$2.5m.

Advice to Council:

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

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

Council should nominate this project to be funded through the APLNG Community Project Funding under the Worker Transition Agreement. Council has received significant community support through the community consultation process both through Have Your Say and at Council's attendance at community group meetings.

Council has also received correspondence from the Wallumbilla Town Improvement Group [D20/113268 & D20/70080] requesting Council nominate this project.

Specific feedback regarding the commercial café, and inclusion of infrastructure such as security bollards in front of the heritage building, playground inclusion etc. have been identified by project staff and will be considered during the construction planning.

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 consider the comments from the community consultation carried out through Council's Have Your Say website.
2. Authorise the Chief Executive Officer (or delegate) to seek APLNG's endorsement of the Wallumbilla Calico Cottage & Heritage Precinct to be funded through the Community Project Funding Payment for Wallumbilla, including signing any funding agreements or supporting documentation as required.
3. Subject to the endorsement of the project by APLNG, include the project in Council's financial planning documents in accordance with the *Local Government Act 2009* and *Local Government Regulation 2012*.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 5 February 2021

Item Number: L.8

File Number: D21/9538

SUBJECT HEADING: Policy review - Debt Recovery

Classification: Open Access

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

Executive Summary:

The Debt Recovery Policy has been reviewed and is tabled for Council's consideration.

The key objectives of this policy is to:

- a. Ensure a fair, consistent and accountable approach to Council's sundry debt management and collection practices.
- b. Recognise the importance debt recovery has on the capacity of Council to delivery services to the community.
- c. Assist debtors to understand their payment obligations and the processes used by Council to help them meet those obligations.
- d. Establish clear timeframes for communications and debt recovery processes for consistency providing the same treatment for credit facility holders in similar circumstances.
- e. Provide a clear, simple to administer and cost-effective debt recovery process.

Officer's Recommendation:

That Council adopt the 'Debt Recovery 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
UB	Utility Billing (Natural Gas)

Context:

Why is the matter coming before Council?

The current "Debt Recovery" policy has been reviewed to ensure it meets its purpose. This review has made proposed amendments to the policy, without changing its intent as follows:

Updated policy purpose (policy details) moved to the beginning of the policy document:

- a) *Ensure a fair, consistent and accountable approach to Council's sundry debt management and collection practices.*
- b) *Recognise the importance debt recovery has on the capacity of Council to delivery services to the community.*
- c) *Assist debtors to understand their payment obligations and the processes used by Council to help them meet those obligations.*
- d) *Establish clear timeframes for communications and debt recovery processes for consistency providing the same treatment for credit facility holders in similar circumstances.*
- e) *Provide a clear, simple to administer and cost-effective debt recovery process.*

New definitions table:

Council	<i>Maranoa Regional Council</i>
Sundry Debt	<i>Any debt owed to Council other than Rates & Charges</i>
UB	<i>Utility Billing (Natural Gas)</i>
1st Reminder Letter	<i>Letter attaching copy of outstanding Tax Invoice and advising debtor that account is overdue. Allowing an addition five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council.</i>

Demand Letter	Letter advising debtor that account remains overdue and allowing an addition five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council, or their account will be placed on "stop credit" with Council and associated third parties. The letter will also state that Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings.
Final Demand Letter	Letter advising debtor that account remains overdue and allowing an additional five (5) business days from date of letter to make payment. The letter will also state that Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings.
Payment Arrangement Acknowledgement Letter	Letter acknowledging request from debtor to enter into a payment arrangement.
Payment Arrangement Options Form	Form is sent to debtor with payment arrangement acknowledgement letter for the debtor to complete and return to Accounts Processing within five (5) business days.
Payment Arrangement Acceptance Letter	Letter sent to debtor advising that payment arrangement submitted has been accepted with confirmation details regarding payments.
Payment Arrangement Default Letter	Letter sent to debtor advising that the payment arrangement that was accepted by Council has not been adhered to by them. They must contact Council to make arrangements within five (5) business days.
UB 1st Reminder Letter	Letter advising debtor that account is overdue. Allowing an additional five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council.
UB Disconnection/Demand Letter	Letter advising debtor that account remains overdue and allowing an additional five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council, or their natural gas

	<i>service will be disconnected on a specified date.</i>
UB Payment Arrangement Acknowledgement Letter	<i>Letter acknowledging request from debtor to enter into a payment arrangement.</i>
UB Final Gas Account Letter	<i>Letter is sent to the last known address for the debtor advising that their gas service has been disconnected and the final account including arrears is due for payment within ten (10) business days.</i>
UB Final Demand Letter	<i>Letter advising debtor that account remains overdue and allowing an additional five (5) business days from date of the letter to make payment. The letter will also state that Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings.</i>

Natural Gas debt recovery processes updated to reference **Utility Billing (UB)**.

New sections:

- 7.2.1 HEEAS Eligibility Criteria (UB- Natural Gas Debtors)
- 7.3 Doubtful Debts
- 8. Writing-Off of Sundry Debts

Section added in regard to advance bookings.

Subsection 'Acceptable Arrangements' updated to 'Payment Arrangements' – wording updated.

Delegated Authority – Writing Off of Sundry Debts (less than \$50): Reference to Manager Communications, Information and Administration updated to reference Chief Executive Officer (or delegate).

The draft policy layout has been rearranged. Some policy sub-headings have been updated.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The current Debt Recovery Policy was adopted by Council on 26 April 2017 - GM/04.2017/47.

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

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

Local Government Act 2009

Local government Regulation 2012

Residential Tenancies & Rooming Accommodation Act 2008

Residential Tenancies & Rooming Accommodation Regulation 2009

National Energy Retail Law (Queensland) Regulation 2014 (schedule 1)

Gas Supply Act 2003

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)

Debt Recovery Policy - GM/04.2017/47; adopted 26 April 2017.

Input into the Report & Recommendation:

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

Director of Corporate and Community Services

Manager of Communication, Information & Administration 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?

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	

Advice to Council:

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

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

Advice to Council is to adopt this draft Debt Recovery Policy as presented.

Recommendation:

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

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

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

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

That Council adopt the 'Debt Recovery Policy' as presented.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.3 Accounting

Supporting Documentation:

- | | | |
|---|---|-----------|
| 1 | DRAFT - Debt Recovery Policy | D21/14973 |
| 2 | CURRENT - Debt Recovery Policy - Adopted by Council | D15/16745 |
| | 26 April 2017 - GM/04.2017/47 | |

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

COUNCIL POLICY: DEBT RECOVERY

**1. Purpose**

The key objectives of this policy is to:

- a. Ensure a fair, consistent and accountable approach to Council's sundry debt management and collection practices.
- b. Recognise the importance debt recovery has on the capacity of Council to delivery services to the community.
- c. Assist debtors to understand their payment obligations and the processes used by Council to help them meet those obligations.
- d. Establish clear timeframes for communications and debt recovery processes for consistency providing the same treatment for credit facility holders in similar circumstances.
- e. Provide a clear, simple to administer and cost-effective debt recovery processes.

2. Scope

This policy applies to all sundry debts owing to Council unless otherwise specified.

3. Definitions

The following definitions apply to this policy:

Council	<i>Maranoa Regional Council</i>
Sundry Debt	<i>Any debt owed to Council other than Rates & Charges</i>
UB	<i>Utility Billing (Natural Gas)</i>
1st Reminder Letter	<i>Letter attaching copy of outstanding Tax Invoice and advising debtor that account is overdue. Allowing an addition five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council.</i>
Demand Letter	<i>Letter advising debtor that account remains overdue and allowing an addition five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council, or their account will be placed on "stop credit" with Council and associated third parties. The letter will also state that Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings.</i>

COUNCIL POLICY: DEBT RECOVERY



Final Demand Letter	Letter advising debtor that account remains overdue and allowing an additional five (5) business days from date of letter to make payment. The letter will also state that Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings.
Payment Arrangement Acknowledgement Letter	Letter acknowledging request from debtor to enter into a payment arrangement.
Payment Arrangement Options Form	Form is sent to debtor with payment arrangement acknowledgement letter for the debtor to complete and return to Accounts Processing within five (5) business days.
Payment Arrangement Acceptance Letter	Letter sent to debtor advising that payment arrangement submitted has been accepted with confirmation details regarding payments.
Payment Arrangement Default Letter	Letter sent to debtor advising that the payment arrangement that was accepted by Council has not been adhered to by them. They must contact Council to make arrangements within five (5) business days.
UB 1st Reminder Letter	Letter advising debtor that account is overdue. Allowing an additional five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council.
UB Disconnection/Demand Letter	Letter advising debtor that account remains overdue and allowing an additional five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council, or their natural gas service will be disconnected on a specified date.
UB Payment Arrangement Acknowledgement Letter	Letter acknowledging request from debtor to enter into a payment arrangement.
UB Final Gas Account Letter	Letter is sent to the last known address for the debtor advising that their gas service has been disconnected and the final account including arrears is due for payment within ten (10) business days.

COUNCIL POLICY: DEBT RECOVERY

**UB Final Demand Letter**

Letter advising debtor that account remains overdue and allowing an additional five (5) business days from date of the letter to make payment. The letter will also state that Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings.

4. Debt Management

Council will apply prudent debt management practices including:

- Credit terms for all sundry debtors are thirty (30) days from the date of invoice and fourteen (14) days for natural gas accounts that are billed on a monthly business, unless otherwise approved in writing.
- Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods and/or services.
- Raising invoices – ensuring debt is raised in accordance with services provided, account details are correct, GST provisions are applied correctly and has a due date for payment.
- Reviewing aged debtor reports monthly (including third party accounts).
- Liaising with departments across Council which requested the invoice to be raised to ensure that all information is correct (supporting documentation will justify debt in a court of law).
- Keeping regular contact with debtors. In consultation with the department initiating the debt, negotiated exemptions may be provided depending on the nature of the debt and debtor e.g. Community groups or welfare recipients and in accordance with Council policy.
- Ensuring that due process has been carried out so that the debt can be proved in a court of law.
- Advance bookings made for use of Council facilities:
 - Must be paid for within thirty (30) days from date of invoice or before usage is to occur (whichever is earlier).
 - For bookings unpaid at the beginning of the new financial year (i.e 1 July) a new invoice will be issued in accordance with Council's adopted fees and charges (adjusted down or up where there is a change).

5. Policy Details

Debt recovery for outstanding accounts that are not subject to dispute, which have been outstanding for thirty (30) days and within the scope of this policy will consist of the following components:

Accounts Receivable	Utility Billing (UB)(Natural Gas)
• 1 st Reminder Letter	• UB 1 st Reminder Letter
• Demand Letter	• UB Disconnection/Demand Letter
• Final Demand Letter	• UB Final Gas Account Letter
	• UB Final Demand Letter

Concessions

COUNCIL POLICY: **DEBT RECOVERY**

• Payment Arrangements
• Hardship (HEEAS – natural gas)
• Assistance with access to available support services

When corresponding or communicating with a debtor, Council may use the following methods, which may be utilised separately or in conjunction with each other:

- Electronic (Email, SMS)
- Mail
- Telephone

5.1 General Sundry Accounts

5.1.1 1st Reminder Letter

Once a debt becomes overdue, a 1st reminder letter will be sent to the debtor.

5.1.2 Demand Letter

If after the 1st reminder letter, all or part of the debt remains unpaid, a demand letter will be sent to the debtor.

5.1.3 Final Demand Letter

If after the demand letter, all or part of the debt remains unpaid, a final demand letter will be sent to the debtor.

5.1.4 Debt Recovery Agent

If after the final demand letter, all or part of the debt remains unpaid, the outstanding account may be referred to Councils Debt Recovery Agent for legal proceedings to commence.

5.2 **Utility Billing (UB) (Natural Gas) Accounts**

5.2.1 **UB** 1st Reminder Letter

Once a debt becomes overdue, a 1st reminder letter will be sent to the debtor.

5.2.2 **UB** Disconnection/Demand Letter

If after the **UB** 1st reminder letter, all or part of the debt remains unpaid, a UB disconnection/demand letter will be sent to the debtor. All available steps are taken to contact the debtor prior to disconnection taking place. E.g Telephone, SMS, email.

5.2.3 **UB** Final Gas Account Letter

COUNCIL POLICY: DEBT RECOVERY



If after the UB disconnection/demand letter, all or part of the debt remains unpaid, a UB final gas account letter will be sent to the debtor.

5.2.4 UB Final Demand Letter

If after the UB final gas account letter, all or part of the debt remains unpaid, a UB final demand letter will be sent to the debtor.

6. Debt Recovery Agent

The accounts processing team and utility billing team will periodically refer the outstanding accounts to Council's debt recovery agent for collection.

A reminder letter is sent to the debtor in relation to each overdue account advising that Council has referred the debt to the agency for collection and that payment is required within fourteen (14) days from the date of the letter.

Following the expiration of the fourteen (14) days and the debt still remains outstanding, the debt recovery agent will issue a letter of demand to the debtor, advising that payment is required within fourteen (14) days from the date of the letter.

If payment is not received within specified timeframe as stated, accounts processing or the utility billing teams will liaise with the debt recovery agent as to how to proceed.

All accounts prior to the debt recovery agent issuing a Claim & Statement of Claim to the debtor, must have approval by way of Council Resolution to proceed with legal action. This resulting action will be determined on a case by case basis taking into consideration section eight (8) of this policy.

7. Provisions

Obtaining credit from Council

- A Council approved application form must be completed, processed and approved prior to an account being opened/made active for a debtor, in accordance with the Granting of Credit Policy.
- Should the customer want to commence immediately, they may do so on a cash or credit card basis only.
- Upon completion of an approved application, credit checks may be undertaken; should checks not be satisfactory, a prepayment, bond or deposit may be requested.

COUNCIL POLICY: DEBT RECOVERY

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

Council respects and protects people's privacy and collects, stores, uses and discloses personal information responsibly and transparently in the delivery of Council services and business.

Council will comply with all relevant legislative requirements relating to the collection, storage, use and disclosure of personal information acquired for the purposes of administering this policy.

Concessions**7.1 Private Works**

As per Councils Schedule of Fees & Charges, there are some items listed that allow for a concession discount.

7.2 Hardship

Where a debtor has the intention – but not the capacity – to make payment within the timeframe required, consideration will be given to special circumstances under hardship.

Council will negotiate a formal regular periodical payment arrangement with a debtor qualifying for financial hardship assistance in accordance with this policy.

To facilitate debtors who are unable to enter into any form of arrangement to pay, the Accounts Processing and Utility Billing teams will provide an outline of options on a range of programs that the debtor may use and information about appropriate government concession programs and financial counselling services. **Natural gas debtors may be eligible for HEEAS assistance.**

7.2.1 HEEAS Eligibility Criteria (UB- Natural Gas Debtors)

In order for Council to determine eligibility for hardship assistance outlined within this policy, debtors are:

- **Required to demonstrate to the satisfaction of a delegated Maranoa Regional Council staff member, that payment of the sundry debt would cause the debtor hardship.**
- **The debtor must not have had a previous arrangement with Council cancelled due to non-compliance.**

Council will assess eligibility based on the information provided by the debtor. Council may request documented proof or further information from the debtor, in order to make a decision.

Supporting documentation confirming genuine financial hardship from a recognised financial

COUNCIL POLICY: DEBT RECOVERY



counsellor, financial planner or medical practitioner would be considered favourably.

7.2.2 Payment Arrangement

Council will negotiate a formal regular periodical payment arrangement with a debtor requesting assistance in accordance with this policy.

The arrangement will require that sundry debts are paid within a three (3) month period whilst considering the debtors current and estimated future repayment capabilities.

Any payment arrangement negotiated under this section must take into account the debtors capacity to pay and allow the arrangement to be re-negotiated at the request of the debtor if there is a demonstratable change in their circumstances.

If the arrangement will exceed the three (3) month timeframe, written application must be made to Council, and a report is to be provided to a Council meeting for consideration and decision made by resolution.

If the debtor does not comply with the arrangement, the arrangement may be cancelled, and the full amount will become due and payable immediately and recoverable in accordance with Council policy.

7.3 Doubtful Debts

Aged debts greater than ninety (90) days shall be reviewed and provided for as a doubtful debt, following advice from the initiating Council department, according to an assessment which has regard to:

- The size and nature of the sundry debt
- The debtor in question

Aged debts less than ninety (90) days may be provided for as a doubtful debt if the recovery of the debt is known to be unlikely. Any adjustments to the provision for doubtful debts shall be made annually and will be charged to the bad debt expense account.

COUNCIL POLICY: DEBT RECOVERY

**8. Writing-Off of Sundry Debts**

The fact that a debt is written off under this policy does not prevent Council from taking further action to recover the debt in the future.

The Chief Executive Officer (or delegate) has delegated authority to write off sundry debts equal or less than fifty dollars (\$50.00), if the debt meets any two of the following criteria:

- All reasonable collection action has been taken and was unsuccessful.
- No possibility for collection exists at present.
- The debtor cannot be readily located or served Court documentation.
- Legal proceedings that are statute barred or the debt is legally unenforceable
- The debtor is an inoperative corporation and without assets, or the debtor is a natural person who is an undischarged bankrupt.
- The debtor is deceased.

Council has the authority to write off sundry debt amounts greater than fifty dollars (\$50.00) by resolution, if the debt meets any two of the following criteria:

- All reasonable collection action has been taken and was unsuccessful.
- No possibility for collection exists at present.
- The debtor cannot be readily located or served Court documentation.
- Legal proceedings that are statute barred or the debt is legally unenforceable
- The debtor is an inoperative corporation and without assets, or the debtor is a natural person who is an undischarged bankrupt.
- The debtor is deceased.

When considering to write off a sundry debt a report is to be prepared and must include:

- The name of the person/s whose debt is being written off
- Identify the account concerned
- What the debt is related to
- What date the debt was incurred, and
- Specify the amount of the debt

A debt can only be written off:

- If the debt is not lawfully recoverable, or
- As a result of a decision of a court, or
- If the Council or Chief Executive Officer (or delegate) believes on reasonable grounds that an attempt to recover the debt would not be cost effective.

COUNCIL POLICY: DEBT RECOVERY



Sundry debts shall be written off only when all reasonable attempts at recovery have been taken. Debts that are considered irrecoverable, or where the cost of recovery is uneconomical, shall be written off as a bad debt against the sundry debtors account and the provision for doubtful debts according to the appropriate delegated authority.

9. Residential Tenancies

Should the sundry debt be in relation to a Residential Tenancy, then the provisions of the Residential Tenancy legislation must also be addressed and complied with.

To the extent of any inconsistency between this policy and the Residential Tenancy legislation, the provisions of the Residential Tenancy legislation shall take precedence.

10. Avdata Australia

Avdata's Billing Service involves invoicing and collecting payments on Council's behalf in relation to Council owned Airports (Landing and Usage), Council owned Standpipes and Wash-down facilities across the region.

Should the sundry debt be in relation to an Avdata account, then the debt is the responsibility of Avdata until the debt reaches an outstanding period of 90 days. The debt is then the responsibility of Maranoa Regional Council. Council will arrange for Avdata to forward the account to Council's Debt Collection Agency or Solicitor for legal recovery action and their account will be immediately placed on "stop credit" with Avdata and Maranoa Regional Council.

The debtor may be listed with a Credit Reporting Body, once approved by way of Council Resolution to confirm the listing on such website, which may affect the debtors credit history.

11. Related Policies and Legislation

Queensland Local Government Act 2009
Queensland Local Government Regulation 2012
Gas Industry Code Sixth Edition
Residential Tenancies & Rooming Accommodation Act 2008
Australian Competition and Consumer Commission Debt Collection Guidelines
National Energy Retail Law (Queensland) Regulation 2014 (schedule 1)
Gas Supply Act 2003
National Energy Customer Framework
Privacy Act 1988
Queensland Information Privacy Act 2009

12. Associated Documents

Debt Recovery Process for General Debtors
Debt Recovery Process for Gas Billing

COUNCIL POLICY: DEBT RECOVERY



1. Policy Purpose

To establish a policy for the recovery of sundry debts due to Council in a timely, efficient and effective manner.

2. Policy Scope

This policy applies to all sundry debts owing to Council unless otherwise specified.

3. Definitions

In this policy unless the contrary intention appears:

- a) "sundry debt" – means any debt due to Council other than a rate or overdue rate

4. Policy Details

The management and recovery of outstanding revenue is an important aspect of Council's financial management function. The principles that will apply in the management and recovery of debt are:

- a) Council has a responsibility to recover sundry debts owing to it in a timely and efficient manner to finance its operations and ensure effective cash flow management;
- b) Council will operate effective billing and debt collection processes;
- c) Council will aim to minimise the amount of outstanding money that is owed;
- d) Debtors are expected to take responsibility for their sundry debt obligations and to organise their affairs in such a way as to be able to discharge their sundry debt obligations to Council as and when they fall due;
- e) If a debtor cannot discharge their sundry debt obligations on or before the due date, Council considers it to be in the interest of the debtor and Council for the debtor to contact Council at the earliest opportunity to discuss acceptable arrangements to address the debt;
- f) Council will not issue a final demand letter to a debtor without taking steps to endeavour to establish an acceptable payment commitment or negotiate settlement of the outstanding sundry debt;
- g) Monthly debtor statements detailing all sundry debts due to Council shall be forwarded by postal or electronic means to debtors.

COUNCIL POLICY: DEBT RECOVERY**4.1 Credit Management**

- 4.1.1 An account application must be completed, processed and approved prior to an account being opened/made active for a debtor, in accordance with the Granting of Credit Policy.
- 4.1.2 Credit terms for all Sundry debtors are thirty (30) days from the date of invoice, unless otherwise approved in writing.
- 4.1.3 Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods and/or services.

4.2 Debt Management**4.2.A General**

- 4.2.A.1 At the beginning of each new month a Statement is issued to the debtor advising of invoices still to be paid.
- 4.2.A.2 If payment has not been received within thirty (30) days of the invoice date, a 1st Reminder Letter will be issued to the debtor advising they have five (5) business days to pay outstanding monies.
- 4.2.A.3 If payment has not been received within five (5) business days from the date of the 1st reminder letter, where possible, telephone contact is made with the debtor requesting payment or to enter into a payment commitment. The debtor will also be issued a Demand Letter if applicable, advising that if payment is not received within five (5) business days, their account will be placed on 'stop credit' with Council and associated third parties.
- 4.2.A.4 If payment has not been received within five (5) business days of the date listed on the demand letter (4.2.3), a Final Demand Letter will be issued to the debtor requesting payment within five (5) business days. The letter will also state that Council may refer their account to the Debt Collection Agency.
- 4.2.A.5 If payment is not received within five (5) business days as stated in the final demand letter the account may be referred to the Debt Collection Agency.

4.2.B Natural Gas

- 4.2.B.1 If payment has not been received within thirty (30) days of the invoice/notice date, a 1st Reminder Letter will be issued to the debtor advising they have five (5) business days to pay outstanding monies.
- 4.2.B.2 If payment has not been received within five (5) business days from the date of the 1st reminder letter, where possible, telephone contact is made with the debtor requesting payment or to enter into a payment commitment. The debtor will also be issued a Disconnection/Demand Letter if applicable, advising that if payment is not received within five (5) business days, their natural gas service will be disconnected on a specified date.

COUNCIL POLICY: DEBT RECOVERY



- 4.2.B.3 If no response to the disconnection/demand letter has been received by the debtor – the gas service is disconnected and a final account and final gas account letter is issued advising they have ten (10) business days from date of invoice/notice to make payment.
- 4.2.B.4 If payment has not been received within ten (10) business days of the date listed on the final gas account letter (4.2.3), a Final Demand Letter will be issued to the debtor requesting payment within five (5) business days. The letter will also state that Council may refer their account to the Debt Collection Agency.
- 4.2.B.5 If payment is not received within five (5) business days as stated in the final demand letter the account may be referred to the Debt Collection Agency.

4.3 Debt Collection Agency Procedures

- 4.3.1 Councils Debt Collection Agency will as soon as practicable after receipt of a referral from Council issue a letter to the account holder in relation to each overdue account advising that Council has referred the debt to the agency for collection and that payment is required within fourteen (14) days of the date of the letter.
- 4.3.2 Following the expiration of the fourteen (14) days as requested in the letter, the Debt Collection Agency will issue a Letter of Demand to the debtor, advising that payment is required within fourteen (14) days.
- 4.3.3 If payment is not received within fourteen (14) days as stated, debtors (accounts receivable) staff will liaise with the debt collection agency as to how to proceed.
- 4.3.4 All accounts prior to the debt collection agency issuing a Claim & Statement of Claim to the debtor must have approval by way of Council Resolution to proceed with legal action. This resulting action will be determined on a case by case basis taking into consideration section 8 of this policy.

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

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

COUNCIL POLICY: DEBT RECOVERY



5.1 Acceptable Arrangements

If a debtor has difficulty in paying a sundry debt by the due date and they meet the qualifying criteria set out below 5.1(a), Council will, upon application being made by the debtor, enter into an acceptable payment commitment with the debtor on the following basis.

- a) Once an acceptable arrangement is approved no further interest shall be charged on the overdue sundry debt for the duration of the arrangement from the date the arrangement was made; unless the debtor has been issued with a Claim and Statement of Claim – where Council can recover interest and legal costs as part of the legal process.
- b) Payments must be made in the amounts agreed and at the specific intervals agreed;
- c) An arrangement must clear the sundry debt within no more than three (3) months from the date the arrangement was made, unless written application is made to Council;
- d) If Council has not received payments under an arrangement by the due date, a default letter will be sent advising the debtor that unless payment of the outstanding amount is received within five (5) business days, their arrangement will be cancelled and the matter will be referred to Council's Debt Collection Agency or Solicitor for legal recovery action and their account will be immediately placed on "stop credit".
- e) If there is a balance outstanding and the arrangement is cancelled or has expired, the total outstanding amount shall be referred to Council's Solicitor or Debt Collection Agency for legal recovery action in accordance with this policy, further credit will be immediately stopped and the debtor may be listed with a Credit Reporting Body which may affect their credit history.

6. Residential Tenancies

Should the sundry debt be in relation to a Residential Tenancy, then the provisions of the Residential Tenancy legislation must also be addressed and complied with.

To the extent of any inconsistency between this policy and the Residential Tenancy legislation, the provisions of the Residential Tenancy legislation shall take precedence.

COUNCIL POLICY: DEBT RECOVERY



7. **Avdata Australia**

Avdata's Billing Service involves invoicing and collecting payments on Council's behalf in relation to Council owned Airports (Landing and Usage), Council owned Standpipes and Wash-down facilities across the region.

Should the sundry debt be in relation to an Avdata account, then the debt is the responsibility of Avdata until the debt reaches an outstanding period of 90 days. The debt is then the responsibility of Maranoa Regional Council. Council will arrange for Avdata to forward the account to Council's Debt Collection Agency or Solicitor for legal recovery action and their account will be immediately placed on "stop credit" with Avdata and Maranoa Regional Council; and the debtor may be listed with a Credit Reporting Body, once approved by way of Council Resolution to confirm the listing on such website, which may affect the debtors credit history.

8. **Write off Bad Debts**

All amounts listed as bad debts must only be written off by Council Resolution.

9. **Related Policies and Legislation**

Queensland Local Government Act 2009
Queensland Local Government Regulation 2012
Gas Industry Code Sixth Edition
Residential Tenancies & Rooming Accommodation Act 2008
Australian Competition and Consumer Commission Debt Collection Guidelines
National Energy Retail Law (Queensland) Regulation 2014 (schedule 1)
Gas Supply Act 2003
National Energy Customer Framework
Privacy Act 1988
Queensland Information Privacy Act 2009

10. **Associated Documents**

Debt Recovery Process for General Debtors
Debt Recovery Process for Gas Billing

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 27 January 2021

Item Number: L.9

File Number: D21/6206

SUBJECT HEADING: Request for Fee Waiver-Roma Show Society

Classification: Open Access

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

Executive Summary:

Council has received a request from the Roma Show Society seeking a fee waiver for the use of Bassett Park for the Annual show to be held in May 2021. This is the second request in the same financial year for a fee waiver, the first being for the hire fees for the upstairs bar area at Bassett Park for Saturday 20 March 2021.

The recommendation has been made based on two considerations,

1. The amount of unspent financial assistance that Council has provided to Roma Show Society and,
2. Council Community grants and assistance policy statement, that any group may have only one fee waiver in any given financial year.,

Note: Although this request is inconsistent with Council's Community grants and non-financial, assistance policy, Council has the discretion in the policy to approve an additional fee waiver in any one year if it chooses to do so.

Excerpt from policy "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.

Officer's Recommendation:

That Council decline the request of a fee waiver due to Roma Show Society already being granted a fee waiver for the 2020/2021 financial year as outlined in Council Policy for Community Grants & Non-Financial Assistance

Individuals or Organisations to which the report applies:

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

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

Roma Show Society.

Acronyms:

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

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

Acronym	Description

Context:

Why is the matter coming before Council?

Council has received a request from Roma Show Society seeking a fee waiver for the hire of Bassett Park for the duration of the 2021 Roma Show.

Due to the impact of COVID-19, the Roma Show Society was forced to cancel their Annual show in 2020, resulting in a significant financial impact on the group.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

As a result of the cancellation of the 2020 Roma Show, Council has received a request to waive all hire fees associated with the use of Bassett Park for the 2021 Roma Show.

In 2019, Council received \$50,000 (ex GST) funding from Western Queensland Primary Health Network. Council resolved to offer the Roma Show Society \$10,000 of this funding to support the Roma Show 2020 **(GM/05.2019/41)**.

As a result of the cancellation of the 2020 Roma Show, these funds are yet to be expended by the Roma Show Society. Council sought an extension of funding from Western Queensland Primary Health Network which was subsequently granted. In 2020 Council received Community Drought Support funding from the Department of Communities, Disabilities and Seniors for local events. Council resolved that the Roma Show Society would be allocated \$1380.00 in funding for the 2021 Roma Show **(OM/09.2020/47)**

In 2020 the Roma Show Society also received \$36, 070 in funding through the Supporting Agricultural Shows and Field Days program, an initiative of the Australian Government. This funding was provided to help ease cash-flow pressures and cover costs after the cancellation of the 2020 Roma Show.

In past years Council has provided an estimated \$20,000 of in-kind assistance to the Roma Show Society including (but not limited to) wage costs, plant hire to prepare the grounds, waste collection, equipment hire and any incidentals that arise during the Show.

It should also be noted that the group has already applied for and received a fee waiver for the 2020/2021 financial year, as detailed below:

That Council waive the hire fees for the upstairs bar area at Bassett Park for Saturday 20 March 2021 to be allocated from the Minor In-Kind Budget. (OM/10.2020/61).

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?

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

The policy states that:

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)

However, there is also a policy exemption:

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.

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)

Facilities Maintenance Officer / Team Coordinator - Gavin Pallisier

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?

Hire of Bassett park for the Roma Show 2021 (9 days Hire)

Hire: \$2,649.40 GST Inc

If Council should decide to approve this request, it is recommended that this costing be allocated to the Major In-kind budget GL 2887.2248.2001.

To date the following groups have received in-kind/fee waivers from Council in the 2020/2021 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)

Show society members will have an interest in this matter.

Risks:

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

Risk	Description of likelihood & consequences
Not approve request	Roma Show Society could be forced to cancel the annual show due to budget constraints.

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)

Through the presentation of a varied events schedule and the attraction of outside parties, the Annual Show is an event that provides social, cultural and economic benefits to the Maranoa region and as such it is recommended that Council give consideration to endorsing this fee waiver.

Although the Roma Show has benefited from a number of successful grants pre and post COVID, the cost to run a successful show can be a significant financial burden, especially for a not-for-profit society.

Roma Show Society has been granted a minor fee waiver this financial year costing Council \$139.00 and whilst Council's Community Grants and Non-Financial Assistance Policy states that community groups are entitled to **one** in-kind assistance request each financial year, it also contains a policy exemption clause that states the following:

"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."

Approving this fee waiver will assist the Roma Show Society in offering the community a post COVID event that will support the community's social wellbeing & economic recovery.

With only five months remaining in this financial year Council has the budget to allow this fee waiver to go ahead.

Recommendation:

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

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

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

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

That, in keeping with the Policy for Community Grants & Non-Financial Assistance which allows for one fee waiver, per community group, per financial year, Council decline the Roma Show Society's request due to the group having already been granted a fee waiver for the 2020/2021 financial year.

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: 19 February 2021

Item Number: L.10

File Number: D21/14325

SUBJECT HEADING: Request for Letter of Support

Classification: Open Access

Officer's Title: Regional Events Attraction / Local Development

Executive Summary:

Maranoa Regional Council are currently in consultation with Demex regarding the acquisition and removal of a historical building marked for demolition, from the Roma Hospital Site.

It is proposed, that if successful in acquiring the building located on the Roma Hospital site, the building be gifted to the Roma & District Lapidary & Minerals Society Inc., relocated to 17 McDowall Street, Roma and adjoined to the current building in which the Roma & District Lapidary & Minerals Society Inc. meet, enabling the community group to extend their current facilities.

To assist in covering the costs of relocating the building to 17 McDowall Street, the Roma & District Lapidary & Minerals Society Inc. are applying for a grant through the Gambling Community Benefit Fund and have requested a Letter of Support to accompany their application. The maximum amount available through this grant is \$35,000.

Through preliminary costings to relocate the building from the Roma Hospital site to 17 McDowall Street, it is estimated the relocation costs will be approximately \$45,897. Therefore, the grant funding will not cover the full relocation costs. Additional funds for ancillary carpentry work to provide access between the building and the relocated one will also be required at an approximate cost of \$12,000.

If Council is successful in acquiring the building and resolves to gift the building to the Roma & District Lapidary & Mineral Society Inc., Council will need to allocate funds to cover the shortfall regarding costs associated with relocating the building from the Roma Hospital site to 17 McDowall Street and adjoining it to the current building to make it the building functional.

Officer's Recommendation:

That Council:

- If successful in acquiring the historical building, located on the Roma Hospital site, gift it to the Roma & District Lapidary & Minerals Society Inc.
 - Approve in principle, the gifted historical building be relocated to 17 McDowall Street, Roma
 - Provide a Letter of Support to the Roma & District Lapidary & Minerals Society Inc. for their grant application to the Gambling Community Benefit Fund
 - If successful in their grant application, allocate the shortfall of \$22,897.50 to
-

relocate and adjoin the gifted historical building, to the \$35,000 received from the grant, and

- The amount be deducted from GL 2883.2001.301 (savings from Local Development wages).

Individuals or Organisations to which the report applies:

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

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

Roma & District Lapidary & Minerals Society Inc.

Acronyms:

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

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

Acronym	Description
N/A	

Context:

Why is the matter coming before Council?

The Roma and District and Minerals Society Inc. was established in 1964 and is the only club of its kind in the Maranoa region.

The organisation provides a social space to collaborate, exchange ideas and use Lapidary equipment. They:

- Encourage young and old members to expand their skills – forming and finishing local stone, minerals and gemstones,
- Provide workshop days to teach new lapidary skills,
- Provide healthy outdoor activities such as field trips to localities for fossicking material to be later used by club members,
- Provide a range of finished articles for display and sale to the general public and tourists.

Currently, the Roma and District and Minerals Society Inc. have a lease agreement with Council for the use of a building at 17 McDowall Street, Roma. They have 10 active members who meet twice monthly with additional openings via appointments. The building they currently meet in however, is not adequate for their needs as only 1 person can use the saw room at a time.

With improved facilities, members of the Roma and District and Minerals Society Inc. will have a safer and more user-friendly environment to meet and work in, enabling 3 people to use the saw room at the one time.

The Roma and District and Minerals Society Inc. wish to extend their facility through relocating the historic building currently located at the Roma Hospital site to the eastern side of the current Roma and District and Minerals Society Inc. building.

They also wish to mount an additional storage container on the western side.

These two additional storage areas, will enable more space in the saw room, improving the rooms functionality and the safety of those working within it.

Preliminary costings to relocate the historical building from the Roma Hospital site to 17 McDowall Street, Roma, is estimated to be approximately \$45 897. Additional funds for ancillary carpentry work to provide access between the existing Lapidary Club building and the relocated one will also be required at an approximate cost of \$12,000.

To assist in covering the costs of relocating the building to 17 McDowall Street and adjoining it to the current building, the Roma & District Lapidary & Minerals Society Inc. are applying for a grant through the Gambling Community Benefit Fund and have requested a Letter of Support to accompany their application. The maximum amount available through this grant is \$35,000.

It is proposed, if the Roma & District Lapidary & Minerals Society Inc. are successful in their grant application, Council fund the additional costs required to relocate the gifted historical building to 17 McDowall Street and adjoin to the existing building.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In 2018, Maranoa Regional Council resolved to enter into a formal agreement with the Roma and District and Minerals Society Inc. for the use of the Roma Lapidary Building.

Resolution No. GM/06.2018/34

That Council

- 1. Enter into an exclusive Agreement with the Roma & District Lapidary & Mineral Society Incorporated for a period of five (5) years for the use of the building at 17 McDowall Street Roma***
- 2. Charge no hire fee for the use of the Roma & District Lapidary & Mineral Society Incorporated Building for the term of this agreement.***

The user agreement term commenced 13 June 2018 and expires 12 June 2023.

At the ordinary meeting on 27 January 2021, Council were provided an update regarding actions taken concerning the possible acquisition of a historical building that has been marked for demolition at the Roma Hospital.

Resolution No. SM/11.2020/05

That:

- 1. Council initiate negotiations with the successful tenderer of the hospital demolition in regards to securing the historic building as identified on the hospital site to secure it for a community group, or the community – on the***

basis it will be saved to be removed last as part of demolition of the Roma hospital site.

2. The costs be presented to a future Council meeting for consideration.

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)

Costings to have the historical building relocated from the Roma Hospital site to 17 McDowall Street have been provided from Council's Building Projects, Maintenance Planning & Inspections, Richard Irwin.

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)

To assist in covering the costs of relocating the historical building from the Roma Hospital site to 17 McDowall Street and adjoining it to the current building, the Roma & District Lapidary & Minerals Society Inc. are applying for a grant through the Gambling Community Benefit Fund. The maximum amount available through this grant is \$35,000.

This Financial Year's Budget:

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

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

Council has not allocated any funds in the 2020/21 budget to acquire the building or for removal costs. If Council is successful in acquiring the building and resolves to gift the building to the Roma & District Lapidary & Mineral Society Inc., Council will need to allocate funds to cover costs associated with relocating the building from from the Roma Hospital site to 17 McDowall Street and adjoining it to the current building to make it the building functional.

Estimated costs are as follows:

Maranoa Regional Council

Ordinary Meeting - 24 February 2021

Relocation costs	\$45,897.50
Ancillary carpentry costs	\$12,000.00
Total Cost	\$57,897.50

Contribution required by Council \$22,897.50 as outlined below:

Grant funding	\$35,000.00
Council contribution	\$22,897.50
Total Cost	\$57,897.50

Future Years' Budgets:

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

Nil

Impact on Other Individuals or Interested Parties:

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

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
The Roma & District Lapidary & Mineral Society Inc. is unsuccessful in their grant application.	Council may be expected to cover the full costs to relocate and adjoin the historical building from the Roma Hospital site to 17 McDowall Street.
Financial	There is no budget allocated to relocate or reestablish the building. The building will need a substantial investment of funds to make it fit for purpose.

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 Maranoa Regional Council's support the Roma & District Lapidary & Minerals Society Inc. in their efforts to upgrade their current facilities.

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:

- If successful in acquiring the historical building, located on the Roma Hospital site, gift it to the Roma & District Lapidary & Minerals Society Inc.
- Approve in principle, the gifted historical building be relocated to 17 McDowall Street, Roma
- Provide a Letter of Support to the Roma & District Lapidary & Minerals Society Inc. for their grant application to the Gambling Community Benefit Fund
- If successful in their grant application, considering funding the costs to relocate and adjoin the gifted historical building, in addition to the \$35,000 received.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

Supporting Documentation:

Nil.

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 23 February 2021

Item Number: L.11

File Number: D21/14866

SUBJECT HEADING: Request for Support of Construction of Cattle Cross loading Station - Execution of Agreement

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

Council has received a request from IOR Petroleum Pty Ltd formally seeking support, either financial or through the provision of quarry materials, for the construction of a Cattle Cross Loading Facility to the west of Roma.

The initial request was tabled at an Ordinary Meeting of Council in 2020 where it was resolved to commence negotiations with the applicant with the view of establishing a contractual arrangement with respect to the request to supply gravel to the project.

The agreement, in the form of a Contribution Deed, has reached a point of execution.

Officer's Recommendation:

That Council, pursuant to Section 236 of the Local Government Act 2009 authorise the Chief Executive Officer to execute the Contribution Deed between Maranoa Regional Council and IOR Petroleum Pty Ltd to supply and deliver roadbase material for the construction of a Cattle Cross Loading Station on the western side of Roma.

Individuals or Organisations to which the report applies:

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

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

IOR Petroleum Pty Ltd
Suffcon Pty Ltd

Acronyms:

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

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

Acronym	Description
IOR	IOR Petroleum Pty Ltd

Context:

Why is the matter coming before Council?

The previous report on the matter noted that *“a subsequent report would need to be tabled to Council – to execute the agreement – should the negotiations with IOR reach agreement in principle.”*

The report seeks Council’s consideration to formally delegate the authority to the Chief Executive Officer, under *Section 236 of the Local Government Act 2009*, to execute the formal agreement with IOR Petroleum Pty Ltd to provide a roadbase contribution for the construction of a Cattle Cross Loading Station on the western side of Roma.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has received a request from IOR Petroleum Pty Ltd formally seeking support for the construction of a Cattle Cross Loading Facility to the west of Roma.

An example of a similar IOR facility constructed in Port Augusta is included below.



The initial request was tabled to a previous Ordinary Meeting of Council, where it was resolved that:

That Council:

1. ***Note the letter of support provided with the request from the Livestock and Rural Transporters Association of Queensland (LRATQ) for the construction of a Cattle Cross Loading Facility to the west of Roma.***

2. **Authorise that negotiations, on the basis of Council providing 1544m³ of roadbase to the proposed site, be held with IOR Petroleum with the view to developing an arrangement, binding to the property, that conditions:**
- a. **the facility be available for use by the public (i.e. not just IOR fuel customers) for the term outlined in 2(b).**
 - b. **the facility is to be operated and maintained for a minimum of ten (10) years;**
 - c. **should either of the above items not be satisfied the value of the material would be returned to Council in the form of a financial payment.**

Since the meeting, a contract for supply, in the form of a Contribution Deed was drafted and provided to IOR in December for review.

Council received correspondence on 18 February 2021 indicating that IOR are generally in agreement with the draft Contribution Deed, subject to some minor amendments. These amendments have been discussed with Council legal representative and are in the process of being resolved.

At such, the agreement has reached the point of formal execution. The previous report on the matter noted that *“a subsequent report would need to be tabled to Council – to execute the agreement – should the negotiations with IOR reach agreement in principle.”*

In terms of construction timing of the Cattle Cross Loading Facility, Council understands that works have commenced on the site with IOR seeking supply as per the agreement at the earliest possible convenience.

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

The following provisions under the *Local Government Act 2009* have been outlined in this report as particularly relevant to this matter.

An extract of the local government principles that underpin the *Local Government Act 2009* have been included as they are referenced in the draft correspondence that has been prepared in relation to this matter.

Section 4(2)

The local government principles are—

- a) *transparent and effective processes, and decision-making in the public interest; and*
- b) *sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- c) *democratic representation, social inclusion and meaningful community engagement; and*
- d) *good governance of, and by, local government; and*

- e) *ethical and legal behaviour of councillors, local government employees and councillor advisors.*

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 – there is no specific policy that provides delegation to the officers to approve or decline the request.

Council does provide a Community Grants Program, however it should be noted that this program is for *not-for-profit organisations with funding for community based projects under its grants program*. The request falls outside the scope of this program.

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)

McCullough Robertson

- Council's legal representative that assisted in the drafting of the Contribution Deed in accordance with Council's original resolution.

IOR Petroleum

- Negotiations with respect to the draft Contribution Deed in accordance with Council's original resolution

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)

Based on the information provided in the request, it is understood that the Queensland Government, through the Department of Main Roads, has committed \$150,000 towards the project.

This Financial Year's Budget:

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

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

In lieu of the original request for support of funding to the value of \$220,000, the direction of the negotiations was in-kind support through the provision of supplying and delivering quarry materials from Council's Roma Quarry. The commercial value of the delivered roadbase requested for the project is estimated to be **\$106,000**.

Council Officers will provide a summary of funding options to the meeting for Council's consideration.

Future Years' Budgets:

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

N/A. The agreement has been drafted to ensure the operation of the facility is the sole responsible of IOR Petroleum, with no future year budget commitments required by Council.

Impact on Other Individuals or Interested Parties:

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

IOR Petroleum Pty Ltd
Livestock Transport Industry
Department of Transport and Main Roads

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
Investment on Private Land – potential to exclude users as the facility will be on freehold land.	Mitigation options could include entering into arrangement that binds the owner of the land (similar to State Government Funding Agreements). The recommendation has been drafted consistent with this approach by way of risk mitigation for the use of public funds.

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 construction of a cattle cross loading facility to the west of Roma has the potential to provide tangible safety benefits to the livestock transport industry. The proposal seeks to install to facility on private (freehold) property.

The recommendation, for Council's consideration, has been drafted with the view trying to help facilitate the proposal, through assisting with the supply and delivery of quarry material required, however also aims to protects Council's investment into the 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, pursuant to Section 236 of the Local Government Act 2009 authorise the Chief Executive Officer to execute the Contribution Deed between Maranoa Regional

Council and IOR Petroleum Pty Ltd to supply and deliver roadbase material for the construction of a Cattle Cross Loading Station on the western side of Roma.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 22 February 2021

Item Number: L.12

File Number: D21/14706

SUBJECT HEADING: St Patrick's School Parent and Partnership Forum
- Request for In Kind Assistance

Classification: Open Access

Officer's Title: Support Officer - Facilities

Executive Summary:

Maranoa Regional Council has received a request for in-kind assistance for the use of Council machinery and operators to remove a dead bottle tree, located in St Patrick's School grounds overhanging the footpath on Alice Street in Mitchell.

Officer's Recommendation:

That Council:

1. Approve the request for in-kind assistance for the use of machinery and operators to remove the dead bottle tree at St Patricks School, 100 Alice Street Mitchell.
2. Allocate funds up to \$420.00 to Minor in-kind assistance GL - 2887.2245.2001/301.

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. Patrick's School Parent and Partnership Forum

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?

Maranoa Regional Council has received correspondence from St Patrick's School Parent and Partnership Forum requesting assistance to remove a dead bottle from the School grounds that overhangs the footpath on Alice Street in Mitchell.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Darren Kay, Team Coordinator Maintenance Delivery & Works West has provided the following costings for the use of the equipment and an operator to remove the dead bottle tree from St Patrick's School.

2 hours Machinery Hire @ \$55.00 per hour = \$110.00

2 hours Operator Hire @ \$55.00 per hours = \$110.00

Should a spotter or additional time be required, it is estimated that a contingency should cover costs.

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)

Darren Kay – Team Coordinator Maintenance Delivery & Works – West
Tennielle Limpus – Support Officer Economic & Community Development

Funding Bodies:

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

Nil

This Financial Year's Budget:

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

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

If approved the estimated cost of \$420.00 can be allocated to the Minor In-Kind
Budget GL 2887.2245.2001/301

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)

St Patrick's School, Mitchell

St Patrick's School Parents and Partnership Forum, Mitchell

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 approve the request for in-kind assistance to remove the dead bottle tree located in the grounds of St Patrick's School.

The tree has the potential to cause damage to persons and property, both in the school grounds and on the footpath adjacent to the school.

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 for in-kind assistance for the use of machinery and operators to remove the dead bottle tree at St Patricks School, 100 Alice Street Mitchell.
2. Allocate funds up to \$420.00 to Minor in-kind assistance GL - 2887.2245.2001/301.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.2 Economic development

Supporting Documentation:

- | | | |
|---|---|-----------|
| 1 | Letter to Council from St Patricks School Requesting In-Kind Assistance | D21/14699 |
| 2 | Email Trail in regards to the request from St Patricks School for the removal of the dead Bottle Tree | D21/14701 |

Report authorised by:

Council Buildings & Structures Maintenance Officer / Team Coordination
Manager - Facilities (Land, Buildings & Structures)
Deputy Chief Executive Officer/Acting Director Infrastructure Services

	<p>St Patrick's School Mitchell</p> <p>Parent Partnership Forum (PPF)</p> <p><i>Caring Makes the Difference</i></p>	<p>100 Alice Street, Mitchell QLD 4465 Phone: 07 46231448/07 46231108 Email: mitchell@twb.catholic.edu.au Website: www.mitchell.catholic.edu.au</p>
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21st February 2021

Att: Darren Kay
Team Coordinator Maintenance Delivery & Works (Mitchell)
Maranoa Regional Council
PO Box 620
ROMA QLD 4455

By email to: Darren.Kay@maranoa.qld.gov.au & council@maranoa.qld.gov.au

Request for the donation of Council assistance to remove a dead bottle tree overhanging the Alice Street footpath.

Dear Darren,

I am writing on behalf of the St Patrick's Primary School Mitchell Parents Partnership Forum (PPF), to request Council's assistance to remove a bottle tree that has recently died at the front of the St Patricks School in Mitchell. The dead tree (see-attached photos) is on the school grounds and is located along the front fence, overhanging the footpath along Alice Street. As MRC would likely have the equipment and expertise necessary to remove the tree safely, we respectfully request that MRC donate their services. The costs associated with engaging a contractor to remove the tree will be expensive; money better spent on the students and school resources.

School staff will be available to guide and assist the workers whilst on the school grounds.

I would like to thank you for considering this request, and we hope you look favourably on our request. Should you require more information, please contact me on 0436804316 or by email nathan.moody@daf.qld.gov.au.

Kind Regards



Nathan Moody

Chairperson

Parent and Partnership Forum (PPF)

St Patricks Primary School, Mitchell



St Patrick's School Mitchell
Parent Partnership Forum (PPF)
Caring Makes the Difference

100 Alice Street, Mitchell QLD 4465
Phone: 07 46231448/07 46231108
Email: mitchell@twb.catholic.edu.au
Website: www.mitchell.catholic.edu.au



Hi Darren,

Please see attached a letter from the St Patricks Primary School PPF, requesting the donation of MRC services to remove a dead bottle tree. The tree is located on school grounds and over hangs the Alice Street foot path at the front of the school.

Any assistance will be greatly received.

Please give me a call if you wish to discuss.

Kind regards.

Nathan Moody



Chairperson
Parents Partnership Forum (PNF)
St Patricks Primary School
Mitchell
MOB: 0436804316
SCHOOL: 07 46 231 108

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Monique Light

From: Darren Kay
Sent: Monday, 22 February 2021 11:02 AM
To: Monique Light; Gavin Pallisier
Subject: FW: St Patricks School PPF- Request for Service Donation; Removal of Dead Bottle Tree

Darren Kay
Team Coordinator Maintenance Delivery & Works - West,
Maintenance Delivery & Works - West

D: 0448 601 272 M: 0448 601 272 F: (07) 4624 6990

From: Robert (Rob) Hayward <Robert.Hayward@maranoa.qld.gov.au>
Sent: Monday, 22 February 2021 10:08 AM
To: Darren Kay <Darren.Kay@maranoa.qld.gov.au>
Subject: Re: St Patricks School PPF- Request for Service Donation; Removal of Dead Bottle Tree

Hi Darren
Can you work out a cost for me for Council to undertake the work.

Normally requests for in kind assistance require a council report. Since Jane is away can you talk to Tanya's team. If you can get a quick report together today we can put it in the late agenda for Wednesday's meeting.

Regards
Rob
Robert (Rob) Hayward
Deputy CEO / Director,
Development, Facilities & Environmental Services

D: (07) 4624 0627 M: 0427 229 214 F: (07) 4624 6990

From: Darren Kay <Darren.Kay@maranoa.qld.gov.au>
Sent: Monday, February 22, 2021 7:59:00 AM
To: Robert (Rob) Hayward <Robert.Hayward@maranoa.qld.gov.au>
Subject: FW: St Patricks School PPF- Request for Service Donation; Removal of Dead Bottle Tree

Hi Rob, I received this request on Friday and have looked at the tree this morning. Won't be an issue for towns and surrounds to remove. Not sure weather we need to let it go through council or with your approval I can make it happen. It will only take an hour or two and can liaise with the principle for any time we cannot do the works. Will await your thoughts. Kind regards Darren.

Darren Kay
Team Coordinator Maintenance Delivery & Works - West,
Maintenance Delivery & Works - West

D: 0448 601 272 M: 0448 601 272 F: (07) 4624 6990

From: MOODY Nathan <Nathan.Moody@daf.qld.gov.au>
Sent: Sunday, 21 February 2021 12:18 PM
To: Darren Kay <Darren.Kay@maranoa.qld.gov.au>
Cc: Council <council@maranoa.qld.gov.au>
Subject: St Patricks School PPF- Request for Service Donation; Removal of Dead Bottle Tree

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 24 February 2021

Date: 24 February 2021

Item Number: L.13

File Number: D21/15030

SUBJECT HEADING: Surat - Yuleba Road
Classification: Open Access
Councillor's Title: Cr Johanne (Joh) Hancock

Executive Summary:

The Surat - Yuleba Road is an important road network linking Surat to Condamine Road and Yuleba and is a major tourist route as it is the Cobb & Co Way. The following information is currently being sourced and will assist in the report compilation:

- Current service levels / frequency for grading;
- How much has been spent on the road in the last two years;
- Any recent capital upgrades for the road;
- Any details on traffic data that has been collected on the road.

The background information may assist in a discussion about the potential need for an upgrade of the gravel section of the road. It would be ideal if costing could be included to upgrade the gravel section to bitumen, and any opportunities for a contribution from other funding bodies.

Councillor's Recommendation:

A report be brought to a future meeting of Council.

Details of Requested Agenda Report:

The Surat - Yuleba Road is an important road network linking Surat to Condamine Highway and also to Yuleba.

The road is used by heavy vehicles transporting grain from the south to feedlots around Condamine and is a major tourist route as it is part of the Cobb & Co Way (used by caravans).

This matter has been raised recently at a Yuleba Development Group meeting, and by Surat community members.

Supporting Documentation:

Nil

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 24 February 2021

Item Number: L.14

File Number: D21/15254

SUBJECT HEADING: Gas for Industrial/Commercial Development Policy

Classification: Open Access

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

Executive Summary:

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

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

Officer's Recommendation:

That Council adopt the Gas for Industrial/Commercial Development 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).

Customers current and future that may use gas in their industrial or commercial processing.

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?

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

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

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Roma gas network is reasonably small, with less than 600 connections. There are therefore little economies of scale to allow the costs to be shared over a large customer base.

The largest users are industrial and commercial (excluding Council) and therefore new industrial and commercial customers are to be encouraged to increase the gas consumption.

Reducing the tariff for industrial and commercial usage over 5000 MJ to \$0.015, may go some way to encourage new customers to this network. However as the network extent is very limited, there could be costs involved to extend the network to the consumer's site. This policy addresses this issue, making this a Council cost in some instances, or Council will contribute to these costs.

If this policy is approved, local business will be targeted with marketing to promote connecting to the gas network. Other means of marketing Roma for development will be investigated.

The easiest area to target is around the network in Raglan Street. The industrial area between the Bungil Creek and the Sale Yards will also be promoted as a growth zone, with the gas network extended at no cost for users.

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)

This will be a new policy: Gas Industrial/Commercial Development Policy

Input into the Report & Recommendation:

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

- Director – Corporate and Community Services

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

This is dependent on the uptake of new customers of this policy. There could be some extensions to the network required. These costs will be recovered through revenue from these customers in the future.

Any requests for a gas main extension in 2020/21 will be brought to a Council meeting for consideration, with funding sourced from current Gas Reserves.

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)

In the past an amount of \$100,000 was included in the budget to allow for any requests for network extensions. This practice will continue to allow a buffer in the event that an extension is required. The cost of most individual extensions should be well within this budget.

A future budget allowance for gas main extensions will be considered during the budget deliberations for 2021/22.

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
Large uptake of policy could require costly extensions	The likelihood of this is low and the costs would be recovered through future revenue from gas usage. In the long term this will be of great benefit to Council

Advice to Council:

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

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

It is important to encourage new industrial and commercial consumers to the gas network. This policy will make it more attractive to connect and use gas rather than other forms of energy. It is recommended that it be put in place and be promoted.

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 Gas for Industrial/Commercial Development Policy as presented

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.7 Gas

Supporting Documentation:

- | | | |
|---|---|-----------|
| 1 | Gas Industrial/Commercial Development Policy | D20/67712 |
| 2 | MRC Planning Scheme Map 2.2.1 Roma Strategic Plan Framework Map | D19/9075 |

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

1. Policy Purpose

To provide incentive for industrial and commercial development, making use of the gas network.

This policy defines the incentives offered and the criteria required.

The objective of this policy is to ensure:

- Industrial developments are promoted, particularly between the Bungil Creek and the Sale Yards;
- New industrial and commercial customers are encouraged to establish in Roma;
- Existing customers are encouraged to use gas within their processing;
- That the gas network is utilised whenever possible to increase gas usage;
- Gas usage is increased to develop economies of scale for all consumers benefit.

2. Policy Scope

This policy applies to all new industrial and commercial customers and industrial developments in Roma that connect to the gas network. It also applies to existing industrial and commercial customers that want to connect to the gas network.

3. Definitions

Term	Definition
New Industrial Customer	A person or party establishing a new industry in Roma
New Commercial Customer	A person or party establishing a new commercial business in Roma
Industrial Development	Creation of new industrial lots for future use
Existing Industrial & Commercial Customer	An industrial or commercial customer with an established business that is not currently connected to the gas network

4. Policy Details

4.1. Introduction

- 4.1.1. The gas network is only located in Roma and is not very extensive.
- 4.1.2. Most extensions to the network are constructed on request.
- 4.1.3. Prior to this policy all these extensions were paid for by the applicant.

4.2. Gas to the Industrial Areas

- 4.2.1.** There are 4 industrial areas in Roma. These are along Raglan Street and the adjacent area, East of Bungil Creek, at the Roma Airport and a block along Tiffin Street. (See the Planning Scheme Map 2.2.1)
- 4.2.2.** There is gas reticulation along Raglan Street up to Currey Street, as well as a short distance along Spencer Street, to the south. The gas reticulation along the Warrego Highway to the east of Bungil Creek is to approximately the centre of the Sale Yards. There is no gas to the Roma Airport, the closest reticulation being at Alexander Avenue. There is gas along Tiffin Street from the Warrego Highway to the railway line.
- 4.2.3.** A request for a gas supply in the Raglan Street zone could be reasonably easily accommodated by extending the existing network. The area between the Bungil Creek and the Sale Yards can be similarly accommodated. The remaining areas requires extensive main extension and or requires crossing of a highway and/or railway line.

4.3. Charges for extensions to the network

- 4.3.1** For any new industrial customer or existing industrial business within the Raglan Street Industrial area, or the area between the Bungil Creek and the Sale Yards, Council will extend the gas network to the property, if required, at Council's expense.
- 4.3.2** For a new industrial customer or existing business in any of the other Industrial areas, Council will extend the gas network to the property, at the customer's expense. For a large potential gas user, Council may negotiate a part payment of this expense, dependent on the volume of gas to be consumed.
- 4.3.3** For a new industrial development, the developer shall provide the internal gas network and Council will extend the gas reticulation, if required, to connect the development to the Council network, at Council's expense.
- 4.3.4** For a new or existing commercial customer this will be assessed on a case by case basis and will be dependent on their locality relative to the existing network as well as the potential volume of gas to be consumed.

4.4. Criteria

The following criteria applies:

- a. The new industry must be located within the industrial areas defined in the Planning Scheme
- b. This is subject to the customer utilising the gas within their industrial processing.
- c. There would be a minimum lead time of 6 months for Council to install the gas main to the property or development, from the time of the request.
- d. Council will not action the construction of the gas main extension until construction has commenced on the building. This does not apply to existing businesses or Industrial Developments.

4.5. Application for gas network extension

- 4.5.1** For a new development this will be through the development application process. Council's contribution will be included in the conditions for the development.
- 4.5.2** For an existing business or a new industrial/commercial customer this shall be in writing to Council.

5. Special Provisions

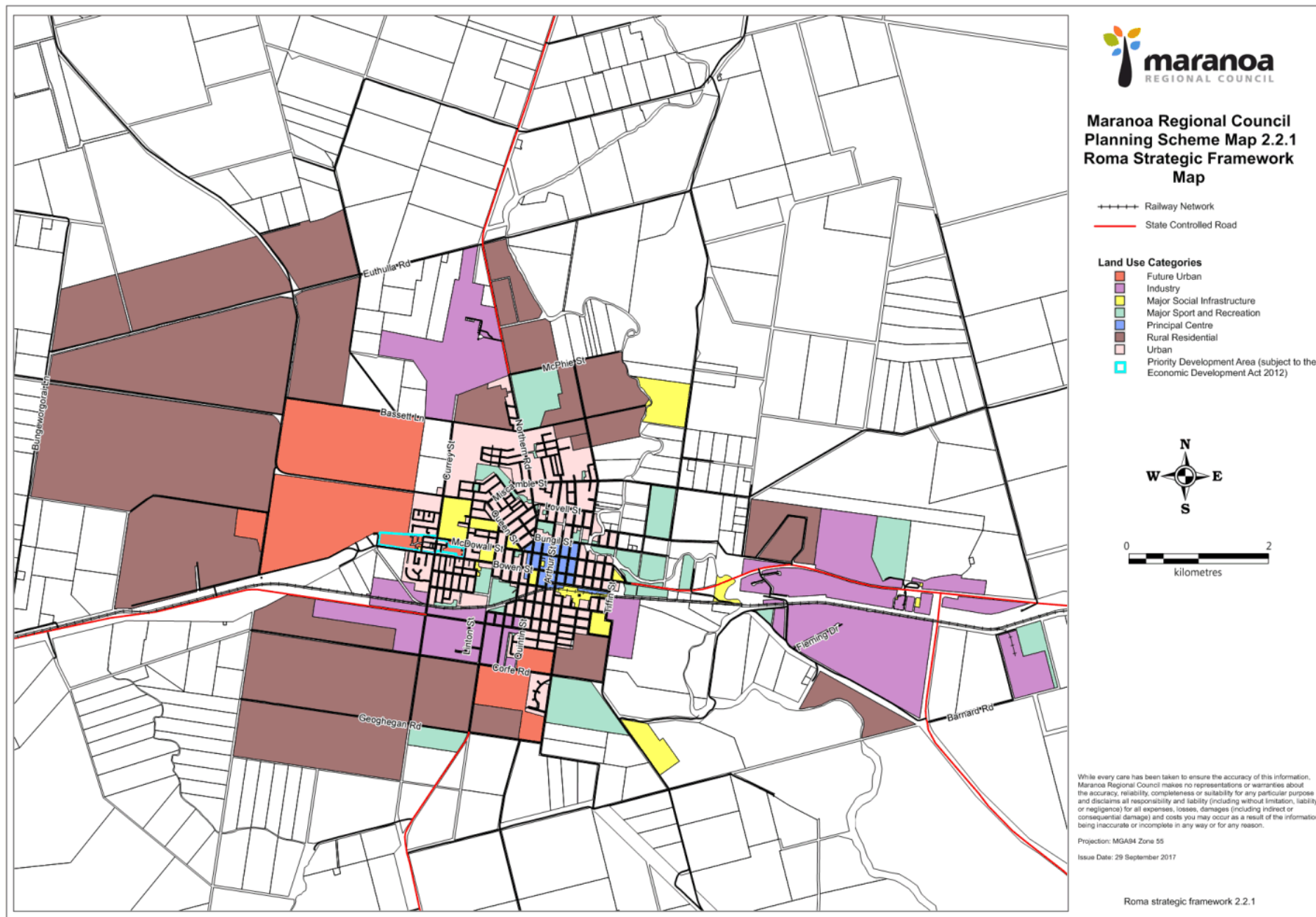
Nil

6. Related Policies and Legislation

Local Government Act 2009
Local Government Regulation 2012

7. Associated Documents

MRC Planning Scheme Map 2.2.1 Roma Strategic Framework Map (D19/9075)



COUNCILLOR NOTICE OF MOTION

Meeting: Ordinary 24 February 2021

Date: 24 February 2021

Item Number: L.15

File Number: D21/15255

SUBJECT HEADING: Approval for Mayor to incur Legal Expenses

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Request for the Mayor to seek legal advice at the Mayor's discretion for the remainder of this Council term, by accessing the local buy panel of legal services with legal fees charged to General Ledger 02506.2094.

Councillor's Recommendation:

That Council:

1. Approve the Mayor to request legal advice directly in his role as Mayor, at his discretion for the remainder of this Council term, for matters to do with the efficient running and improvement of the local government.
 2. Assign expenditure to General Ledger 02506.2094.
-

Background:

This item was laid on the table at the Ordinary Meeting on 27 January 2021. This report is re-tabling for councils consideration.

- (2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.
- (4) The mayor has the following extra responsibilities—
 - (a) *leading and managing meetings of the local government at which the mayor is the chairperson, including managing the conduct of the participants at the meetings;*
 - (b) *leading, managing, and providing strategic direction to, the chief executive officer in order to achieve the high quality administration of the local government;*
 - (c) *directing the chief executive officer of the local government under [section 170](#);*
 - (d) *conducting a performance appraisal of the chief executive officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);*
 - (e) *ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;*
 - (f) *being a member of each standing committee of the local government;*
 - (g) *representing the local government at ceremonial or civic functions.*

(5) A councillor who is not the mayor may perform the mayor's extra responsibilities only if the mayor delegates the responsibility to the councillor.

(6) When performing a responsibility, a councillor must serve the overall public interest of the whole local government area.

13 Responsibilities of local government employees

(2) All employees have the following responsibilities—

(a) implementing the policies and priorities of the local government in a way that promotes—

- (i) the effective, efficient and economical management of public resources; and*
- (ii) excellence in service delivery; and*
- (iii) continual improvement;*

(3) The chief executive officer has the following extra responsibilities—

(a) managing the local government in a way that promotes—

- (i) the effective, efficient and economical management of public resources; and*
- (ii) excellence in service delivery; and*
- (iii) continual improvement;*

Supporting Documentation:

Nil.

Notice prepared by:

Cr. Tyson Golder

OFFICER REPORT

Meeting: Ordinary 24 February 2021

Date: 24 February 2021

Item Number: L.16

File Number: D21/15339

SUBJECT HEADING: Request for Sponsorship - Livestock and Rural Transporters Association of Queensland

Classification: Open Access

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

Executive Summary:

The Livestock and Rural Transporters Association of Queensland (LRTAQ) have requested sponsorship and use of the saleyards venues for their 2021 Annual Conference.

The LRTAQ conference will see approximately over 120 delegates from across Queensland. The Conference will discuss the latest updates and the future of the rural transport industry and will enjoy a great social event showcasing the Maranoa region. An event of this scale will provide a significant economic boost to the local business community.

LRTAQ are seeking Council's support of this event by way of:

1. Cash sponsorship of the LRTAQ 2021 Annual Conference, 9 – 11 April 2021 at \$10,000.00
2. Supporting the Livestock Handling Workshop through provision of the Roma Saleyards as a venue on 7 and 8 April 2021.

Officer's Recommendation:

That Council:

1. Approve the request from the Livestock and Rural Transporters Association of Queensland for sponsorship of their 2021 Annual Conference.
 2. Support the Livestock Handling Workshop through provision of the Roma Saleyards as a venue on 7 and 8 April 2021, subject to LRTAQ inspecting the required provisions prior to making a formal booking to assess if the provisions will meet their requirements.
 3. Request LRTAQ ensure that Council's contribution towards the workshop and the overall conference is acknowledged in any media regarding the event.
 4. Transfer \$10,000 from Local Development GL 2883.2001.0301 to the Sponsorship GL 2887.2249.2001 to cover this sponsorship request
-

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).

Livestock and Rural Transporters Association of Queensland

Acronyms:

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

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

Acronym	Description
LRTAQ	Livestock and Rural Transporters Association of Queensland

Context:

Why is the matter coming before Council?

The Livestock and Rural Transporters Association of Queensland (LRTAQ) have requested sponsorship and use of the saleyards venues for their 2021 Annual Conference.

The LRTAQ conference will see approximately over 120 delegates from across Queensland. The Conference will discuss the latest updates and the future of the rural transport industry and will enjoy a great social event showcasing the Maranoa region. An event of this scale will provide a significant economic boost to the local business community.

LRTAQ are seeking Council's support of this event by way of:

1. Cash sponsorship of the LRTAQ 2021 Annual Conference, 9 – 11 April 2021 at \$10,000.00
2. Supporting the Livestock Handling Workshop through provision of the Roma Saleyards as a venue on 7 and 8 April 2021.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council's sponsorship of this event would go directly to ensuring a high-quality event that supports LRTAQ's vision for a prosperous and sustainable rural transport industry. Council's sponsorship would also enable LRTAQ to offer free registration for the Livestock Handling Workshop and therefore encourage higher participation from local livestock transporters and their staff.

Livestock Handling Workshop

The LRTAQ is conducting a Livestock Handling Workshop in Roma over Wednesday 7 and Thursday 8 April 2021. They have identified the Roma Saleyards as the ideal

venue to conduct the workshop and are seeking Council's approval to use the facility over those two days.

The proposed Roma Livestock Handling Workshop will be based on the successful pilot program that was delivered last year in Goondiwindi with the strong support from the Goondiwindi Regional Council.

The workshop focuses on understanding cattle behaviour, handling techniques for road transport, safer work practices and animal health and welfare. The industry endorsed training will be delivered by renowned cattleman and consultant Tom Shephard of Efficient Stockhandling Solutions.

Participants will receive a certificate upon completion of the workshop in recognition of their training. Livestock transport operators and employees operating in the Maranoa region would be invited to enrol and participate in the workshop. There will be approximately 20 participants on each day of the two-day workshop, with a total of 40 participants completing the course over the two days.

Workshop venue requirements

The LRTAQ is seeking the support of the Maranoa Regional Council to conduct the Livestock Handling Workshop at the Roma Saleyards over 7 and 8 April 2021 by way of access to, and the use of appropriate yards, ramps and areas at the Roma Saleyards.

LRTAQ intend to work closely with Paul Klaar - Maranoa Regional Council's Saleyards Manager and other Council staff to ensure that all safety and site access policies are strictly adhered to and there is minimal disruption to the usual operation of the Roma Saleyards over these two days.

Benefit to the Maranoa Regional Council and local economy.

The livestock transport industry is a significant employer in the Maranoa region, and this industry endorsed training course directly contributes to the sustainability of this sector. LRTAQ would ensure that Maranoa Regional Council's contribution towards the workshop and the overall conference is acknowledged in any media.

LRTAQ would like to extend an invitation to a representative of the Maranoa Regional Council to address the LRTAQ conference and workshop. Councillors will also be extended an invitation to the Conference and events.

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

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

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

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)

Paul Klaar – Manager Saleyards

Paul has requested that LRTAQ assess the required provisions prior to making a formal booking to ensure that the provisions will be sufficient to run such a workshop. Paul does not have any conflicts in the required dates for the workshop.

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 Sponsorship budget allocation for 2020/21 financial year was \$15000. To date this budget has been expended and recent sponsorship request funds have been sourced from savings that have been identified within the Economic and Community Development budget.

If approved the \$10,000 request could be sourced from savings identified in the Local Development ordinary wages budget GL 2883.2001.0301. This savings is due to vacant positions not yet filled.

These are the organisations who have been approved for sponsorship this Financial year.

Organisation	Approved sponsorship	GL Sourced
Roma Historical Precincts Inc	\$10,000.00	Sponsorship - GL 2887.2249.2001
Roma Rugby 7s	\$1,000.00	Sponsorship – GL 2887.2249.2001
Easter in the Country Tucker under the stars	\$10,285 (\$4,000 Sponsorship, 6,285 Assistance to regional events)	Sponsorship/ assistance to regional events – 2887.2249.2001/ WO 14482
Pinaroo Inc	\$10,000.00	Local Development Ordinary wages - GL 2883.2001.0301
Waroonna Retirement village	\$10,000.00	Local Development Ordinary wages - GL 2883.2001.0301

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	LRTAQ may not be able to run the workshop which will prevent locals from gaining beneficial skills in the livestock industry. If the sponsorship is declined LRTAQ may need to cancel their conference which would impact the region economically

Advice to Council:

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

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

It is recommended that Council approves this request for sponsorship and use of the saleyards provisions for the conference and workshop to take place in Roma. This will benefit the region especially those who work within the livestock industry to gain skills needed within the industry.

This conference will also contribute to local businesses economically by bringing a large number of participants to the region who will require accommodation at local motels and meals at local hospitality venues.

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 from the Livestock and Rural Transporters Association of Queensland for sponsorship of their 2021 Annual Conference.
2. Support the Livestock Handling Workshop through provision of the Roma Saleyards as a venue on 7 and 8 April 2021, subject to LRTAQ inspecting the required provisions prior to making a formal booking to assess if the provisions will meet their requirements.
3. Request LRTAQ ensure that Council's contribution towards the workshop and the overall conference is acknowledged in any media regarding the event.
4. Transfer \$10,000 from Local Development GL 2883.2001.0301 to the Sponsorship GL 2887.2249.2001 to cover this sponsorship request

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

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

Supporting Documentation:

[1](#) Livestock and Rural Transporters Association -Request D21/15335
for Sponsorship and venue - 24.02.2021

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Acting Director Infrastructure Services



LRTAQ WORKING TOGETHER – CARRYING QUEENSLAND
ABN 82 252 478 543 **ADDRESS** PO Box 1039, ROMA QLD 4455
PHONE 07 3726 5039 **EMAIL** admin@lrtaq.com.au
WEB www.lrtaq.com.au

8 February 2021

Mayor Golder and Councillors
Maranoa Regional Council
via email

Dear Mayor and Councillors

RE: Maranoa Regional Council support for the Livestock and Rural Transporters Association of Queensland Conference, Roma

On behalf of the Livestock and Rural Transporters Association of Queensland (LRTAQ) I am writing to seek the support of the Maranoa Regional Council for our Annual Conference to be held in Roma from 9 – 11 April 2021.

This year the LRTAQ is celebrating a milestone 40th anniversary. Fittingly, we are headed back to where it all started – Roma – the location of the very first meeting of the LRTAQ in 1981.

The LRTAQ 2021 Annual Conference will see over 120 delegates from across Queensland meet in Roma to receive the latest updates, discuss the future of the rural transport industry, and enjoy great social events showcasing the Maranoa region. An event of this scale will provide a significant economic boost to the local business community.

We are seeking Council's support of this event by way of:

1. Cash sponsorship of the LRTAQ 2021 Annual Conference, 9 – 11 April 2021 at \$10,000.00
2. Supporting the Livestock Handling Workshop through provision of the Roma Saleyards as a venue on 7 and 8 April 2021

Council's sponsorship of this event would go directly to ensuring a high-quality event that supports our vision for a prosperous and sustainable rural transport industry. Council's sponsorship would also enable us to offer free registration for the Livestock Handling Workshop and therefore encourage higher participation from local livestock transporters and their staff.

Livestock Handling Workshop

The LRTAQ is conducting a Livestock Handling Workshop in Roma over Wednesday 7 and Thursday 8 April 2021. We have identified the Roma Saleyards as the ideal venue to conduct the workshop and we are seeking Council's approval to use the facility over those two days.

The proposed Roma Livestock Handling Workshop will be based on the successful pilot program that was delivered last year in Goondiwindi with the strong support from the Goondiwindi Regional Council.

The workshop focuses on understanding cattle behaviour, handling techniques for road transport, safer work practices and animal health and welfare. The industry endorsed training will be delivered by renowned cattleman and consultant Tom Shephard of Efficient Stockhandling Solutions. Participants receive a certificate upon completion of the workshop in recognition of their training.

Livestock transport operators and employees operating in the Maranoa region would be invited to enrol and participate in the workshop. There will be approximately 20 participants on each day of the two-day workshop, with a total of 40 participants completing the course over the two days.

Workshop venue requirements

The LRTAQ is seeking the support of the Maranoa Regional Council to conduct the Livestock Handling Workshop at the Roma Saleyards over 7 and 8 April 2021 by way of access to, and the use of appropriate yards, ramps and areas at the Roma Saleyards.

We intend to work closely with the Saleyards Manager and other Council staff to ensure that all safety and site access policies are strictly adhered to and there is minimal disruption to the usual operation of the Roma Saleyards over these two days.

Benefit to the Maranoa Regional Council and local economy

The livestock transport industry is a significant employer in the Maranoa region, and this industry endorsed training course directly contributes to the sustainability of this sector. We would ensure that Maranoa Regional Council's contribution towards the workshop and the overall conference is acknowledged in any media.

We would extend an invitation to a representative of the Maranoa Regional Council to address the LRTAQ conference and workshop. Councillors will also be extended an invitation to the Conference and events.

Attachments

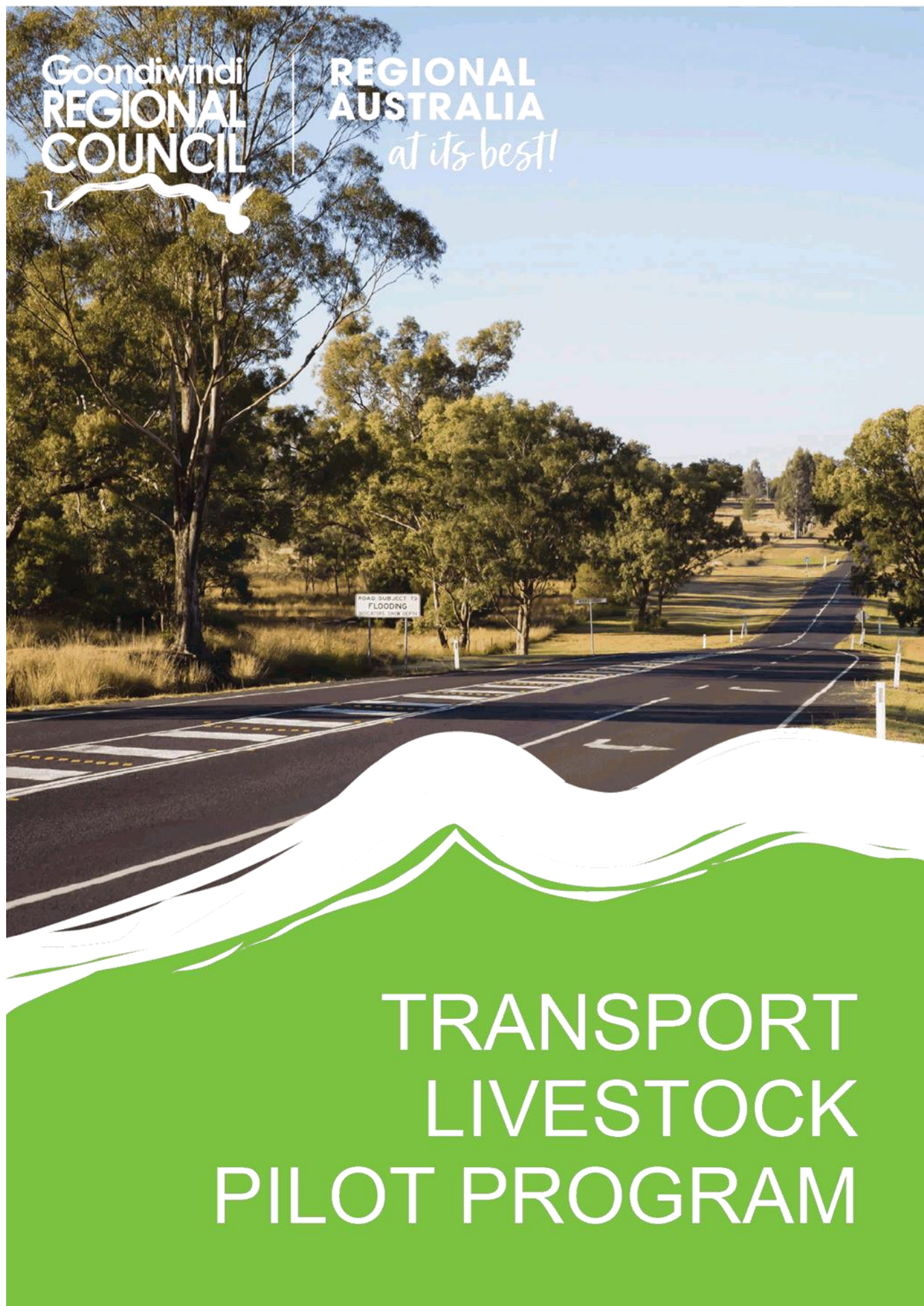
- Copy of Final Report, Livestock Transport Workshops, Pilot Program, Goondiwindi Regional Council
- Copy of Media Release: Industry Expertise Benefits Goondiwindi Region Livestock businesses

If you require any further information I would be happy to assist. I can be contacted on 0429 890 008 or gerard@gerardjohnsontpt.com.au.

Yours sincerely



Gerard Johnson
President
Livestock and Rural Transporters Association of Queensland



1



Final Report

Prepared by: Samantha Noon
Regional Skills Investment Strategy Project Coordinator
Goondiwindi Regional Council

Date Prepared: 31st August, 2020

Transport Livestock Workshops – Pilot Program

Goondiwindi Regional Council acknowledges the funding provided by the Queensland Government to support the training detailed in this final report. Council also wishes to acknowledge the contribution of the following organisations for their assistance in the implementation of this program:



Executive Summary

The Transport Livestock Workshop project concept has derived from a need for recognised livestock handling training by the livestock transport industry.

The pilot program was funded by the Goondiwindi Regional Skills Investment Strategy Project and was developed in consultation with local industry. Three one-day workshops were run 21-23 August 2020 with 46 participants completing the training.

As a result of this training, the participants all gained a fundamental understanding on the concepts of gentle livestock handling techniques. The participants now recognise that this training has given them the skills have a better understanding of what they can practically do in their everyday employment to reduce the negative impacts of transport on livestock.

The program has been deemed a success on all accounts and Goondiwindi Regional Council looks forward to seeing it roll out across the industry on a larger scale.

1. Background

The transportation of livestock is an additional skill required for road transport operators that is not covered in the training and licensing currently available. Knowledge of cattle behaviour and handling techniques and general principles for handling cattle are a requirement for livestock transport operators.

It has been identified by both the primary and transport industries that this will become an increasing need moving forward as both industries are facing increasing public concerns around animal welfare. Livestock transport operators and other players within the supply chain will need to prove that they are compliant in this area.

Prior to this program, there were several barriers to the local workforce receiving the appropriate training:

Access to qualified Registered Training Organisations (RTOs) who have a mix of units of competency on scope from the Australian meat industry, agriculture and transport and logistics training packages

There is a lack of local training providers, significantly increasing the costs of training delivery for the business

The skill set required is not currently listed on the Queensland Government's Priority Skills List (PSL), making it ineligible for funding under the VET Investment Plan.

Previous attempts from industry and employers had failed due to the above factors.

The transport industry is heavily regulated and animal welfare is a key component. Examples of these regulations include:

1. *Australian animal welfare standards and guidelines – Land transport of Livestock ed. 1 v 1.1 21 Sept 2017*

a) Responsibilities of drivers and transporting companies "The driver or transporting company is responsible for the livestock from the point of loading of livestock (including inspection and assessment of livestock during loading), to the point of unloading and notifying the receiver of the livestock at the destination."

b) Stock handling competency standard: "A person involved in any part of the livestock transport process must be competent to perform their required task, or must be supervised by a competent person".

2. *Guide to managing risks in cattle handling – Safe Work Australia 2016*

Workers and others "Workers and other people at the workplace must take all reasonable care for their own health and safety, co-operate with reasonable policies, procedures and instructions and not adversely affect other people's health and safety".

3. *Office of Industrial Relations – QLD Workplace Health and Safety – Guide to safe design and use of cattle crates 2017*

a) Training and supervision "an operator's training, induction and supervision to include:

i) understanding animal behaviour and low stress animal handling techniques to ensure a smooth flow and best practice handling of cattle by competent livestock handlers

ii) layout of crate using safe loading procedures

iii) using a safe system of work by understanding relevant work health and safety hazards and risks

4

iv) how to report safety hazards and incidents”

4. *TruckSafe – Animal welfare TruckSafe standards and accreditation guide V 4.2-25062018*

a) F.3 Staff Competency and Training: “Staff and employees are trained to ensure that they are competent at the specific tasks they are allocated and are familiar with the requirements of their role and the TruckSafe Animal Welfare Module. Handling livestock is a complex and at times hazardous operation, persons handling livestock must be conscious of livestock movement, behaviour, and be able to estimate weights in order to load correct numbers for transport and to comply with Animal Welfare Standards.”

The recognised need for this training is necessary in order to ensure that livestock transport operators have the necessary knowledge to safely handle and transport cattle from pick up to destination. Potentially, formal evidence of this knowledge will be a requirement of the future in order to demonstrate animal welfare compliance.

This training would also be applicable to many occupations along the beef supply chain including those working in feedlots, sale yard complexes and beef producing farms.

2. Program Objective

In consultation with industry, the program had one key objective:

To deliver the skills and knowledge of safe and efficient livestock handling techniques for road transport operators in a format appropriate for the target cohort.

3. Methodology

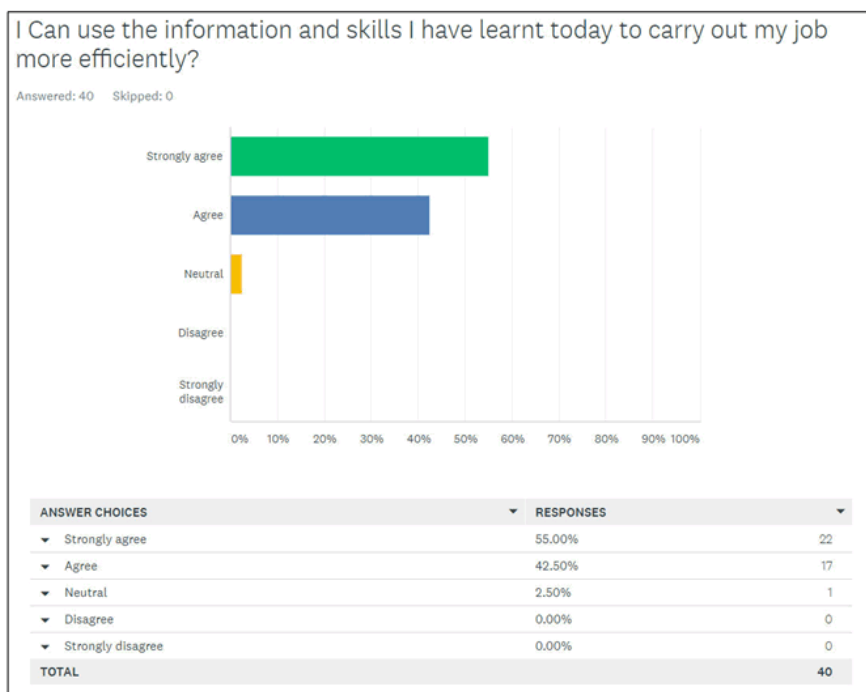
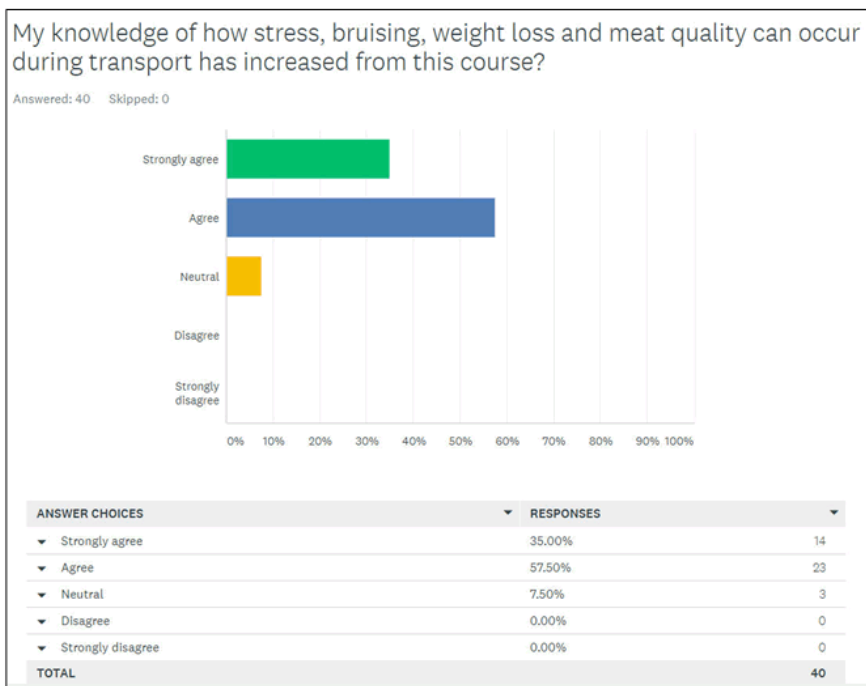
The training was delivered via three one day workshops at the Frasers Livestock depot in Goondiwindi, Queensland by Tom Shephard of Efficient Stockhandling Solutions. The training content was delivered as follows:

1	Importance of correct cattle handling techniques (theory)	<ul style="list-style-type: none"> • Why good practice is essential • Why must animals be handled humanely?
2	Meat Quality and Economic Impacts (theory)	<ul style="list-style-type: none"> • Dark cutting beef • Stress in animals • Economic impacts of poor handling
3	What is cattle handling? (theory)	<ul style="list-style-type: none"> • Cattle behaviour • Livestock senses • Field of vision • Cattle zones flight and pressure zones
4	Cattle Handling Techniques (Theory and Practical)	<ul style="list-style-type: none"> • Point of balance • Pressure • Moving in straight lines • Inverted “T” Technique • Handling of bulls and fractious animals
5	Further discussions, debrief and questions	<ul style="list-style-type: none"> • All of the above

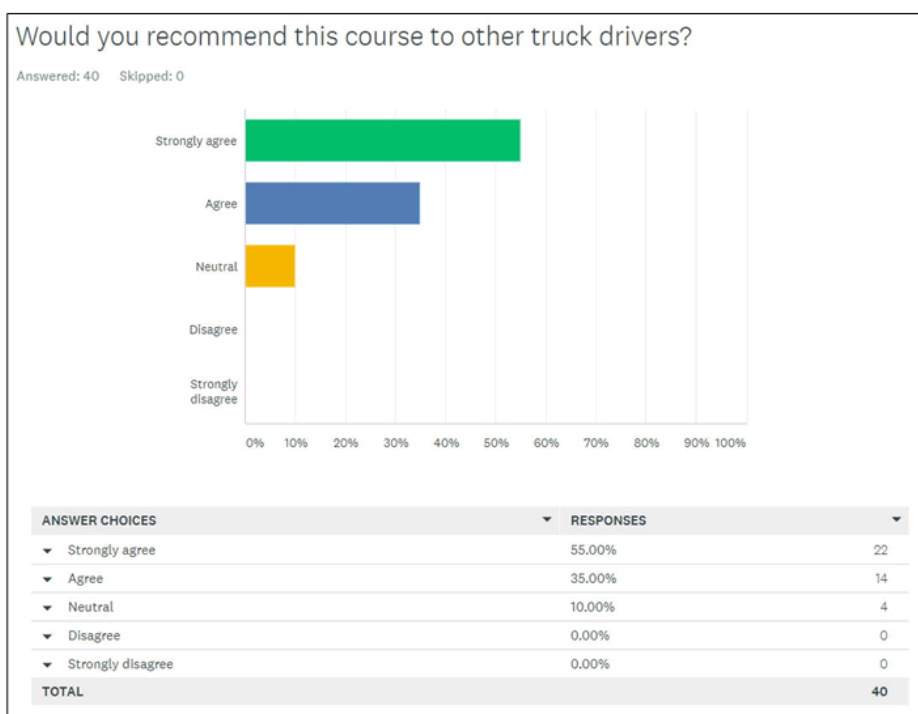
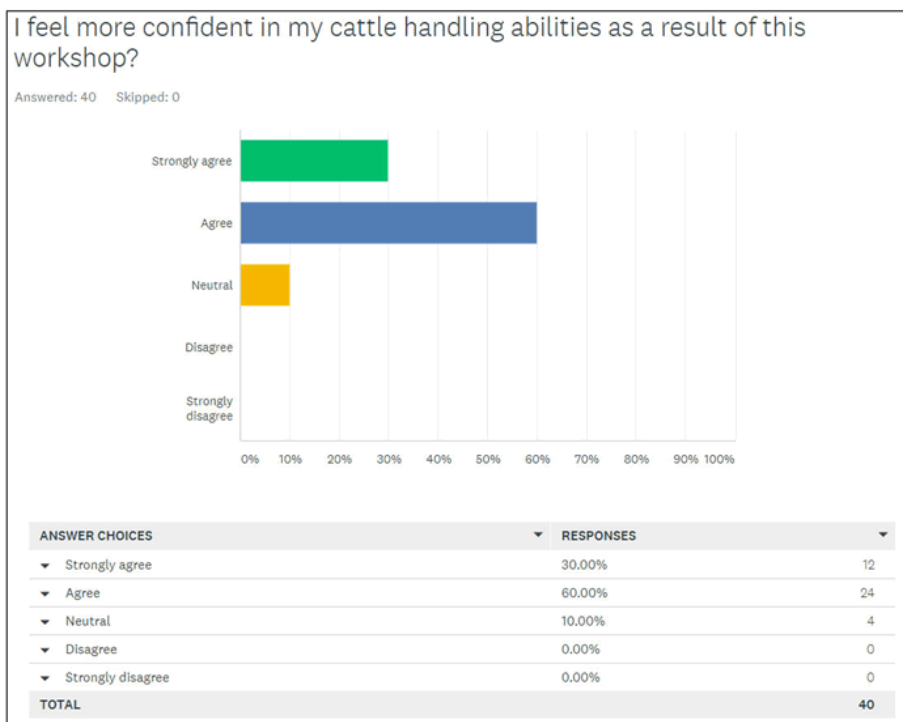
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4. Survey Results

All participants were asked to complete a survey at the conclusion of the workshop. Some results are as follows (please see Appendix for entire collection of results):



6



A selection of comments from participants included:

- "have some people who are experienced with the technique to do demonstration to maximise understanding"
- "more about livestock loading and race work"
- "more one on one training as most times people can be working in yards alone"
- "recommend this course to everyone involved in stock handling"
- "compress the days hours back, more time efficiency"
- "have another one to get more positive feedback"
- "the only thing I could think of is a power point other than that I think it was great and not a waste of time. Cheers"
- "Video presentation of examples of good and bad ways of moving stock"
- "Have the one main instructor and more helpers so we can go into smaller groups to practice what we just learnt."
- "get the word around it is a great course and you learn a lot from Tom"
- "be more involved in the practical side of it. Help and tell people where to be better."
- "More yard work. Great day thanks."
- "Smaller numbers of people in a group meeting"
- "Keeping the course moving"
- "Maybe on a farm with bigger yards to make it seem realer"
- "Smaller class, more one on one"
- "Better teaching aids – bigger white board and maybe power point presentation. Combine other industry trainers ie Rick Young"
- "Possibly a bigger yard"
- "bit more compact"
- "bigger area and room to move to get more than one group moving at a time. Great day thanks"

5. Discussion

There has been a lot of attention about this pilot program from industry and media – an indication that this training concept has been well received beyond the Goondiwindi Region. The program objectives and content are innovative and dynamic training concepts developed by industry, for industry. A number of examples of media articles written specifically on this program can be found in the appendix.

As can be seen in the survey results, positive feedback was received from the workshop participants. The data suggests that the participants all gained some benefit from the training, with no negative feedback provided in the survey questions. This indicates that efficient stock handling training was a good time investment for the road transport operators and other employees of the beef supply chain.

These good results can be directly attributed to the choice of trainer for the program, in combination with the recognised need for these skills within the industry. Tom Shephard was able to structure and deliver the training content to allow for the specific needs of the cohort. His affinity for stockmanship was obvious and went a long way to into establishing rapport with participants.

Areas for growth and improvement for the program can be identified via some of the participant comments. A lot of this feedback correlates into three major points:

1. Decreased group sizes
2. Using more than one trainer for the presentation of the theory
3. Using learning aids such as power point presentations and videos

This training has a number of direct practical implications for livestock businesses, and this was discussed regularly throughout the training. The key message from the trainer was that handling livestock incorrectly has major economic impacts on both the producer and the transport business. Poor handling of stock results in impact on meat quality and weight gain, resulting in income loss for the producer, which in turn, results in a loss for the freight provider due to the producer inevitably electing another freight company for future work.

The training also covered key skills and practical demonstrations of livestock handling techniques that gave the road freight operators a thorough understanding of animal behaviour. This understanding would allow them to complete their everyday tasks safely and efficiently.

Additional content that may be considered in subsequent workshops is how to care for livestock in transit and how to document poor cattle handling at worksites.

The project delivery was successful and the oversubscription of enrolments numbers has indicated that there is a need for this training across the industry. Based on personal observations, in combination with feedback from participants and industry representatives, the following points should be considered in developing training of the same nature:

- The choice of trainer worked for this target cohort. The trainer must be industry relevant and be able to deliver the training content in a format that works for participants. Feedback suggests that an area for improvement for the program would be to incorporate a second trainer into the delivery. The first workshop had input from Rick Young (NAPCO), allowing the participants first hand to hear real raw data of the impacts of poor stock handling on producer bottom line. This addition proved well received by the cohort and observers alike.
- The use of theoretical and practical training content was imperative to the success of the workshop. This allowed for the theoretical knowledge gained in the first part of the day to be reiterated through practical application later on. Some feedback has suggested that smaller groups and multiple trainers may improve the learning experience for the next workshop.
- The trainer utilised a traditional whiteboard as a learning aid. Feedback from the participants has suggested that digital aids such as power point presentations and videos could aid in the delivery of the theoretical elements.
- Feedback also indicated that the training in this format could go no longer than a one day workshop. Some participants commented that even the one day was too long for them.

The program's objective to "deliver the skills and knowledge of safe and efficient livestock handling techniques for road transport operators in a format appropriate for the target cohort" has been achieved, as supported by the feedback from participant surveys and comments.

6. Conclusions/Recommendations

The Transport Livestock Training Pilot program has identified a niche skilling need for livestock transport operators and delivered a training solution to address it. This training needs to be implemented further beyond the boundaries of the Goondiwindi Regional Council local government area. The above-mentioned strategies for development should be taken into consideration when implementing the next round of workshops.

The program concept should be developed and implemented further by either government or an industry organisation. Continual collaboration and consultation with key stakeholders is imperative to its success and to maintain relevance to the industry.

The more this training is available to livestock transport operators and associated livestock business employees, the better-aligned correct stock handling techniques and animal welfare can be along the complete supply chain. As freight operators are the most visible link in the industry, it is essential that they demonstrate understanding in these concepts.

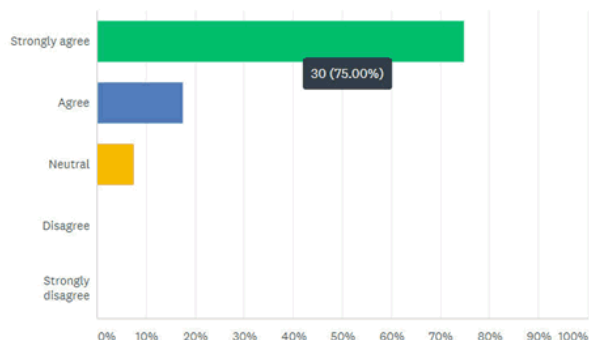
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7. Appendix

Appendix One: Survey Results from Pilot Program Participants (22-24th August, 2020)

Maximising animal welfare during transport is part of my job as a driver?

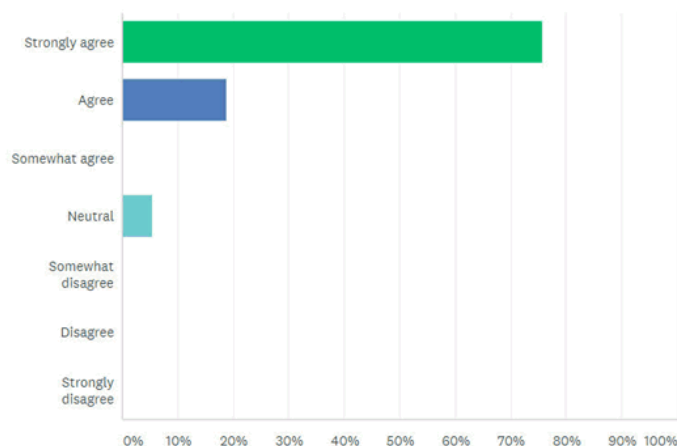
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	75.00% 30
Agree	17.50% 7
Neutral	7.50% 3
Disagree	0.00% 0
Strongly disagree	0.00% 0
TOTAL	40

I am proud to be part of the livestock transport industry?

Answered: 37 Skipped: 3

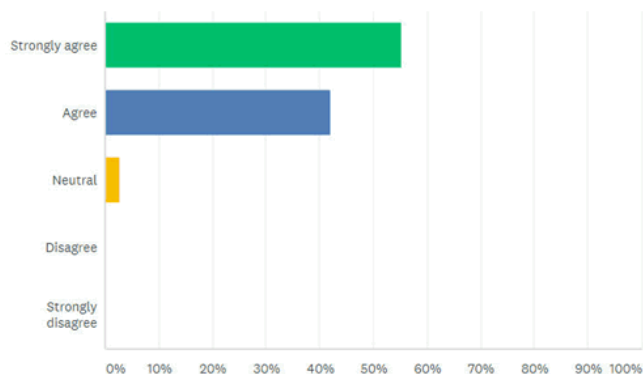


ANSWER CHOICES	RESPONSES
Strongly agree	75.68% 28
Agree	18.92% 7

11

What I have learned today has influenced or reinforced my thinking about the above statements?

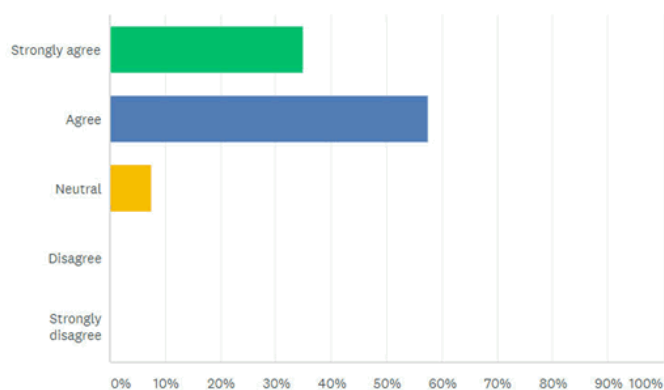
Answered: 38 Skipped: 2



ANSWER CHOICES	RESPONSES
Strongly agree	55.26% 21
Agree	42.11% 16
Neutral	2.63% 1
Disagree	0.00% 0
Strongly disagree	0.00% 0
TOTAL	38

My knowledge of how stress, bruising, weight loss and meat quality can occur during transport has increased from this course?

Answered: 40 Skipped: 0

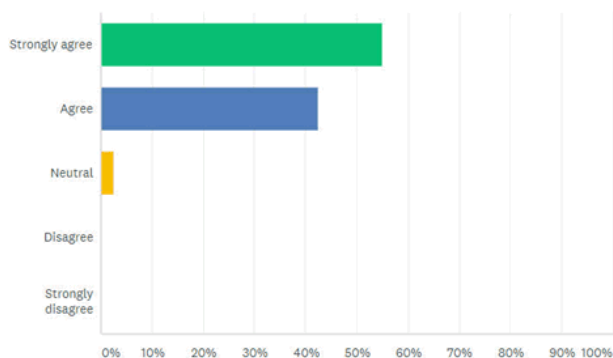


ANSWER CHOICES	RESPONSES
Strongly agree	35.00% 14
Agree	57.50% 23
Neutral	7.50% 3
Disagree	0.00% 0
Strongly disagree	0.00% 0
TOTAL	40

12

I Can use the information and skills I have learnt today to carry out my job more efficiently?

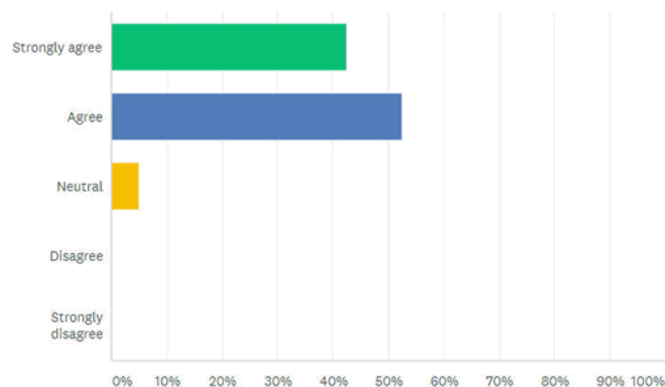
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	55.00%	22
Agree	42.50%	17
Neutral	2.50%	1
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		40

I have better understanding of what I can do practically to reduce the negative impacts of transport, such as bruising and weight loss?

Answered: 40 Skipped: 0

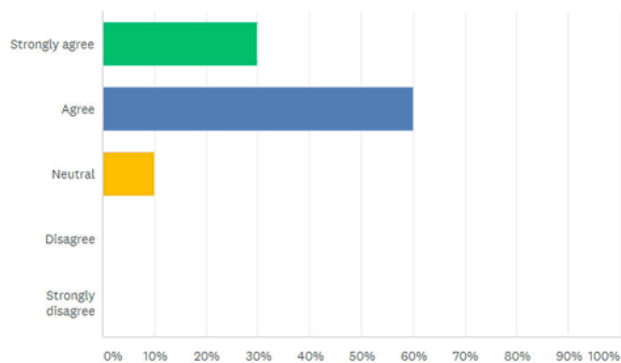


ANSWER CHOICES	RESPONSES	
Strongly agree	42.50%	17
Agree	52.50%	21
Neutral	5.00%	2
Disagree	0.00%	0
Strongly disagree	0.00%	0
TOTAL		40

13

I feel more confident in my cattle handling abilities as a result of this workshop?

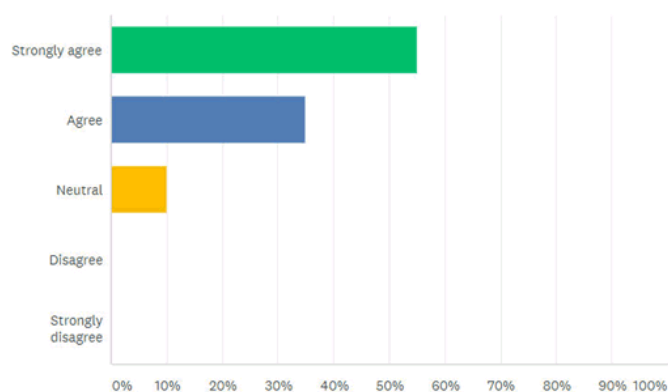
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	30.00% 12
Agree	60.00% 24
Neutral	10.00% 4
Disagree	0.00% 0
Strongly disagree	0.00% 0
TOTAL	40

Would you recommend this course to other truck drivers?

Answered: 40 Skipped: 0

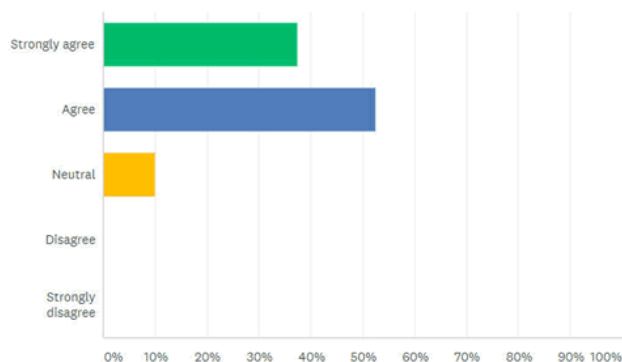


ANSWER CHOICES	RESPONSES
Strongly agree	55.00% 22
Agree	35.00% 14
Neutral	10.00% 4
Disagree	0.00% 0
Strongly disagree	0.00% 0
TOTAL	40

14

Would you be interested in receiving formal qualifications in the field of livestock transport?

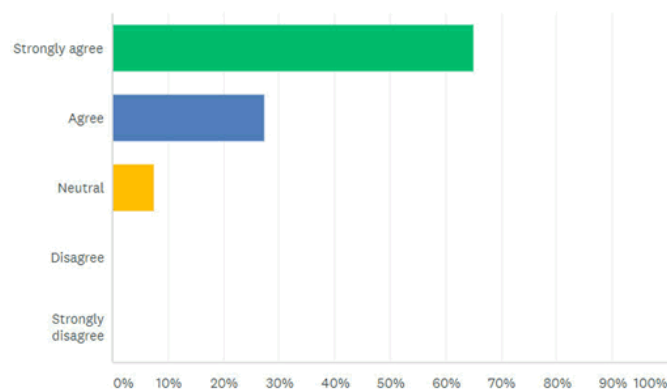
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	37.50% 15
Agree	52.50% 21
Neutral	10.00% 4
Disagree	0.00% 0
Strongly disagree	0.00% 0
TOTAL	40

The presenter's knowledge and delivery was high quality and informative?

Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Strongly agree	65.00% 26
Agree	27.50% 11
Neutral	7.50% 3
Disagree	0.00% 0
Strongly disagree	0.00% 0
TOTAL	40

15

Day One Comments:

- "not so long of a day"
- "bigger yards and more cattle"
- "use of power point slides"

Day Two Comments:

- "have some people who are experienced with the technique to do demonstration to maximise understanding"
- "more about livestock loading and race work"
- "more one on one training as most times people can be working in yards alone"
- "recommend this course to everyone involved in stock handling"
- "compress the days hours back, more time efficiency"
- "have another one to get more positive feedback"
- "the only thing I could think of is a powerpoint other than that I think it was great and not a waste of time. Cheers"
- "I feel like Tom should look into or somebody should approach him for MDH @ Wallumba feedlot about them undertaking this course. I feel that they would gain a lot from this."
- "Video presentation of examples of good and bad ways of moving stock"
- "Have the one main instructor and more helpers so we can go into smaller groups to practice what we just learnt."
- "get the word around it is a great course and you learn a lot from Tom"
- "be more involved in the practical side of it. Help and tell people where to be better."

Day Three Comments:

- "More yard work. Great day thanks."
- "Smaller numbers of people in a group meeting"
- "Keeping the course moving"
- "Better fence around Frasers yard"
- "Maybe on a farm with bigger yards to make it seem realer"
- "Smaller class, more one on one"
- "Better teaching aids – bigger white board and maybe power point presentation. Combine other industry trainers ie Rick Young"
- "Possibly a bigger yard"
- "bit more compact"
- "bigger area and room to move to get more than one group moving at a time. Great day thanks"

Appendix Two: Australian Livestock and Rural Transporters Association Newsletter – 28 August 2020

LIVESTOCK HANDLING DAYS A BIG SUCCESS

Forty-six students attended livestock handling workshops over three days in Goondiwindi Queensland 22-24 August 2020. The workshops were supported by Frasers Livestock Transport, Smithfield Cattle Company, Goondiwindi Regional Council and QTA and funded via the Queensland Governments Regional Skills Investment Strategy.



Participants were trained by Tom Shephard of Efficient Stockhandling Solutions who has more than 20 years experience managing cattle stations around Australia. The training focused on safer work practices and improved animal welfare outcomes through improved understanding of cattle behaviour and appropriate handling techniques. Participants received a certificate of completion.

Participants were trained by Tom Shephard of Efficient Stockhandling Solutions who has more than 20 years experience managing cattle stations around Australia. The training focused on safer work practices and improved animal welfare outcomes through improved understanding of cattle behaviour and appropriate handling techniques. Participants received a certificate of completion.



The opening of the event was attended by Queensland Senator Susan McDonald and Goondiwindi Mayor Lawrence Springborg. ALRTA recognises the enormous contribution of Athol Carter of Frasers Livestock Transport in addressing the need for recognised livestock handling training and taking the event from an idea to reality.



Appendix Three: Beef Central – 31 August 2020

Livestock transport drivers up-skill on animal welfare

Jon Condon, August 31, 2020



Participants in one of the three workshops held last weekend at Goondiwindi.

ABOUT 45 livestock transport company drivers and support staff took part in a new pilot animal welfare workshop in Goondiwindi in southern Queensland recently – the first such course designed and delivered specifically with the stock transport industry in mind.

Participants included drivers and support staff from large stock transport companies like Frasers, Smithfield Feedlot (which operates its own fleet of six prime movers), Cunningham Cattle Co, Moffatt Transport, and a number of owner-operator transport drivers.

The workshops were delivered by livestock handling consultant **Tom Shephard**, an experienced former station manager who now delivers training Australia-wide in how to work with livestock safely and efficiently.

The first three one-day workshops were held from Saturday to Monday last week.

Program coordinator, **Sam Noon**, from the Goondiwindi Regional Council's Regional Skills Investment Strategy, said while animal welfare training was reasonably common across the beef industry, there had been nothing previously tailored specifically for the needs of transport operators.

"This project has been in progress for a number of years and we are finally excited to deliver a 'pilot program', designed by industry, for industry," she said.

The workshops aimed to promote safer work practises and better animal welfare outcomes in relation to the task of handling livestock throughout the supply chain, Ms Noon said.

The course provides an understanding of cattle behaviour and handling techniques for staff involved in cattle movements, combining theory and practical elements.

Some of the participants had been driving for 30 years, while others were new to the industry, having completed on a few loads, she said.

"The content was very well received by both ends of the spectrum," Ms Noon said. "Tom has a great ability to connect and communicate with everybody, regardless of their level of experience."

"It's been developed by industry, for industry, and it's been great the way the different stakeholders have collaborated to achieve the objective."

In addition to reputational damage, emphasis was placed on the commercial impact that sub-optimal handling practises could have, such as liveweight loss, bruising and meat quality impacts, which echo-on through the supply chain.

"Frasers' Transport came to me with a concept for a driver training for animal welfare, and we thought it was a no-brainer. It is surprising that it has not happened before now," Ms Noon said.

The Queensland Trucking Association has taken particular interest in the pilot courses, and it is likely that other courses will now be rolled out state-wide, and interstate.

18



'We've always done it this way'

Livestock manager at the North Australian Pastoral Co's Wainui feedlot on the Darling Downs, Rick Young, and Fraser's Transport's compliance manager Athol Carter contributed to the content delivered in the workshops.

Mr Carter said the course had provided valuable information, both for newer driver recruits and seasoned veterans.

"The content was a culmination of industry best-practice, and was tailored specifically to transport drivers' needs, emphasising the importance of cattle handling in freight operations," he said.

"I think one of the most dangerous phrases in our language is: 'We've always done it this way' – and it's so true when it comes to animal welfare," he said.

"For the experienced operators, the workshop was like any learning exercise – if you can take just one thing of value away from a course like this, that you can put back into your daily work routine, it has been worthwhile."



NAPCo's Rick Young and facilitator Tom Shephard presenting during the Goondivindi workshops

Commercial incentive

NAPCo's livestock manager at Wainui feedlot, Rick Young, said the industry had been lobbying for a course like this for three or four years, to offer some cattle handling training specific to the needs of drivers.

"It's terrific that this has been brought together," he said. "Often, there is a tendency for experienced operators to think they don't need training, because they have 'carted more cattle than you can count'."

While he had handled countless thousands of cattle at large feedlots and northern trucking yards, it was not until he had spent time with trainers like Tom Shepherd, that he realised there was still learning to be done.

Mr Young said a number of the workshop had come to Wainui on Monday, after the weekend training.

"You would not believe the difference in those drivers, after having gone through that training program," he said. "Sometimes it's just little things, like positioning in relation to the cattle."

Mr Young said the main purpose of animal welfare training was not simply to 'tick a box', but there were real commercial animal health and animal performance benefits in well-handled cattle during the trucking phase.

"Often, we do not see the impact of a transport trip in the feedlot until days, weeks or even months later. Eventually, when those animals close-out, is when you know how the transport trip went."

He said a lot of things could happen in transit which might not be picked up at arrival.

"A lot of people don't understand the actual impact that a poorly managed transport journey can have, weeks later. There's issues like non-eaters, the development of feet abscesses, and respiratory disease complications due to stress. All can contribute to performance in cattle, and a lot of it comes from standing in saleyards, or during the freight stage."

He said the difference between well-loaded and transported cattle and loads where handling was rougher, could be significant to the feedlot operator.

"We've seen difference of 10kg per head liveweight at feedlot arrival, in similar cattle coming the same distance, at the same time. At 350c/kg liveweight, that's \$35 a head. When you start to think about impacts like that, I'm going to start to think hard about which driver, or even which company I want to use," Mr Young said.

Appendix Four: Big Rigs – 4 September 2020

FRIDAY SEPTEMBER 4 2020 BIGRIGS.COM.AU

46 CAREERS & TRAINING

Livestock handling work-shops

WHEN it comes to livestock transport, the health and welfare of the animals is vital. Recognising the importance of arming those in the industry with the knowledge and skills to safely and efficiently handle livestock, the Queensland Trucking Association (QTA), together with Frasers Livestock Transport and TLI Connect, banded together to launch a series of Livestock Handling Workshops in Goondiwindi, Queensland.

Held from 22-24 August, the courses were funded by the Queensland Government Goondiwindi Regional Skills Investment Strategy (RSS) project, which is a two-year initiative between the Goondiwindi Regional Council and the Department of Employment, Small Business and Training. The project seeks to identify current and emerging jobs and to ensure there is a supply of skilled local people to meet demand.

Compliance manager at Frasers Livestock Transport and Vice Chair of the Truck Safe board of directors, Athol

Carter, was instrumental in bringing the workshops from a concept to fruition. "This is a project I've been working on for the past four and a half years, and now we've finally delivered it. With a depot and employees in Goondiwindi, Frasers has a long-term presence in the region. We're thankful that the local council wanted to join in and support us on this journey," he says.

"During the workshops, some of the key areas covered included the importance of cattle handling in freight operations and what that means for quality. What you do in transit has a significant effect on the animals long after their journey."

Facilitated by Tom Shephard of Efficient Stockhandling Solutions, who managed cattle stations across Australia for 20 years, the workshops featured a combination of theory and hands-on practical exercises, looking at animal health, performance and welfare, together with safe and efficient livestock handling practices. Anyone within the



From L-R: John Guest (Smithfield Cattle Company), Warwick Fraser (Frasers Livestock Transport), Cr Susie Kelly (Goondiwindi Regional Council), Carl Mantion (Chief Executive Officer, Goondiwindi Regional Council), Senator Susan McDonald, John Butler (Frasers Livestock Transport), Ross Fraser (Frasers Livestock Transport), Lawrence Springborg (Mayor, Goondiwindi Regional Council), Gary Mahon (QTA CEO), Athol Carter (Frasers Livestock Transport), and Samantha Noon (Goondiwindi Regional Council).

Goondiwindi local government area that is employed by or operates a livestock business was able to attend and Carter says the workshops attracted a diverse group of participants. "At

the pilot series of workshops, there was a mixture of Frasers Livestock Transport employees, as well as other livestock carriers and drivers, and feedlot and beef production staff too, with a mixed group of men and women taking part. Through the recent workshops were the first of their kind, Carter hopes it opens the doors to more programs like this one. "The feedback we've received has certainly been extremely positive and encouraging. This is only the start of what's to come - I think these workshops will keep getting better and better from here on in."

Appendix 5: Goondiwindi Regional Council Media Release – 1 September, 2020



GOONDIWINDI REGIONAL COUNCIL MEDIA RELEASE

1 September

Industry expertise benefits Goondiwindi region livestock businesses

Livestock businesses in the Goondiwindi region will be at the forefront of their industry after a series of successful industry-endorsed workshops on cattle handling and transport, says Goondiwindi Regional Council Chief Executive Officer Carl Manton.

Nearly 50 farmers, livestock business owners and workers heard from renowned cattle handling expert Tom Shephard over three days of free workshops in Goondiwindi.

Goondiwindi Regional Council developed the training sessions with local business leaders to meet the needs of the livestock transport industry and the Goondiwindi region community. The Queensland Government's Regional Skills Investment Strategy (RSIS) program funded the workshops in partnership with the Department of Employment, Small Business and Training.

Following the success of the Goondiwindi workshops, industry and State Government will now consider how similar training may be rolled out to other regions across Queensland.

Mr Manton attended the opening of the workshop series and said the success of the sessions showed the importance of tailoring training to the needs of local businesses.

"Everything from the content to the delivery of these workshops has been designed by industry, for industry," Mr Manton said.

"The Goondiwindi RSIS project identifies the training needs within our region and enables Council to work together with industry for a common goal - in this instance, the need for safe and efficient livestock handling right across the supply chain.

"The terrific success of these three days of expert training is a great example of what can happen when Council and local businesses collaborate together."

The one-day workshops focused on understanding cattle behaviour, handling techniques for road transport, safer work practices and animal health and welfare. The training was delivered by renowned cattleman and consultant Tom Shephard of Efficient Stockhandling Solutions, who has more than 20 years of experience managing cattle stations around Australia.

All participants received a certificate upon completion of the workshop in recognition of their training.

Senator for Queensland and Chair of Rural and Regional Affairs and Transport Legislation Committee Susan McDonald attended the opening of the three workshops, along with President of the Queensland Trucking Association Gary Mahon.

"I'd like to thank Frasers Livestock Transport, the Queensland Trucking Association and the Queensland Government for their support in the delivery of these workshops," Mr Manton said.

"I must also give special mention to Smithfield Cattle Co and Cunningham Cattle Co for supplying the cattle for the workshops' practical elements."

-ENDS-

Words: 393

Appendix 6: Queensland Country Life – 8 September 2020

Goondiwindi livestock handling workshops deliver

8 Sep 2020, 4:52 p.m.

Beef

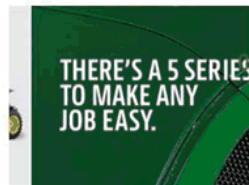


LIVESTOCK MANAGEMENT: Almost 50 farmers, livestock business owners and workers heard from cattle handling expert Tom Shephard during three days of free workshops in Goondiwindi.



MORE events focused on cattle handling and transport may be rolled out in other regional centres following the success of a three days of free workshops in Goondiwindi.

The one day workshops focused on understanding cattle behaviour, handling techniques for transport, safer work practices and animal health and welfare.



The training was delivered by experienced cattleman and consultant Tom Shephard, [Efficient Stockhandling Solutions](#), and was attended by almost 50 farmers, livestock business owners and workers.

Goondiwindi Regional Council chief executive officer Carl Manton said everything from the content to the delivery of the workshops was developed by industry, for industry.



More events focused on cattle handling and transport are set to be rolled out in other regional centres across Queensland.

"The Goondiwindi Regional Skills Investment Strategy project identifies training needs and enables council to work together with industry for a common goal - in this instance, the need for safe and efficient livestock handling right across the supply chain," Mr Manton said.

The workshops were supported by Frasers Livestock Transport and the Queensland Trucking Association, with cattle supplied by the Smithfield and Cunningham cattle companies.

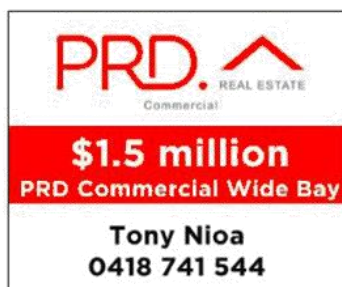
23



The training was delivered by experienced cattleman and consultant Tom Shephard, Efficient Stockhandling Solutions.

Senator for Queensland and chair of [Rural and Regional Affairs and Transport Legislation Committee](#), Susan McDonald, attended the opening of the three workshops, along with president of the Queensland Trucking Association Gary Mahon.

All participants received a certificate upon completion of the workshop in recognition of their training.



The popular one day workshops involved both classroom and practical sessions.



THE SAFE AND EFFICIENT LIVESTOCK HANDLING TRAINING WORKSHOPS FOR TRANSPORT

AIMS TO PROMOTE SAFER WORK PRACTICES AND ANIMAL WELFARE OUTCOMES IN RELATION TO THE TASK OF HANDLING LIVESTOCK THROUGHOUT THE SUPPLY CHAIN.

IT WILL PROVIDE AN UNDERSTANDING OF CATTLE BEHAVIOUR AND HANDLING TECHNIQUES.

THESE ONE DAY WORKSHOPS WILL INCORPORATE THEORY AND PRACTICAL ELEMENTS DELIVERED BY AN INDUSTRY EXPERT.

ALL WORKSHOP PARTICIPANTS WILL RECEIVE A CERTIFICATE OF COMPLETION AS A RECORD OF ATTENDANCE

*Eligibility: Those wishing to participate must be employed by, or operate a livestock business based within the Goondiwindi LGA.

MEET THE TRAINER



Tom Shephard started his consultancy and training business, *Efficient Stockhandling Solutions* after managing cattle stations around Australia for 20 years.

He is now dedicated to educating people how to work with livestock safely and efficiently and delivers training all over Australia.

Workshop dates:

Saturday
22nd August
8am - 5pm
Fraser's Livestock
Goondiwindi
Depot

Sunday
23rd August
8am - 5pm
Fraser's Livestock
Goondiwindi
Depot

Monday
24th August
8am - 5pm
Fraser's Livestock
Goondiwindi
Depot

Please note that students will only be able to attend one workshop each.

To secure your place, please contact Sam Noon (Goondiwindi Regional Council)
0428 819 932 or snoon@grc.qld.gov.au

Numbers are strictly limited.



The Regional Skills Investment Strategy is proudly supported and funded by the Queensland Government.



GOONDIWINDI REGIONAL COUNCIL
MEDIA RELEASE

1 September

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"I must also give special mention to Smithfield Cattle Co and Cunningham Cattle Co for supplying the cattle for the workshops' practical elements."

-ENDS-

Words: 393

FAST FACTS:

- Goondiwindi Regional Council organised three livestock handling and transport workshops on the 22nd, 23rd and 24th of August at Frasers Transport Depot Goondiwindi.
- Forty-six participants attended the workshops across the three days.
- Council used Queensland Government funding secured for the Goondiwindi Regional Skills Investment Strategy project to deliver the workshops to residents.

For more information, please contact:

The Honourable Councillor Lawrence Springborg AM
Mayor
Goondiwindi Regional Council
Mobile: 0439 782 787
Email: mayor@grc.qld.gov.au

OR:

Council's media team
media@grc.qld.gov.au
0491 499 144



CERTIFICATE OF PARTICIPATION

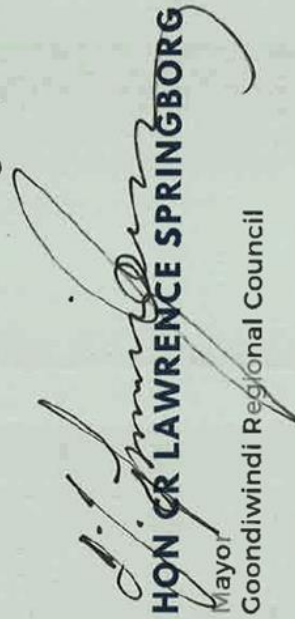


REGIONAL AUSTRALIA
at its best!

This is presented to

Athol Carter

for successfully completing the Goondiwindi Regional Council's
TRANSPORT LIVESTOCK PILOT PROJECT WORKSHOP
22nd August, 2020


HON. CR. LAWRENCE SPRINGBORG AM
Mayor
Goondiwindi Regional Council

This training has been proudly endorsed and supported by:



This Regional Skills Investment Strategy project is proudly supported and funded by the Queensland Government



Certificate of Attendance

This certificate certifies that

Athol Carter

Has successfully completed
1 days training in
Safe Efficient Stockhandling



**EFFICIENT
STOCKHANDLING**
— SOLUTIONS —

Trainer

Tom Shephard

A handwritten signature in black ink, appearing to read 'T. Shephard'.

Date

23rd August 2020

Frasers yard
Goondiwindi

