



LATE ITEMS

AGENDA

Ordinary Meeting

Wednesday 28 July 2021

Roma Administration Centre

NOTICE OF MEETING

Date: 23 July 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 **28 July, 2021 at 9.00AM.**

Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject	
L.	Late Items	
L.1	Addition to the Road Register - Unnamed Road off Iona Bardlomey Road	4
	Prepared by: Assets Officer - Transport Network	
	Attachment 1: Request to maintain gravel road to entrance of "South Trafford" off Iona Bardlomey Road - From Tony Finch includes supporting information from former Bendemere Councillor	16
	Attachment 2: Letter of Request - Addition to the Road Register - Unnamed road off Iona Bardlomey Road - Stuart Maunder	18
L.2	Change Representations	20
	Prepared by: Lead Town Planner	
	Attachment : Staging Development Plans	28
L.3	Injune Hall - RSL Rooms	30
	Prepared by: Manager - Facilities (Land, Buildings & Structures)	
	Attachment : Correspondence - Injune RSL Sub-Branch	38
L.4	Security Cameras to reduce crime - Outside of the CBD.....	40
	Prepared by: Mayor	
L.5	Monthly Financial Report as at 30 June 2021 (Preliminary).....	41
	Prepared by: Program Funding & Budget Coordinator	
L.6	Request for Reduced Trading Terms.....	50
	Prepared by: Manager - Procurement & Plant	
L.7	Extension to Contract for Aviation Security Screening at Roma Airport	54
	Prepared by: Manager - Procurement & Plant	
	Attachment : Maranoa Regional Council - Contract Extension Request - 24 Mar 21	58
L.8	Tender 21040 Aggregate Crushing Campaign at Roma Quarry	59
	Prepared by: Manager - Procurement & Plant	
L.9	Request to Setup a Pop Up Stall	64
	Prepared by: Manager - Saleyards	
	Attachment : Letter from Loretta Thomas - Horse Torque Roma - Request to Setup a Display.....	68

L.10	Funding application - Safer Communities Fund Round Six - Infrastructure Grants.....	69
	Prepared by: Manager - Economic & Community Development Manager - Information & Communications Technology (ICT)	
	Attachment 1: Safer Communities Infrastructure Fund - Infrastructure Grants 2021 June - Applicant Guidelines	73
	Attachment 2: Resource Communities Infrastructure Fund Round 1 - 2021 - Applicant Guidelines	100
L.11	Outback Queensland Masters	120
	Prepared by: Regional Events Attraction / Local Development	
	Attachment 1: 2022 Outback Queensland Masters Proposal - Roma ..	122
	Attachment 2: OM/05.2021/13 - Letter to Golf Australia RE Sponsorship Request (Council Meeting 24 May 2021)	154
	Attachment 3: 2022 Outback Queensland Masters Roma Event Agreement - Maranoa Regional Council	155
L.12	Country Universities Centre Maranoa - Training Room Hire Information and Fee Schedule	156
	Prepared by: Administration Officer - Land Administration	
	Attachment : Country Universities Centre Maranoa - CUC Maranoa Training Room Hire Form and Fee Schedule	160

LC. Late Confidential Items

LC.1 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.2 Extension of Sunrise Road, Hodgson

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.3 Variation to Funding Agreement - QFPI round 2.2

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.(Report discusses a variation to a competitive funding agreement between Council and the State Government)

LC.4 Financial Assistance Grants Methodology Review - Western Queensland Alliance of Councils (WQAC) Draft Submission

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 Request for Internal Review - Application for Permanent Road Closure - Section of Road Adjoining Lot 31 on SP178386

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.

OFFICER REPORT**Meeting:** Ordinary 28 July 2021**Date:** 14 July 2021**Item Number:** L.1**File Number:** D21/57575**SUBJECT HEADING:** Addition to the Road Register - Unnamed Road off Iona Bardlomey Road**Classification:** Open Access**Officer's Title:** Assets Officer - Transport Network

Executive Summary:

Council has received two requests to add a section of unnamed roadway off Iona Bardlomey Road to Councils Road Register. This report tables the details of the request, the investigation completed by Council Officers and recommendations for Council's consideration.

Officer's Recommendation:

That Council:

1. Endorse the addition of the unnamed section of road off Iona Bardlomey Road onto Council's Road Register, with the classification of Rural Access – Secondary, and a length of 5.060 kilometres.
 2. Undertake community engagement with residents that directly adjoin the unnamed section of road off Iona Bardlomey Road to gauge their input on the potential road naming of the section of road as outlined in Item 1 of this resolution.
 3. Be presented with a subsequent report detailing the outcome from the community engagement with the residents, with the view of formally naming and adding this section of road to the Road Register.
-

Individuals or Organisations to which the report applies:

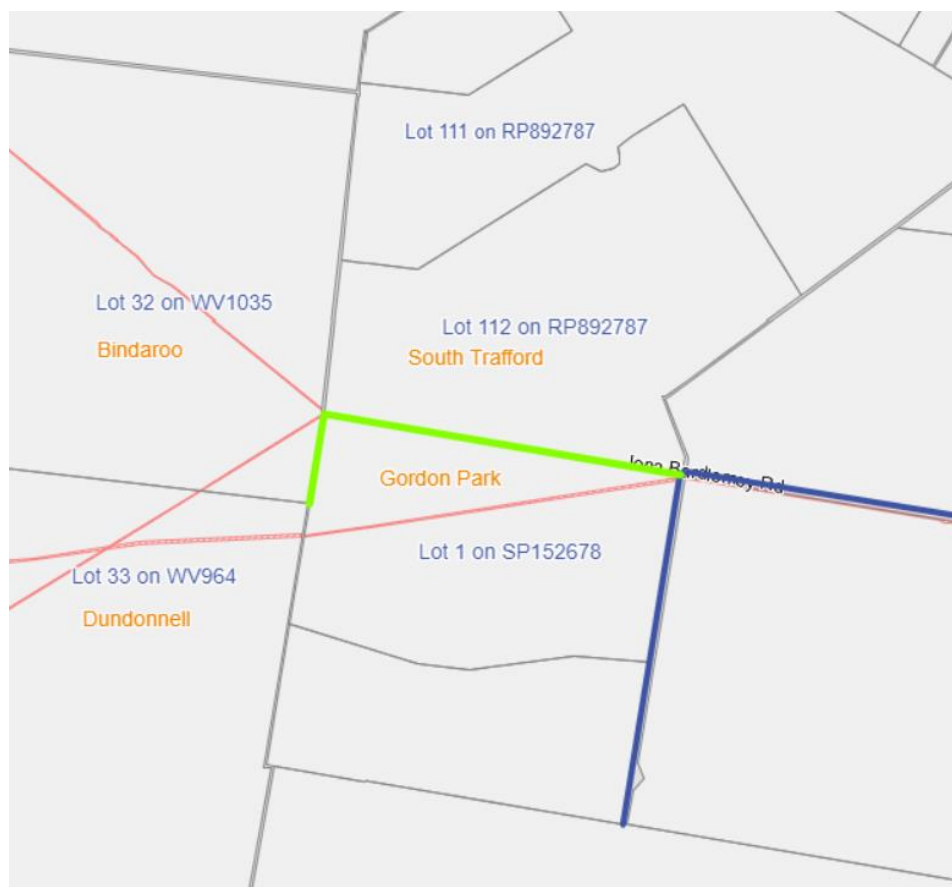
Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?

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

Adjoining Lot Owners along unnamed roadway

A C Finch	Owner - (Applicant 1)	Lot 111 on Plan RP892787
S A & M J Maunder	Owners - (Lead Resident)	Lot 1 on SP152678
C A & M M Finch	Owners	Lot 112 on Plan RP892787
S N & A J Nolan	Owners	Lot 32 on WV1035
G J & S R West	Owners	Lot 33 on WV964
Santos CSG Pty Ltd	Owners	Lot 24 on WV1300

Figure 1 – Unnamed Section of Road off Iona Bardlomey Road and adjoining lot owners



Acronyms:

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

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

Acronym	Description
AMP	Asset Management Plan
CMDG	Capricorn Municipal Development Guidelines
FAGS	Financial Assistance Grants

Context:

Why is the matter coming before Council?

Council has received two separate requests to maintain and include this unnamed section of roadway off Iona Bardlomey Road in Council's Road Register. This report tables the details of the request, the investigation completed by Council Officers and recommendations for Council's consideration.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

One of the applicants wrote to Council at the end of 2017 requesting Council resume maintaining the unnamed section, as Bendemere Shire Council had prior to

amalgamation. The letter included a supporting email that provided written confirmation that the road was upgraded and a section was gravel re-sheeted. The email was provided as anecdotal evidence that the unnamed section of roadway was maintained by Bendemere Shire Council. A copy of the request has been included, please refer to Attachment 1 on this report (D17/82303).

At the time the request was received, Council had received several other similar requests that were presented to Council at the meeting on 13 December 2017. The outcome was that Council resolved as follows:

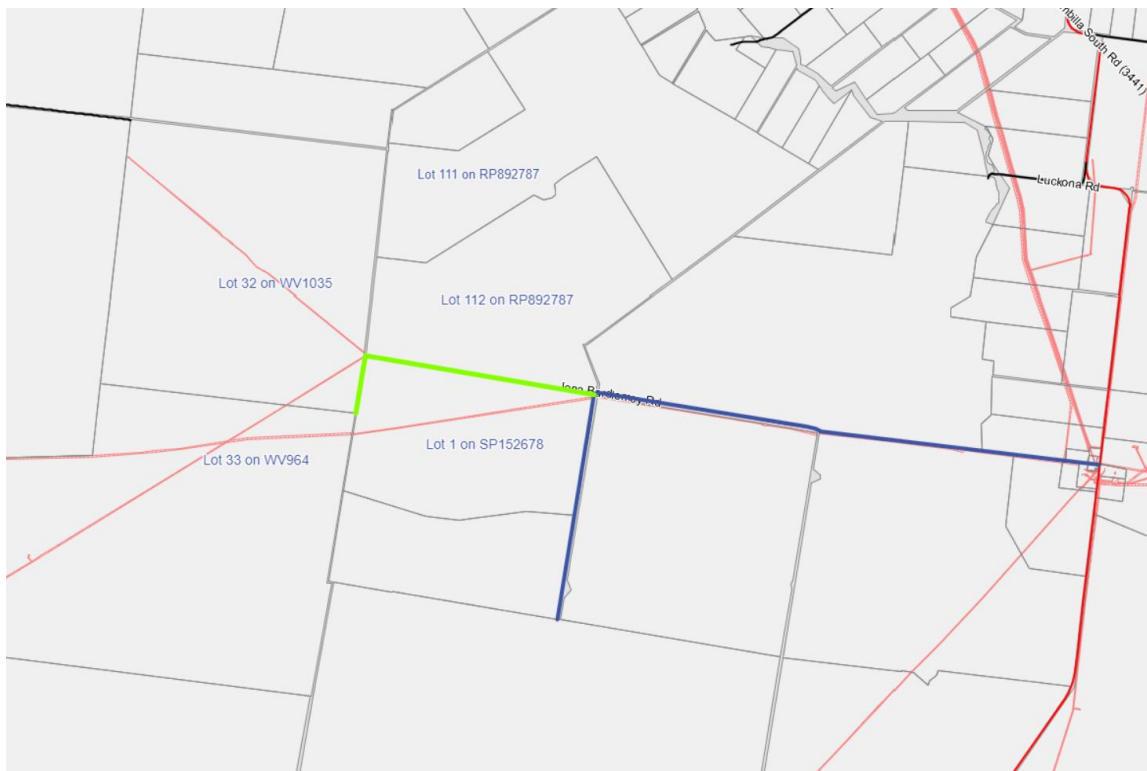
Resolution No. GM/12.2017/116

That the matter lay on the table for further consideration at an upcoming workshop, along with similar previous requests received, with a view to establishing a Council Policy prior to formal consideration of these requests.

An update was provided to the applicant advising the outcome from the meeting in early 2018. In May 2021, the applicant contacted Council seeking an update and through CRM 8028/2021, requested the road be included in the road register so it can be maintained and provide improved access to residents, especially between Lot 112 on RP892787 and Lot 1 on SP152678.

During initial investigations into the matter, a second request was received from a group of lot owners and residents, requesting a longer section than previously identified, be considered by Council for inclusion to Council's Road Register for the purpose of providing maintenance and improving property access. A copy of the request has been attached, please refer to Attachment 2 (D21/58519), and the green highlighted section on the map below.

Figure 2 – Unnamed Section of roadway off Iona Bardlomey Road – 5.060km

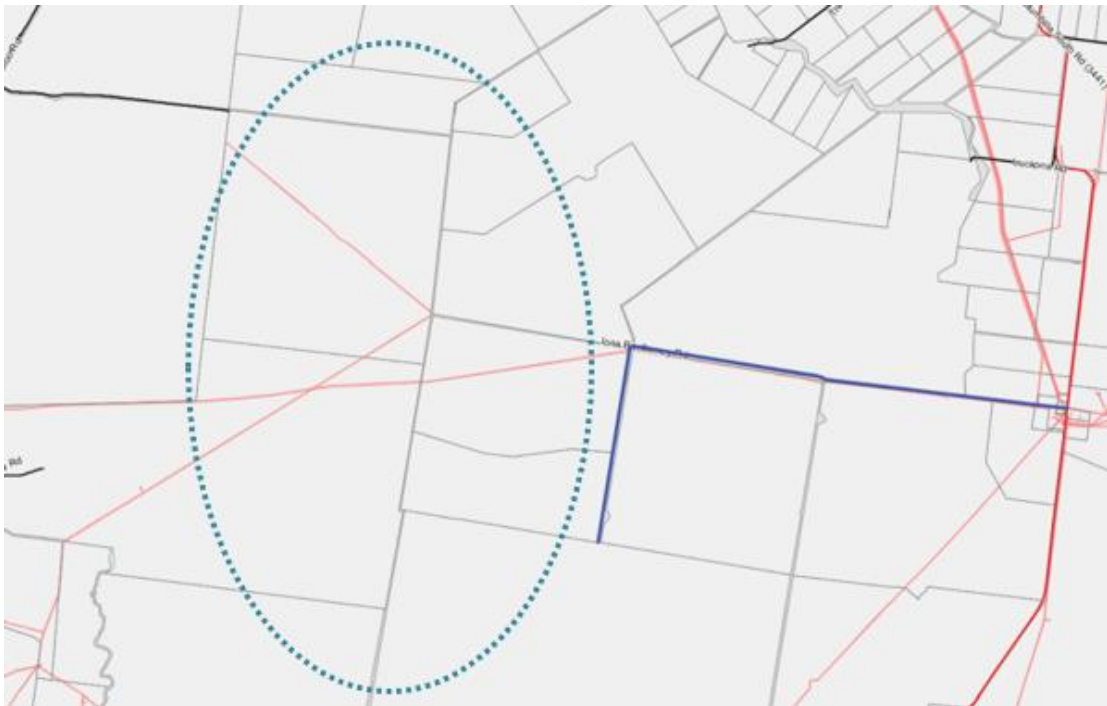


The letter from the residents advises that several neighbouring lot owners use this section of roadway daily. The residents view this section of unnamed and unmaintained roadway a critical link for the various businesses and farming enterprises, along with those families, both lot owners and workers who have children attending school and catching the local school bus.

Investigation Outcomes

During the investigation, the lot size and the absence of surrounding roads that service these large lots became evident. The map below recognises the area in question. The three key roads that lead to the farming enterprises come off either the Carnarvon Highway, Warrego Highway or Wallumbilla South Road. From east to west, there is a very long distance between them. The unnamed section of roadway has the potential to provide a vital link and community benefit, providing an improved level of service to the surrounding properties and businesses.

Figure 3 – Large lot sizes with limited road access for adjoining lot owners



The roadway which is being requested to be included in Council's Road Register presently only benefits one or two land owners for the purpose of providing direct access to property.

All other adjoining land owners are provided access from Council's existing road network from Bindaroo Road, Scattering Plains Road and Iona Bardlomey Road. Council policy states there is no legal obligation on Council to undertake capital improvements on unmade or unformed roads within a public road reserve for the purpose of access by the landowner to their land.

However, policy does declare the exception of where benefit to the community can be demonstrated. The letter from the residents provided as supporting documentation cites the community benefit. If Council choose to include this roadway in Council's

Road Register, the roadway has the potential to provide benefit to more than two properties.

Including this section of unnamed roadway would also allow for GIS to allocate rural addresses more accurately for these residents and businesses along the new section of roadway.

Options Available

Council has a number of options available with regard to this request:

1. Take No Action

Under this option, no maintenance work would be undertaken by Council staff, and therefore it is likely that further approaches will be received from residents in the area requesting that maintenance be undertaken on the road. Under this option, the avenue for residents to undertake maintenance on the road at their cost, and as per Council's Works on Road Reserve Policy would remain.

2. Approve maintenance works without adding section to Road Register

Under current policy, Council resources do not have the delegation to undertake works on roads that are not listed on Council's Road Register. Notwithstanding, the section in question is formally recognised under the *Local Government Act 2009* as a road, and therefore Council may choose to allocate funds to undertake works on this section.

This approach may address the initial concerns regarding the current condition of the road, however by not formally adding the section of road to the register, no future maintenance will be programmed for this road, and should a similar request be received in the future, it will again be a matter for Council's consideration.

3. Add Section of Unnamed Road to Council's Rural Road Register

This will result in the section of road being formally added to the road register and assigned a road classification. Formal addition to the road register essentially provides Council Officers with the formal delegation to undertake maintenance on a section of road, as per agreed service levels/maintenance frequency (as set by Council).

The recommendation presented in this report aligns with Option 3.

Should Council adopt Option 3 and endorse the addition to the road register, Council Officers recommend a subsequent report be presented to Council after Officers undertake consultation with the immediate residents along this section of roadway regarding the proposed road naming.

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

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

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

Local Government Act 2009

Under Section 59 of the *Local Government Act 2009*, defines a road as;

- (1) This division is about roads.
- (2) A **road** is—
 - (a) an area of land that is dedicated to public use as a road; or
 - (b) an area of land that—
 - (i) is developed for, or has as 1 of its main uses, the driving or riding of motor vehicles; and
 - (ii) is open to, or used by, the public; or
 - (c) a footpath or bicycle path; or
 - (d) a bridge, culvert, ford, tunnel or viaduct.
- (3) However, a **road** does not include—
 - (a) a State-controlled road; or
 - (b) a public thoroughfare easement.

Local Government Regulation 2012

Inspection of the roadway identifies the roadway as a “formed” roadway as described in the *Local Government Act 2009* and *Local Government Regulations 2012*.

Section 57 Prescribed particulars for register of roads – Act, s74

- (3) In this section –
 - formed*, for a road, means a road, other than a gravelled pavement or sealed pavement road, formed so that stormwater drains from the road.
 - gravelled pavement*, for a road, means a road surface with gravel, limestone or rubble and constructed by the use of a mechanical compaction process.
 - sealed pavement*, for a road, means a road with a surface of asphalt, bitumen, concrete or pavers.
 - unformed*, for a road, means a road or track that –
 - (a) is not formed, gravelled pavement or sealed pavement road; but
 - (b) is open to, and used by, the public.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Council Policy – Register of Roads

Council Policy – Road Network Standards - Maintenance, Renewals and Upgrades

Council Policy – Construction of Roads for Access to Property

Council Policy – Road Naming

Assessment for an Addition to the Road Register -

The *Local Government Act 2009* and *Local Government Regulation 2012* set the requirement for Council to identify all roads within its local area. Council has powers under the legislation to name roads, assign classification, and identify the surface type, length and width of a roadway.

The name, classification, surface type, length, width and alignment of a roadway are required to be taken into consideration by Council before endorsement of a roadway is considered inclusion to Council's Road Register.

These have been detailed below for Council's consideration.

Road Hierarchy – Classification and Surface type

Best practice guidelines for traffic analysis and estimated road use recommend the calculation used per day is based on the number of house sites. For rural roads it is estimated each household will perform at least 2 trips per day with 2 vehicles (i.e. to town and back in two separate cars).

Based on the current number of houses (four) along the unnamed roadway, the estimated traffic volumes have the potential to be up to 16 vehicle movements per day. This would give eligibility to the classification of Rural Access - Primary B, however given a number of the properties will be using the roadway as a secondary access, the classification of Rural Access Secondary is more appropriate.

Therefore under section 4.3.1 of Council's Rural Road Classification within Council's Register of Road Policy, it is recommended the unnamed section be classified as ***Rural Access - Secondary.***

The Rural Access – Secondary classification is for roads that have between 0 – 9 vehicles a day. Under the CMDG Geometric Road Design table for the MRC, the road classification is not required to have material added to the road surface, i.e. the road is natural surface formation only. *Figure 4* below tables the requirements for road design in the Maranoa Regional Council area.

On inspection, this section of unnamed section has been identified as having portion where material has been added to the surface, approximately 600 metres. The design standard for Rural Access – Secondary does not require pavement, therefore Council's asset data would recognise the proposed unnamed roadway as being above the design standard for its road classification.

Figure 4 – CMDG Geometric Road Design Table for Maranoa Regional Council

Maranoa Regional Council

Ordinary Meeting - 28 July 2021

GEOMETRIC ROAD DESIGN

Table D1.27.04 Rural Road Elements for Maranoa Regional Council

Traffic Volume / Road Class	<10 VPD Rural Access – Secondary	10 – 39 VPD Rural Access – Primary B	40 – 99 VPD Rural Access – Primary A	100 – 149 VPD Rural Collector Minor A	150 – 249 VPD Rural Collector – Major B	250 – 999 VPD Rural Collector – Major A	1000 – 3000 VPD Arterial – Minor	>3000 VPD Arterial – Major
Road Reserve (flat terrain ≤ 5%)	20m	20m	20m	20m	20m	20m	25m	40m
Road Reserve ^b (undulating/hilly ≥ 5%)	25m	25m	25m	25m	25m	25m	30m	40m
Formation Width	6m	8m	8m	8m	9m	9m	10m	10m
Pavement Width	0m	4m	7m	8m	8m	8m	9m	9m
Seal Width	0m	0m	0m	7m	7 (8) ^c	8m	9m	9m
Shoulders ^b	See Standard Drawing Figure D1.23.03 for details							
Desirable Speed Environment	60kph	80kph	80kph	100kph	100kph	100kph	100kph	100kph
Design Speed for Individual Elements (Minimum)	40kph	60kph	60kph	80kph	80kph	80kph	80kph	80kph
Flood Immunity (ARI Years)	1	2	2	2	5	5	10	10

Notes:

- (a) Sealing shall be required for longitudinal grades in excess of 10%. Where it is possible for the road to be extended to service additional lots, the road shall be constructed to a 7.0 m seal standard.
- (b) Sealing may be required at sites where existing adjacent roads are sealed. In this instance the seal width shall match the adjoining seal with a minimum of 7.0 m. In undulating terrain this width shall be increased to enable services to be constructed on accessible flatter land on top and below batters. Where the road is a designated on-road bicycle route (signposted and pavement marked) the shoulder provision needs to conform to the AUSTRROADS Traffic Engineering Practice Part 14: Bicycles.
- (c) Where pavement material used is of a lower standard, seal width is to be extended to shoulders.

Road Length and Width

The length of the unnamed roadway has been identified as being 5.060km and the width of the unnamed roadway has been identified as being between 4-6m.

Should Council resolve add the unnamed roadway to Council's Road Register it is recommend it be recorded with a length of 5.060 kilometres and a formation width of 6m.

Figure 5 – Start of the unnamed roadway - off Iona Bardlomey Road



Road Alignment

Council's GIS data aerial imagery appears to indicate the roadway is contained in the existing 30 metre wide road reserve.

Section 4.3.1 of Council's Construction of Roads for Access to Property Policy states Council may consider accepting sections of road onto its Road Register for ongoing control and maintenance and subject to a set conditions being met. One of these being that a registered surveyor confirms the road alignment is fully contained within the existing road reserve. Council may wish to consider if this option is required before adding the roadway to Council's Road Register.

Maintenance of the unnamed roadway

Section 4.2.1 of Council's Road Network Standards - Maintenance, Renewals and Upgrades Policy – Rural Roads, states maintenance on roads with the classification of Rural Access – Secondary will be entitled to:

1. A light maintenance grade once a year, light grading will remove transverse scours and wheel ruts, and clear drains as required. Machinery – Grader
2. A heavy formation grade once every 3 years, this includes ripping the existing pavement, mixing water, relaying and compacting with a roller. All diversion drains are reinstated. Machinery – Grader, Water Truck, Roller.

In accordance with this policy, Section 4 – Policy Details, Council has no obligation to undertake capital improvements on unmade, unformed or formed roads within a public road reserve for the purpose of access by the landowner to their land.

Notwithstanding, the policy does allow that Council may accept a roadway as a public road and add it to Council's Road Register where a benefit to the community can be demonstrated.

Presently this proposed section of roadway provides direct property access and a route link, along with providing access to a higher order road. At present, under existing lot ownership, it is recommended that Council choose to include this roadway in Council's Road Register, as the roadway has the potential to provide benefit to more than two properties.

Road Naming

Should Council choose Option 3 and endorse the addition to the road register, Council Officers are recommending a subsequent report be presented to Council after Officers undertake consultation with the immediate residents along this section of roadway regarding the proposed road naming.

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

GIS / CAD Officer

External

Department of Resources Officers – SLAM Office Roma

Tony Finch – Applicant and Owners of Lot 111 on RP892787

Stuart Maunder – Owner of Lot 1 on SP152678

Funding Bodies:

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

Should the roadway be adopted to Council's Road Register, Council may benefit from an increase in the Financial Assistance Grants (FAGs) allocation as the roads components takes into consideration the overall length of Council's road network.

This said, the overall change is likely to be immaterial given the traffic volume and length of the proposed inclusion.

This Financial Year's Budget:

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

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

There is no budget allocation for the establishment and or inclusion of new roads in the current year.

Should the roadway be adopted to Council's Rural Road Register, annual maintenance costs will apply to the roadway. Costs will be applicable to the specific road classification, approved length and formation type.

In accordance with the *Council Policy – Road Network Standards - Maintenance, Renewals and Upgrades* the maintenance costs are anticipated to be in the order of \$12,300 per annum - averaged over a 3-year period.

Future Years' Budgets:

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

Should the roadway be adopted to Council's Rural Road Register with the classification of Rural Access – Secondary, it would require the roadway to be included into:

1. The Rural Road Maintenance program for ongoing scheduled maintenance.
2. The Rural Roads Asset Management Plan to allow condition monitoring and valuation of formation.

Additions to the road register also require Council to recognise this new length of road in its annual depreciation estimates. Given the additional of the road, the impact to the depreciation across the entire rural road network would be considered immaterial.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Adjoining Lot owners who rely on the roadway for direct access to property.

- C A & M M Finch – Owner of Lot 112 on Plan RP892787
- S A & M J Maunder – Owner of Lot 1 on SP152678
- Santos CDG Pty Ltd – Owner of Lot 24 WV1300

Adjoining Lot owners who use the roadway as a secondary access to property.

- A C Finch – Owner (Applicant 1) of Lot 111 on Plan RP8927872
- S N & A J Nolan – Owners of Lot 32 on WV1035
- G J & S R West – Owner of Lot 33 on WV9646

Risks:

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

Risk	Description of likelihood & consequences
Refer Options outlined in the Background of the Report	

Advice to Council:

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

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

Given the historical evidence, the demonstrated community benefit, and the number of primary access for three (3) lots and secondary access for three (3) other properties in the area, it is recommended that the section of unnamed road off Iona Bardlomey Road be formally added to Council's Rural Road Register.

Recommendation:

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

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

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

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

If so, for what reason?

That Council:

1. Endorse the addition of the unnamed section of road off Iona Bardlomey Road onto Council's Road Register, with the classification of Rural Access – Secondary, and a length of 5.060 kilometres.
2. Undertake community engagement with residents that directly adjoin the unnamed section of road off Iona Bardlomey Road to gauge their input on the potential road naming of the section of road as outlined in Item 1 of this resolution.
3. Be presented with a subsequent report detailing the outcome from the community engagement with the residents, with the view of formally naming and adding this section of road to the Road Register.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

- | | | |
|----|--|-----------|
| 1↓ | Request to maintain gravel road to entrance of "South Trafford" off Iona Bardlomey Road - From Tony Finch includes supporting information from former Bendemere Councillor | D17/82302 |
| 2↓ | Letter of Request - Addition to the Road Register - Unnamed road off Iona Bardlomey Road - Stuart Maunder | D21/58519 |

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Tony Finch
Warrumbilla
9 - 8 - 17

Maranoa Regional Council,

We are writing to request that council resume maintainance of the access to "South Trafford" which was formerly carried out by Bendemere Shire Council. This property currently owned by myself + my son, Cameron is the residence of Cameron + his family.

Why this road is not on the road register, I don't know - perhaps just an oversight by Bendemere Shire Council Office.

As rate payers we expect the same service from Council as other producers who contribute to this region.

a. c. Finch

shawnie

From: Tony Finch [traffordpark@bigpond.com]
Sent: Wednesday, 28 June 2017 4:33 PM
To: maunders@activ8.net.au
Subject: "South Trafford" access road

To Maranoa Regional Council

As a former councillor with the Bendemere Shire Council, I would like to verify that the road which branches off Bardlomey Road, heading west to "Bindaroo" boundary was formerly maintained by Bendemere Shire Council and also gravelled by Bendemere Shire Council up to the "South Trafford" entrance gate (distance of app. 600 metres). Therefore I believe it should continue to be maintained by the present Council. This short section of gravel is the only access into "South Trafford" and the young family that live there.

--- *Colin Mauder* (Colin Mauder)
This email has been checked for viruses by AVG.
<http://www.avg.com>

Proposed Road for Addition to the Road Register
Off Iona Bardlomey Road, Wallumbilla

8-Jun-2021
Mapping Provides an Indication of
Approximate Location Only



14/07/2021

To the Maranoa Regional Councillors',

We are writing to you on behalf of the Finch, Nolan, West and Maunder families in regard to the road that we refer to and has always been known as the Bindaroo Lane road that runs between "South Trafford" and 'Gordon Park' and extends to the entrance of 'Bindaroo' and on to 'Dundonnell'. It is our understanding that this road needs to be placed onto the council road register in order for the council to maintain it so we are asking that the council does this.

We believe that the amount of traffic that this road gets is more than enough to justify this happening. The road is used by Cameron and Madonna Finch daily as it is their only access to their house and with their daughter about to start school, we believe that it is very important to have a well maintained and safe road to access a school bus on. This road has also been used for families working on 'Bindaroo' to access the school bus to Wallumbilla State School and as such needs to be in a safe condition for them to travel along.

All produce that comes off 'Gordon Park' and 'South Trafford' is transported out this road as well as any produce off 'Bindaroo' that is heading in an easterly direction. The West family on 'Dundonnell' use this road at harvest time to deliver wheat into the GrainCorp depot at Wallumbilla. They also regularly use this road now that they are permanently living at 'Dundonnell' to access other properties to the east. The Bindaroo Lane road is regularly used all year round to access these properties by cattle trucks, grain trucks, agronomists, spray contractor's, harvest and hay contractors, as well as the four farming families.

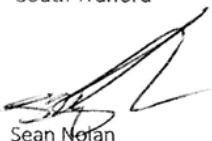
We hope that council gives positive consideration to putting this road onto the road register as we believe there is more than enough traffic to justify this happening. We also strongly believe that for our regions to grow and stay strong with young families happy to live and work on these properties we need our council to support this.

Kind Regards



Cameron Finch

'South Trafford'



Sean Nolan

'Bindaroo'



Gordon West

'Dundonnell'



Stuart Maunder

'Gordon Park'

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 28 July 2021

Date: 8 June 2021

Item Number: L.2

File Number: D21/45301

SUBJECT HEADING: Change Representations

Classification: Open Access

Officer's Title: Lead Town Planner

Executive Summary: St John's Catholic School is wanting to change some of the conditions that were imposed on their development permit to build a carpark and sporting facility across the road from their main campus at the intersection of Duke Street and Bowen Street in Roma.

Officer's Recommendation:

That Council;

Give a Negotiated Decision Notice to the applicant that states that Council agrees to the following changes to Decision Notice 2020/20219.

Change Condition 2 from;

Staged development

1. The approved development is permitted to occur over the following three stages:

Stage 1 – "Educational establishment" (carpark) including 59 on site sealed car parks, a drop-off zone, additional access points (two-way access from Duke Street and a left-in/left-out access from Bowen Street), pedestrian-crossing upgrades and landscaping. Stage 1 works are generally shown as 'Stage 1' on approved drawing numbers A.000 and A.060.

Stage 2 – "Outdoor sport and recreation" (sporting field) as generally shown as 'Stage 2' on approved drawing A.000.

Stage 3 – "Outdoor sport and recreation" including an undercover sports court, canteen and change rooms and an additional 9 on-site carparks along the Duke Street frontage of the premises as generally shown as 'Stage 3' approved drawing numbers A.000 and A.900.

To;

Staged development

- 1 The approved development is permitted to occur over the following stages:

Stage 1a – "Educational establishment" (carpark) including 36 on site

sealed car parks, a drop-off zone, additional access points (two-way access from Duke Street and a left-in/left-out access from Bowen Street), pedestrian-crossing upgrades and landscaping. Stage 1a is generally shown on approved drawing A.000 Rev H dated 17/5/21 and A.060 Rev G dated 17/5/21.

Stage 1b) - “Educational establishment” including 23 additional carparking spaces and service vehicle loading bay as generally shown as Stage 1b on approved drawing A.000 Rev H dated 17/5/21 and A.060 Rev G dated 17/5/21.

Stage 2 – “Outdoor sport and recreation” (sporting field) as generally shown as ‘Stage 2’ on approved drawing A.000 Rev H dated 17/5/21.

Stage 3 – “Outdoor sport and recreation” including an undercover sports court, canteen and change rooms and an additional 9 on-site car parks along the Duke Street frontage of the premises as generally shown as ‘Stage 3’ approved drawing numbers A.000 and A.900.

Change Condition 3 from;

Stage 1 must commence ahead of Stage 2 and Stage 3. Stage 2 and Stage 3 may occur in reverse sequence. Unless otherwise stated, the conditions of development approval apply to all stages of the approved development.

To;

Stage 1a and Stage 1b must commence ahead of Stage 2 and Stage 3. Stage 2 and Stage 3 may occur in reverse sequence. Unless otherwise stated, the conditions of development approval apply to all stages of the approved development.

Change Condition 6 from;

Approved plans and documents

The approved development is to be carried out in accordance with the following approved plans/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
A.000	Proposed Site Plan	15/10/20
A.010	Site Locality Plan	15/10/20
A.050	Existing & Demolition Plan	18/09/20
A.060	Enlarged Carpark Plan	18/09/20
A.900	Perspectives	18/09/20

Maranoa Regional Council**Ordinary Meeting - 28 July 2021**

1971_carpark_01	Development Application – Cover Sheet	September 2020
1971_carpark_02	Development Application – Landscape Plan	September 2020
1971_carpark_03	Development Application – Proposed Plant Schedule	September 2020
1971_carpark_04	Development Application – Landscaping Details	September 2020
15494	Stormwater Management Plan	September 2020
15494	Traffic Engineering Advice	15 October 2020

To;

Approved plans and documents

The approved development is to be carried out in accordance with the following approved plans/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
A.000 Rev H	Proposed Site Plan	17/05/21
A.010	Site Locality Plan	15/10/20
A.050	Existing & Demolition Plan	18/09/20
A.060 Rev H	Enlarged Carpark Plan	17/05/21
A.900	Perspectives	18/09/20
1971_carpark_01	Development Application – Cover Sheet	September 2020
1971_carpark_02	Development Application – Landscape Plan	September 2020
1971_carpark_03	Development Application – Proposed Plant Schedule	September 2020
1971_carpark_04	Development Application – Landscaping Details	September 2020
15494	Stormwater Management Plan	September 2020
15494	Traffic Engineering Advice	15 October 2020

Individuals or Organisations to which the report applies:

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

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

Council's decision regarding this matter is likely to affect associates of the St John's Catholic School Roma and the Diocese of Toowoomba Catholic School less directly.

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?

Development Approval 2020/20219 was issued as part of a Council resolution, and therefore a determination on whether to make any changes to the approval should be decided by the elected Council.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

- In March this year Council issued a development approval to the St Johns School for a new carpark and sporting facility to be built at the intersection of Duke Street and Bowen Street in Roma. The development site is located across the road from their main campus and as such the proposal is seen more as an extension to the existing school as opposed to a standalone or separate development.
- The development was approved over 3 stages and St Johns have asked Council if they can alter the staging slightly for financial management reasons.
- The changes would result in Stage 1 – which involves the construction of a 59-space car park - being built over two “substages”;
 - **Sub-stage 1A:** 36 carparks including the drop-off zone for five (5) car spaces as well as a left-inleft- out crossover to Bowen Street and a two-way crossover to Duke Street. Frontage landscaping along both frontages of the carpark will be constructed at this stage.
 - **Sub-stage 1B:** 23 carparks and SRV loading bay.
- For completeness, a copy of the proposed staging plan is provided in the Supporting Materials.

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 relevant sections of the *Planning Act 2016* include;

Section 65 - Permitted development conditions

(1) A development condition imposed on a development approval must—

(a) be relevant to, but not be an unreasonable imposition on, the development or the use of premises as a consequence of the development; or

(b) be reasonably required in relation to the development or the use of premises as a consequence of the development.

Section 75 - Making change representations

*(1) The applicant may make representations (**change representations**) to the assessment manager, during the applicant's appeal period for the development approval, about changing—*

(a) a matter in the development approval, other than—

(i) a matter stated because of a referral agency's response; or

(ii) a development condition imposed under a direction made by the Minister under chapter 3, part 6, division 2; or

(b) if the development approval is a deemed approval—the standard conditions taken to be included in the deemed approval under section 64(8)(c).

Section 76 Deciding change representations:

(1) The assessment manager must assess the change representations against and having regard to the matters that must be considered when assessing a development application, to the extent those matters are relevant.

(2) The assessment manager must, within 5 business days after deciding the change representations, give a decision notice to—

(a) the applicant; and

(b) if the assessment manager agrees with any of the change representations—

(i) each principal submitter; and

(ii) each referral agency; and

- (iii) if the assessment manager is not a local government and the development is in a local government area—the relevant local government; and
- (iv) if the assessment manager is a chosen assessment manager—the prescribed assessment manager; and
- (v) another person prescribed by regulation.
- (3) A decision notice (a **negotiated decision notice**) that states the assessment manager agrees with a change representation must—
- (a) state the nature of the change agreed to; and
- (b) comply with section 63(2) and (3).
- (4) A negotiated decision notice replaces the decision notice for the development application.
- (5) Only 1 negotiated decision notice may be given.
- (6) If a negotiated decision notice is given to an applicant, a local government may give a replacement infrastructure charges notice to the applicant.

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 does not have an adopted policy or plan that is followed for this type of decision, and ordinarily relies on the provisions of the *Planning Act 2016* when reaching a decision on change representations. The *Planning Act 2016* requires that when considering change representations Council must have regard to the matters considered when assessing the original development application, to the extent those matters are 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)

Consultation about this application has occurred with:

- Manager of Planning and Building Development (internal)

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

Funding Bodies:

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

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

This Financial Year's Budget:

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

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

There is potential for Council to incur costs only in the event that its decision regarding the approval is appealed to the Court.

Future Years' Budgets:

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

As above.

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Associates of the St Johns School Roma will be *interested and impacted* by Council's decision.

Risks:

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

Risk	Description of likelihood & consequences
See below	

Advice to Council:

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

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

As with any planning decision made by Council, there remains a risk that the decision can be appealed to the Planning and Environment Court (the Court).

Should Council resolve to endorse the Officer recommendation and agree to the change representations, the risk of an applicant appeal about the development approval is considered low. The risk of an applicant appeal is considered higher in the event that Council resolve not to agree to the change representations.

Note: The likelihood of an appeal is not a valid planning consideration and must not be used to inform Council's decision on any planning 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).

Associates of the St Johns School Roma will be *interested and impacted* by Council's decision.

Advice to Council:

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

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

That Council endorse the officer recommendation and agree with the change representations.

The change representations centre on the order of staging of the development and will not change the intent of the development approval or result in the development becoming inconsistent with the assessment benchmarks or other relevant matters considered as part of the original assessment. Any potential inconsistency or perceived increase in impacts can be overcome having regard to the other development conditions.

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 agree with the change representations and give a Negotiated Decision Notice to the applicant reflecting same.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

Supporting Documentation:

[1](#) Staging Development Plans

D21/60262

Report authorised by:

Manager - Planning & Building Development

Chief Executive Officer



PROPERTY DESCRIPTION
 Lot 5, 9 & 10
 S.P. 22015, 86614 & 86620
 Parish of Roma
 County of Volusia
 Area - TBC

PROJECT SUMMARY	
CLASSIFICATION	LOT 5, 9 & 10
BLANKING NUMBER	10000000000000000000
TOTAL SURFACE COVERED AREA	10000000000000000000
STAGE 1A	
STAGE 1A: NEW CARPARK STAGE 1A	10000000000000000000
STAGE 1A: NEW CARPARK STAGE 1A	10000000000000000000
STAGE 1B	
STAGE 1B: NEW CARPARK STAGE 1B	10000000000000000000
STAGE 1B: NEW CARPARK STAGE 1B	10000000000000000000
STAGE 2	
STAGE 2: NEW FOOTBALL FIELD	10000000000000000000
STAGE 2: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 3	
STAGE 3: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 3: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 4	
STAGE 4: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 4: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 5	
STAGE 5: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 5: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 6	
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STAGE 7	
STAGE 7: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
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STAGE 8	
STAGE 8: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 8: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 9	
STAGE 9: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 9: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 10	
STAGE 10: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000
STAGE 10: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS	10000000000000000000

DRAWING LEGEND

- Car parking Handstand
- Blumen Roadways
- Pedestrian Access Path
- Existing Grassed Area - Refer to Landscaping Drawings for Details
- Proposed Landscaping (Green Red) - Refer to Landscaping Drawings for Details
- Proposed Football Field
- Existing Boundary Lines to be Removed
- Existing Boundary Lines
- Proposed Boundary Lines
- Existing Sewer Line
- Existing Stormwater Line
- Existing Power Line

STAGE LEGEND

- STAGE 1A: NEW CARPARK STAGE 1A
- STAGE 1B: NEW CARPARK STAGE 1B
- STAGE 2: NEW FOOTBALL FIELD
- STAGE 3: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS
- STAGE 4: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS
- STAGE 5: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS
- STAGE 6: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS
- STAGE 7: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS
- STAGE 8: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS
- STAGE 9: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS
- STAGE 10: NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROADS

GENERAL NOTES

- 1. THE SITE PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.
- 2. THE SITE PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.
- 3. THE SITE PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.
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- 9. THE SITE PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.
- 10. THE SITE PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.

NOTE
 DRAWINGS SHALL BE READ IN CONJUNCTION
 WITH CIVIL AND TRAFFIC ENGINEERING
 DRAWINGS AND LANDSCAPE DRAWINGS



ST. JOHN'S CATHOLIC SCHOOL ROMA NEW SITE

Proposed Site Plan

A.000

Project No. 200312

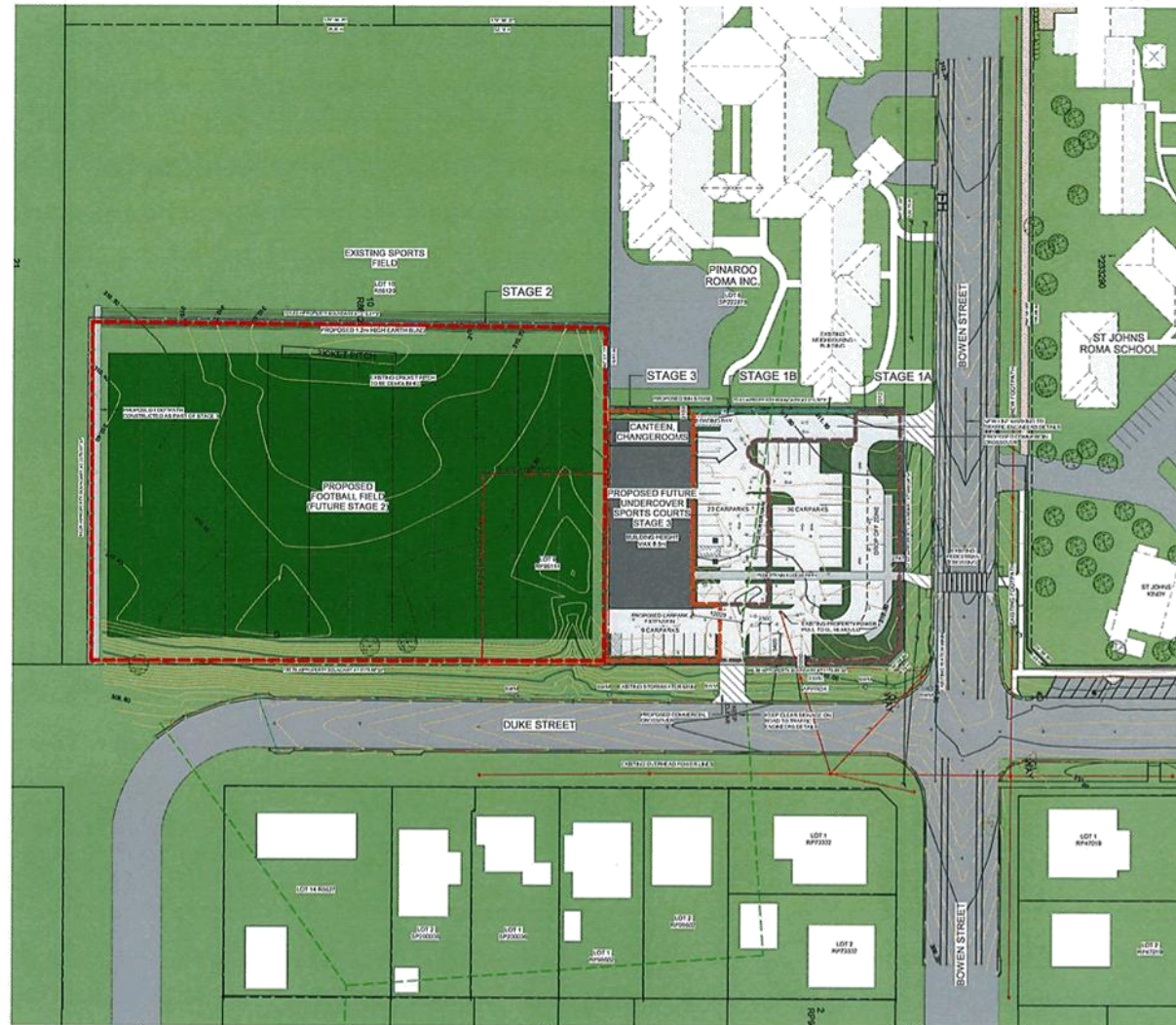
TOOWOOMBA | BIRYBAHE
 P. (07) 46 329 952 | WWW.ASPECTA.PANET
 A.B.H 9607 1700 940 | BOKO 4487

D.A. ISSUE

Revision H | 17/05/21

Designer JHW

Scale As indicated @ A1



① Site Plan
 1:500



PROPERTY DESCRIPTION
 Lot 6, 9 & 10
 S.P. 22075, RM114 & RM120
 Parish of Roma
 County of Valleyview
 Area - TBC

DRAWING LEGEND

- Carparking Handstand
- Bitumen Roadways
- Pedestrian Access Path
- Existing Grassed Area - Refer to Landscaping Drawings for Details
- Proposed Landscaping (Garden Bed) - Refer to Landscaping Drawings for Details
- Proposed Football Field
- Existing Boundary Lines to be Removed
- Existing Boundary Lines
- Proposed Boundary Lines
- Existing Sewer Line
- Existing Stormwater Line
- Existing Power Line

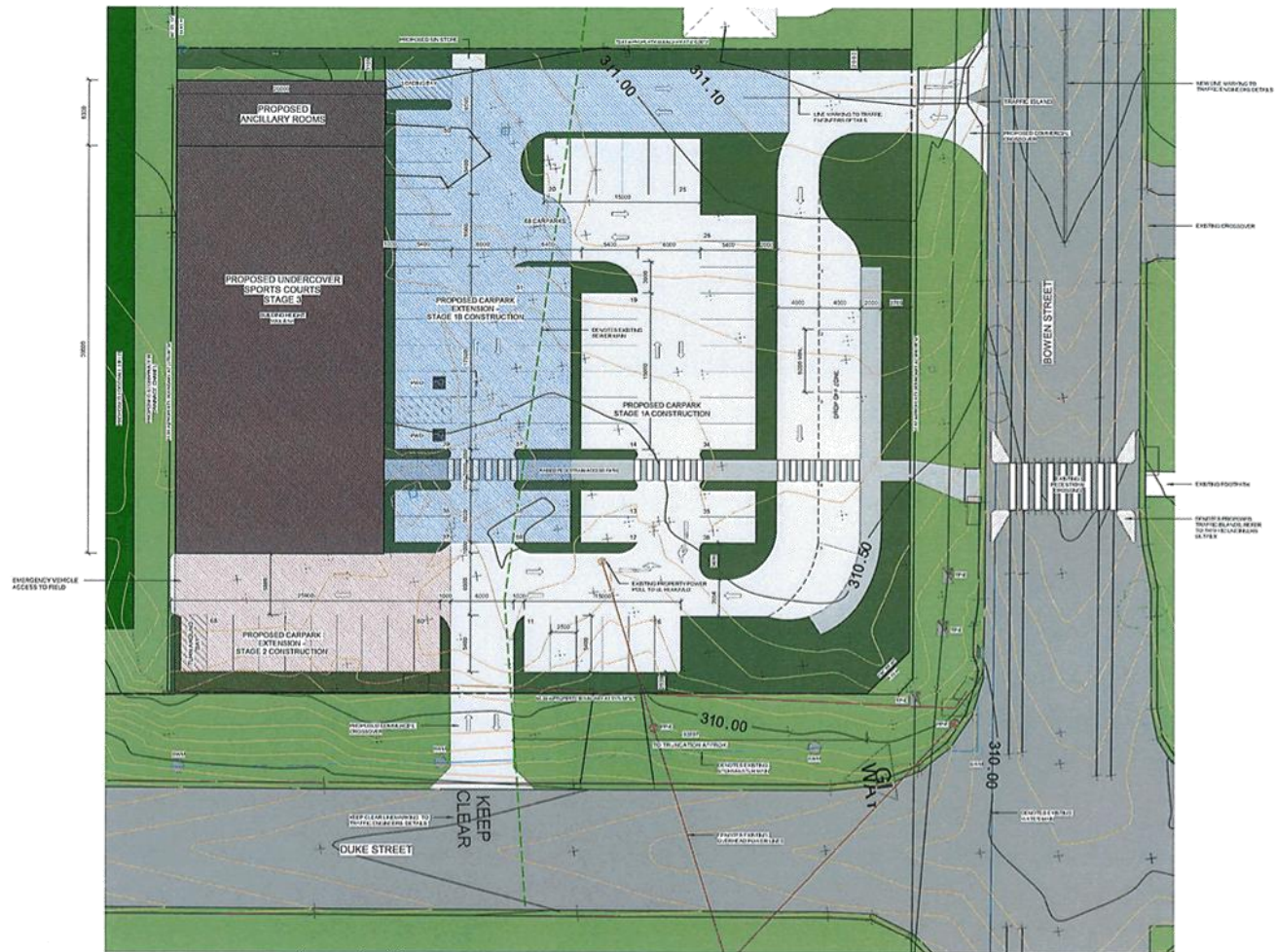
STAGING LEGEND

- STAGE 1A:
- NEW CARPARK STAGE 1A
- STAGE 1B:
- NEW CARPARK STAGE 1B
- STAGE 2:
- NEW FOOTBALL FIELD
- STAGE 3:
- NEW UNDERCOVER SPORTS COURTS & ANCILLARY ROOMS & ADDITIONAL CARPARKS

LEGEND

- WPL: ARCHITECTURAL LIMITED
- QMS: ARCHITECTURAL LIMITED
- TPE: TELETYPE LTD. ENVOY

NOTE
 DRAWINGS SHALL BE READ IN CONJUNCTION
 WITH CIVIL AND TRAFFIC ENGINEERS
 DRAWINGS AND LANDSCAPE DRAWINGS



② Site Plan
 1:200

① Existing Ground Floor Plan
 1:100



ST. JOHN'S CATHOLIC SCHOOL ROMA NEW SITE

Enlarged Carpark Plan

A.060

Project No. 200312

TGOOWOONIA | GRRBAHE
 P. (07) 46 329 962 | WWW.ASPECTAPLMHET
 A.B.1195071766948 | BOM 4487

D.A. ISSUE

Revision G | 17/05/21

Designer JHW

Scale As indicated @ A1

OFFICER REPORT

Meeting: Ordinary 28 July 2021

Date: 19 July 2021

Item Number: L.3

File Number: D21/58728

SUBJECT HEADING: Injune Hall - RSL Rooms

Classification: Open Access

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

Executive Summary:

Council has received correspondence from the RSL Injune Sub Branch seeking exclusive use of the rooms in the Injune Memorial Hall and also for permission to install IT equipment and signage in the hall and on the exterior of the hall building.

Officer's Recommendation:

That Council

1. Agree to the request from the RSL Injune Sub Branch for exclusive use of the RSL Room in the Injune Memorial Hall.
2. Enter a three year trustee permit with the RSL Injune Sub Branch in regard to the Injune RSL Room and authorize Council's Chief Executive Officer to execute the agreement and any associated documentation.
3. Permit the RSL Injune Sub Branch to install IT hardware in the RSL room including electrical fittings, NBN internet and video conferencing capability with works to be undertaken in consultation with Council's Facilities (Land, Buildings and Structures) Department.
4. Approve the RSL Injune Sub Branch's request to install signage (RSL badge plaque) on the external entrance door to the room and lettering "RSL" and a wall mounted 45 degree adjustable flag pole on the external east facing wall of the building between the windows and the guttering down pipe (nearest the stairs) at the front of the building with works to be undertaken in consultation with Council's Facilities (Land, Buildings and Structures) Department.
5. Explore opportunities for an alternative meeting and training room to be developed in Injune with a report to be presented at a future Council meeting.

Individuals or Organisations to which the report applies:

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

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

RSL Injune Sub Branch

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
CHIPS	Cultural Heritage Injune Preservation Society

Context:

Why is the matter coming before Council?

Council has received correspondence from RSL Injune Sub Branch dated 10 July 2021. In this correspondence, the organization requested that Council consider providing the RSL Injune Sub Branch with exclusive use of the "RSL Rooms" located on the south-eastern corner of the Injune Memorial Hall.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Council has received the attached correspondence from the RSL Injune Sub-branch.

In the correspondence the RSL Injune Sub-branch are seeking:-

1. Exclusive use of the RSL Room in the Injune Memorial Hall.
2. An agreement in respect to the organisation's use of the room. The RSL Injune Sub-branch have specified in their letter a long term peppercorn lease agreement. (NB. This may not be the most suitable type of agreement of this location).
3. Permission to install IT equipment in the room. The RSL Injune Sub-branch are in discussions with RSL Queensland in regard to the installation of IT hardware in the room. It is planned to install electrical fittings, NBN internet and video conferencing in the room with installation to possibly occur in August 2021.
4. Permission to install signage (RSL badge plaque) on the external entrance door to the room, and lettering "RSL" and possibly a wall mounted 45 degree adjustable flag pole on the external east facing wall of the building between the windows and the guttering down pipe (nearest the stairs) at the front of the building.

Cultural Heritage Injune Preservation Society

At its General Meeting held on 15 February 2012, Council considered a request from Cultural Heritage Injune Preservation Society for office space at the Injune Hall.

Council resolved to grant use of the office space at the front of the Injune Hall (specified in agreement as office space on the north side of the entrance to the Injune Hall) on a non-exclusive basis for a 12 month period. The permitted use in the

tenancy agreement was defined as "Office space for the collection, preservation and storing of items for a future museum".

This (expired) agreement with CHIPS was for different rooms to the rooms the RSL are enquiring about.

The agreement between Council and Cultural Heritage Injune Preservation Society expired on 15 February 2013.

Land tenure

The Injune Hall is located on Lot 303 and Lot 304 on Plan I7182. This land is gazetted as a reserve. The purpose of the reserve is School of Arts. Sub-purpose of the reserve is Soldiers Memorial Hall. Maranoa Regional Council was gazetted as the trustee of the reserve on 9 May 1964.

The Visit Injune website shows that construction of the hall was completed on 25th October 1958 on the site where previously stood the School of Arts Hall.

As the hall site is a reserve, Council is restricted in regard to the type of agreement that it can enter with the Injune RSL in regard to the land.

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)

LAND ACT 1994 - SECT 60

Trustee permits

60 Trustee permits

- (1) A trustee may issue a trustee permit for the use of all or part of trust land.
- (2) A trustee permit must not be inconsistent with the community purpose of the trust land and the requirements prescribed under a regulation.
- (3) If a trustee permit is for more than 1 year, the trustee must lodge a copy of the permit for registration in the appropriate register.
- (4) A trustee permit must not be for more than 3 years.

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)

Customer Service Officer (Injune & Surrounds)

The customer service officer was asked for information on use of the RSL Rooms by other organisations and hirers. The questions posed and the response provided is included below:-

- Who else uses the RSL rooms now? Staff? Community groups? External hirers? Frequency of hire?
Currently CHIPS (community group) have a fortnightly booking in the RSL room for three hours until the end of the year. I believe that once their new building is built though it will have there own meeting room/theatre in it so they will no longer want to use it.

Advance Injune use it quarterly for their meetings. We do occasionally get the odd booking for the room, but its generally because its fees are cheaper than the supper room/hall – last year a lady used it to take Christmas photos in. Melbourne Cup also use it once a year, they use this area to get changed.

- Is there any infrastructure in the room that belongs to Council? IT Equipment? Meeting room table & chairs?
There is a projector, screen and speakers that belong to council. I did ask Sue Laycock and Fiona about the table and chairs and they both said that they are that old and have been there since Bungil days. Not sure though if Bungil Council purchased them or if they were in there when council took the room back over from the RSL/community.

- Are there any other areas suitable to hire in Injune? Council owned? Community spaces?
The supper room is another space that can be hired (although fees are higher if they are not a NFP and the acoustics are not as good if there a few people in there trying to talk/listen).

The professionals room is also a space if it's a small meeting.

Currently CHIPS do use the projector and screen with their fortnightly bookings. They could use the projector and screen in the hall until the time that there building was built.

Also what about the old information centre – will this become a bookable space? Or has there been a lease signed for it again? Outside of council – there is also the men's shed and the tennis clubhouse.

- If exclusive use is granted, would there be a need for Council to enter the rooms? Eg are there light switches or air conditioner controls for other parts of the hall, in the room?

No, there isn't any switches or air con controls that council would need access for. The only reason I could see that council would need to access this room when a request comes from maintenance for a photo/look at an issue.

Manager, Information and Communications Technology

The Manager has advised that Council currently has the following equipment in the room:-

- Training room with motorised screen, data projector and speakers setup to go through a HDMI wall plate (installed in 2018). This was installed by Council's ERISK team as a place for field staff to go during rain days for training.

Cultural Heritage Injune Preservation Society

Contact was made with Veronica Pringle, President of the Cultural Heritage Injune Preservation Society.

Veronica was advised that Council has received correspondence from the Injune RSL in regard to the RSL Rooms in the Injune Shire Hall. Furthermore Veronica was advised that the Injune RSL is seeking exclusive use of the rooms and if Council approves their request, this means no-one else can enter or use the rooms.

CHIPS were asked the following questions in regard to the Injune Hall RSL Rooms:-

- How often does your group use the RSL Rooms?
- Are there other rooms/facilities suitable for you to hire/use in Injune?
- Do you think your organisation will still require use of the RSL Rooms after the new museum is constructed?
- Anything else you think Councillors should consider?

Veronica confirmed in her email on 21 July 2021 that she was aware of the Injune sub-branch wishing to keep their room for their exclusive use and that she had several conversations with them in regard to this matter. Veronica also advised that she is the Secretary/Treasurer of the newly formed Citizens Auxiliary and in that role she works alongside the Injune sub-branch.

Veronica advised that CHIPS "are very supportive of the Injune RSL sub-branch having exclusive use of their room as we do with our room. They are planning several projects alongside CHIPS with the upcoming town centenary and other RSL events which will be great for Injune".

Veronica also advised that "We use the CHIPS room on most days and haven't seen anyone using the RSL room for a very long time. I think it may have been difficult for groups to use due to social distancing rules as it is quite a small space. Advance Injune was the last group I have seen use it some time ago and they have recently

used the Supper room as well as the main hall for larger meetings. Their last meeting was held at the Men's Shed meeting room."

"I also work at the Injune Bowls Club where we have held numerous workshops in recent times due to the fact we can cater on site also. It is a quieter venue than the hall and private. The RSL room does not even have hot water connected to the sink. The lack of internet access has also been a problem as the MRC wifi does not reach that far either."

"The AV equipment has just been upgraded in the main hall and would be suitable for groups to use with plenty of space to spread out."

Veronica was also asked if CHIPS plan to continue to use the old Bungil Offices (northern side when entering hall) when the new museum is constructed (tenancy agreement with Council to use this space expired in 2013). Veronica advised that *"No discussion has been had as to CHIPS having to relocate from our current room. It may be something we will look at once the Museum is built but this would be a user agreement we would have to discuss with Council. It has certainly not been high on the agenda at this time"*

Veronica advised in a telephone conversation with Manager – Facilities (Land, Buildings and Structures) that CHIPS haven't considered moving from the old Bungil Shire Office space. Veronica said that until the group can physically see the size of the new museum space, they will not make a decision if to move from the old Bungil Offices.

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)

Cultural Heritage Injune Preservation Society

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
Availability of Council Staff Training Facility.	Council invested funds in installing equipment in the RSL Rooms to allow this room to be used for staff training. This equipment will need to be removed from the RSL Rooms.
Availability of Meeting Rooms	The availability of meeting rooms in Injune will be reduced if Council agrees to the proposal.
Risk of damage to RSL property.	Property stored by the RSL could be damaged if other parties have access to the RSL Rooms.
Feeling of displacement by RSL resulting in public complaint.	RSL may complain that they have been displaced by not having exclusive access to the RSL rooms. This may result in public complaint.

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 agree to the request from the RSL Injune Sub-Branch for exclusive use of the RSL Rooms in the Injune Hall. It is also recommended that Council provide approval for the group to undertake works at the hall including IT upgrade and signage.

Council could consider creating a meeting/training room at an alternative location in Injune. Options that could be considered are the former Bungil Shire Council offices (used by CHIPS) and the former Information Centre (historically used by Queensland Blue Light Association Incorporated – Injune, Injune Youth Group, Injune Swimming Club). Further consultation with these groups would need to be undertaken and considered by Council in their future decision.

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. Agree to the request from the RSL Injune Sub Branch for exclusive use of the RSL Room in the Injune Memorial Hall.
2. Enter a three year trustee permit with the RSL Injune Sub Branch in regard to the Injune RSL Room and authorize Council's Chief Executive Officer to execute the agreement and any associated documentation.
3. Permit the RSL Injune Sub Branch to install IT hardware in the RSL room including electrical fittings, NBN internet and video conferencing capability with works to be undertaken in consultation with Council's Facilities (Land, Buildings and Structures) Department.
4. Approve the RSL Injune Sub Branch's request to install signage (RSL badge plaque) on the external entrance door to the room and lettering "RSL" and a wall mounted 45 degree adjustable flag pole on the external east facing wall of the building between the windows and the guttering down pipe (nearest the stairs) at the front of the building with works to be undertaken in consultation with Council's Facilities (Land, Buildings and Structures) Department.
5. Explore opportunities for an alternative meeting and training room to be developed in Injune with a report to be presented at a future Council meeting.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

[1](#) Correspondence - Injune RSL Sub-Branch

D21/60484

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services



Email:
rslinjune@gmail.com

Phone: President: 040 769 9896
Secretary: 042 152 0334

Postal: P.O. Box 52
INJUNE, QLD 4454

10 July 2021

Maranoa Regional Council Members.

Dear Council Members,

Following on from our previous correspondence with Council, dated 11th June 21.

We, the Members of the RSL INJUNE Sub Branch, wish to inform Council we have very recently received a telephone communication from RSL QLD IT Division.

The RSL IT people are enquiring as to the status of our Sub Branch request to Council for the exclusive use, by RSL INJUNE Sub Branch, of the 'RSL Room' (as it is commonly known) located in the South Eastern corner of the 'Injune Memorial Hall'.

As RSL QLD, at full cost to RSL QLD, are eager to install some Hardware in the room **(potentially in August 2021)**.

Hardware such as, Electrical fittings, NBN Internet and Video Conferencing equipment for use by our RSL Sub Branch.

Our Sub Branch request Council to seriously consider implementing a long term Peppercorn Lease Agreement, of this Room, to the RSL INJUNE SUB Branch.

We feel such a Lease agreement would help to modernise and enhance the original agreement, for exclusive use of this Room by RSL, which was put in place when the building was handed over to Council by RSL many years ago.

Also, the possibility of RSL been able to define the Room as the RSL Sub Branch Room, by way of Council allowing our Sub Branch, to erect Signage (an RSL Badge Plaque) on the external Entrance Door to the Room, and also, by erecting the lettering 'RSL' and possibly a Wall Mounted 45 degree (adjustable) Flag Pole on the external East facing wall of the building, between the windows and the Guttering Down Pipe (nearest the stairs) area, at the front of the building.

We envisage this Room being used as our Sub Branch Office and Meeting Place for both the RSL Sub Branch and RSL Citizens Auxiliary.

We do understand this may all seem a lot to ask, however, RSL INJUNE Sub Branch is progressing very well.

Over a short period of the last three and one half months, we have managed to achieve quite a lot.

We have rebuilt the RSL Sub Branch, having increased our Membership of Full Service Members from a starting point of only four Members to now Full Service Membership of nine, and a known one or two more, yet to sign on.

We have also launched a new 'RSL Citizens Auxiliary' of which we are very proud, with some very good people on board.

To date we have recruited some eighteen Members to the new Citizens Auxiliary, and more signing on, almost on a daily basis.

On a **Percentage per Capita basis**, of RSL Member numbers to Injune and District Population numbers, we are far exceeding that of Roma and District, an achievement we are also very proud of. I also make mention we have developed a very co-operative relationship with RSL ROMA Sub Branch and are jointly working with them and the Local Community, in identifying and marking previously unmarked Veterans Grave Sites locally at Injune.

Additionally, we have established a very good working relationship with the 'Injune C.H.I.P.S Group' and are working with them on matters we mutually consider beneficial, and of interest to the Injune Community.

We have given over to C.H.I.P.S. Group (for preservation) all of the Historical Records concerning the establishment and construction of the Injune memorial Hall. These Records, previously held by the RSL Sub Branch, include things such as donations, given by people from the Injune district for construction of the Hall, (include information e.g. who donated a Bullock or a cow etc;), fund raising events held by RSL etc: and a preliminary design plan for the Hall, apparently drawn up by a local, and the details of the original Construction Company.

We also have a couple of ideas we are presently working on, with the C.H.I.P.S. people, to hopefully contribute in a positive way, to enhancing the Injune Centenary Celebrations coming up next year.

Although my letter may seem a little long winded, my objective is to inform Council of the progress RSL INJUNE Sub Branch has recently achieved, and we are continuing to work hard for continued forward movement and a long lasting, successful and useful presence within the Injune Community; and through RSL QLD, to assist Veterans and their Families who are in need, both locally and across Australia, which of course, **is our primary purpose.**

I thank all Council Members for your time taken in considering of our request's, and look forward to receiving your positive response.

Sincerely
Rod Scantelbury

President:
RSL INJUNE Sub Branch.

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 28 July 2021

Date: 19 July 2021

Item Number: L.4

File Number: D21/58671

SUBJECT HEADING: Security Cameras to reduce crime - Outside of the CBD

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Proposal to investigate locations for security cameras outside the CBDs to reduce crime.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I'd like for camera locations at intersections outside the CBD's to be put out to community consultation from residents affected by crime, to receive their input on what intersections for high level cameras are most needed first and what generally they would like done extra.

Supporting Documentation:

Nil

OFFICER REPORT

Meeting: Ordinary 28 July 2021

Date: 6 July 2021

Item Number: L.5

File Number: D21/54532

SUBJECT HEADING: Monthly Financial Report as at 30 June 2021
(Preliminary)

Classification: Open Access

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

The purpose of this report is for the Chief Executive Officer to present a preliminary monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 30 June 2021.

Officer's Recommendation:

That the preliminary Monthly Financial Report for the period ended 30 June 2021 be received and noted.

Individuals or Organisations to which the report applies:

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

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

Maranoa Regional Council

Acronyms:

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

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

Acronym	Description
Nil	Nil

Context:

Why is the matter coming before Council?

To present the preliminary financial report for the period ended 30 June 2021, in accordance with section 204 of the *Local Government Regulation 2012*.

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

(Succinct overview of the relevant facts, without interpretation)

This report presents the high-level consolidated statement of income and expenditure for operating and capital budgets versus actuals (preliminary) for the period ended 30 June 2021 noting that final revenue and expenditure as at 30 June 2021 has not yet finalised. (pending end of financial year accruals, final depreciation run post capitalization and valuation, contract liabilities etc).

1. Operating Budget:

Maranoa Regional Council Statement of Income and Expenditure 30 June 2021 (Preliminary)				
Council Consolidated Operating	Jun-21 Current Budget \$	June-21 Actual (preliminary) \$	% of budget	Comments
Operating revenue				
Net rates, levies and charges	41,825,264	41,940,077	100%	
Fees and charges	2,955,511	3,979,046	135%	Increased revenue received for truckwash fees
Rental income	815,315	824,569	101%	
Interest received	917,000	870,499	95%	Lower than expected
Recoverable works and sales revenue	16,446,849	17,006,978	103%	
Other income	3,799,606	4,028,007	106%	
Grants, subsidies, contributions	22,720,791	23,900,523	105%	
Total operating revenue	89,480,336	92,549,699	103%	
Operating expenses				
Employee benefits	29,447,770	28,882,288	98%	
Materials and services	39,512,081	37,590,347	95%	
Finance costs*	741,953	655,945	88%	
Depreciation	19,764,000	18,342,147	93%	
Total operating expenses	89,465,804	85,470,727	96%	
Operating result				
Operating revenue	89,480,336	92,549,699	103%	
Operating expenses	89,465,804	85,470,727	96%	
Net Operating result total	14,532	7,078,972		

Maranoa Regional Council
Ordinary Meeting - 28 July 2021

**note: the following finance costs are not included in this report - impairment of receivables, quarry rehabilitation, landfill rehabilitation costs*

Operating result:

Overall net operating result (preliminary) at 30 June 2021 is surplus of \$7.709 million surplus.

Operating revenue:

Operating revenue of \$92.6 million is 103% of annual current budget.

Operating expenses:

Operating expenses (preliminary) of \$85.471 million is currently 96% of annual current budget. Accrued expenditure to 30 June 2021 has not yet been finalised.

2. Capital Budget:

Maranoa Regional Council Capital 30 June 2021				
Council Consolidated	Jun-21 Current Budget \$	June-21 Actual \$	% of budget	Comments
Capital revenue				
Contributions – capital	12,293,380	11,207,057	91%	
Developer contributions/infrastructure charges	61,000	0	0%	
Other capital revenue	320,000	170,388	53%	
Government grants and subsidies	21,552,046	10,260,205	48%	
Total capital revenue*	34,226,426	21,637,650	63%	
Capital expenditure				
Projects – capital	70,578,617	34,734,136	49%	
Loan repayments	1,511,633	1,512,439	100%	
Total capital expenditure*	72,090,250	36,246,575	50%	

**final revenue and expenditure not yet finalised at 30 June 2021*

Capital revenue:

Year to date capital revenue of \$21.638m is 63% of the current budget.

Major variances include:

Major externally funded multi-year projects that are in early stages or not yet commenced construction with grant funding received based on milestones:

- The Bigger Big Rig
- Roma Flood Mitigation Stage 2B (Railway Dam works)
- Muggins Lane Yuleba bridge replacement
- Primaries Road loop extension
- Heavy vehicle route upgrade – Amby
- Additional Local Roads and Community Infrastructure (Phase 2) funding approved

Capital expenditure:

Council's investment in community infrastructure capital works year to date is \$34.734 million which is 49% of the current approved budget. Major variances include:

Major multi-year projects that are in early stages or not yet commenced construction:

- The Bigger Big Rig – construction underway
- Roma Flood Mitigation Stage 2B (Railway Dam works) – ready for commencement of construction in late June 2021
- Muggins Lane Yuleba bridge replacement – tender for design and construct being prepared
- Primaries Road loop extension – detailed design completed (update to be provided to Councillors in the near future)
- Heavy vehicle route upgrade – Amby – preconstruction stage - awaiting tender exemption approval from funding body
- Repair to lagoon bunding Roma Sewerage Treatment Plant – tender awarded – works commenced June 2021
- Additional Local Roads and Community Infrastructure funding (Phase 2) approved projects – early stages of preconstruction
- Reseal program deferred to 2021-22

Maranoa Regional Council

Ordinary Meeting - 28 July 2021

Loans:

For the twelve months ended 30 June 2021 interest paid on QTC loans was \$577,761.

For the year ended 30 June 2021 QTC loans were reduced by \$34,863 with interest paid of \$577,761 and admin fees of \$21,027 as per table below:

QTC Loans consolidated	Sep QTR	Dec QTR	Mar QTR	Jun QTR	YTD Cumulative FY 2020-2021
Opening Balance	-18,919,526	18,548,200	-18,173,305	17,792,362	-18,919,526
New Loans				-1,477,576	-1,477,576
Loan Repayments	526,505	528,241	528,241	528,241	2,111,228
Accrued Interest	-149,755	-147,971	-142,120	-137,916	-577,761
Accrued Admin fee	-5,425	-5,375	-5,178	-5,049	-21,027
Redemption	371,326	374,895	380,943	385,275	1,512,439
Closing Balance QTC statement	-18,548,200	18,173,305	-17,792,362	18,884,663	-18,884,663

QTC Loans consolidated	April	May	June	YTD Cumulative FY 2020-2021
Opening Balance	17,792,362	-17,839,623	17,888,459	-17,792,362
New Loans			-1,477,576	-1,477,576
Loan Repayments			528,241	528,241
Accrued Interest	-45,595	-47,115	-45,206	-137,916
Accrued Admin fee	-1,666	-1,721	-1,663	-5,049
Redemption	-47,261	-48,836	481,372	385,275
Closing Balance QTC statement	17,839,623	-17,888,459	18,884,663	-18,884,663

Outstanding rates and charges:

	Outstanding Rates & Charges
As at 31 May 2021	\$3,562,830
As at 30 June 2021	\$2,777,251
30 June 2020	\$2,876,299

	Total Number of Rates Assessments	
As at 31 May 2021	7878	
As at 30 June 2021	7881	
30 June 2020	7856	
May	2020	2021
Total value of rates outstanding	\$3,535,340	\$3,562,830
Number of assessments with an outstanding balance		2721
Total number of rates assessment		7878
Outstanding rates for which there is a payment arrangement in place	\$1,529,048	\$1,208,481
Total number of assessments with a payment arrangement in place	206	226
Percentage of rates arrears in payment arrangements		33.95%

April	2020	2021
Total value of rates outstanding	\$5,459,552	\$6,939,665
Number of assessments with an outstanding balance		2721
Rates amounts outstanding as a percentage of total annual levies		15.52%
Outstanding rates for which there is a payment arrangement in place	\$343,724	\$369,932
Total number of assessments with a payment arrangement in place	685	566
Percentage of rates arrears in payment arrangements		24.6%

Prepaid rates:

	Prepaid Rates & Charges	Number of Assessments
As at 31 May 2021	\$449,913	669
As at 30 June 2021	\$567,013	751
30 June 2020	\$607,242	935

Maranoa Regional Council

Ordinary Meeting - 28 July 2021

Payment Arrangements:

	Number of Accounts that have Payment Arrangement	Value Outstanding in Payment Arrangements	Percentage of Rates arrears in payment arrangements
31 May 2021	226	\$1,208,481.61	33.95%
30 June 2021	211	\$1,091,557.14	39.3%
30 June 2020	201	\$1,480,529.94	51.47%

Assessment by Category Type

Category	Total Number of Rates Assessments	Amount Outstanding	Number of Accounts Outstanding	Percentage of the Category Outstanding
Residential				
As at 31 May 2021	4382	\$1,126,097.03	716	16.34%
As at 30 June 2021	4383	\$764,418.07	509	11.61%
30 June 2020	4380	\$843,179.20	521	11.89%
Commercial/ Industrial				
As at 31 May 2021	616	\$452,239.46	73	11.85%
As at 30 June 2021	615	\$379,406.16	52	8.45%
30 June 2020	614	\$519,501.29	66	10.75%
Rural				
As at 31 May 2021	1655	\$706,476.13	160	9.67%
As at 30 June 2021	1660	\$416,683.58	77	4.64%
30 June 2020	1665	\$353,019.32	81	4.86%
Non-Urban Industrial				
As at 31 May 2021	185	\$1,271,747.68	29	15.67%
As at 30 June 2021	185	\$1,216,887.69	28	15.13%
30 June 2020	188	\$1,157,791.18	18	9.57%

Reminder & Demand Letters – 1 July 2020 – 30 June 2021

	Issue Date	Number Issued
First Reminder Letter – Levy 1 - 2020	25/11/2020	765
Second Reminder Letter – Levy 1 - 2020	15/12/2020	480
Demand Letter – Levy 1 – 2020	14/01/2021	145
Statement of Liquidated Claims – Levy 1 - 2020	4/02/2021	34
First Reminder Letter – Levy 100 - 2021	20/05/2021	723
Second Reminder Letter – Levy 100 – 2021	18/06/2021	367

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

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

Local Government Regulation 2012

204 Financial report

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

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Lead Rates and Utility Billing Officer / System Administrator

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)

Projects with external funding are required to be delivered in accordance with funding agreements.

This Financial Year's Budget:

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

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

The purpose of this report is to present financial information on the progress (preliminary) that has been made in relation to Council's budget for the period ended 30 June 2021.

Future Years' Budgets:

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

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

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

Risks:

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

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

Advice to Council:

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

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

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

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

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

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

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

That the preliminary monthly financial report for the period ended 30 June 2021 be received and noted.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 28 July 2021

Date: 8 July 2021

Item Number: L.6

File Number: D21/55612

SUBJECT HEADING: Request for Reduced Trading Terms

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Council has received correspondence from a local supplier requesting a reduction in trading terms from twenty-eight (28) days to fourteen (14) days.

Officer's Recommendation:

That Council approve the requested reduction in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by creditor 15678.

Individuals or Organisations to which the report applies:

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

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

The request for reduced trading terms was received from Creditor 15678, a local Roma based small business supplier of services to Council. (Scheffe Enterprises Pty Ltd T/A Scheffe Builders).

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?

This matter is coming before Council, as Council approves changes to Council's trading terms.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Creditor 15678 is a local small business owner that supplies building and maintenance services to Council. Due to the consequences of covid, the creditor's

suppliers require payment upfront. This requirement is having a significant impact on the creditors cashflow.

Maranoa Regional Council;

I would like to apply for reduced payment terms on our invoices from 30 to 14 days due to high input costs.

A recent development since the covid impact on the economy, from many suppliers, has been upfront payment before they will send materials.

This significantly impacts the cashflow of small businesses and reduced payment terms will assist in alleviating that impact.

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)

No other input has been sought for this request.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

Council has previously communicated its position on trading terms to suppliers. Council's standard payment terms are twenty-eight (28) days from the invoice date or date of receipt (whichever is the latter). However, small businesses with high input costs (labour and/or materials) could apply for an exception to the standard payment terms 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)

Council may wish to consider the impacts in payment terms more broadly, and what its position may be if further request are received from other businesses. It is important to note that interest income over the two-week period will be forgone in the event of approval for continued reduction in trading terms. The cumulative effect of this over the long term needs to be considered, however in this current low interest environment this would be insignificant.

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 majority of Councils creditors are operating on the standard twenty-eight (28) day terms, with payment effected twenty-eight (28) days from the invoice date or date of receipt (whichever is the latter).

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
Precedent	As the number of approved exceptions to the standard payment terms increase, it may be incumbent on Council to approve all similar requests that it obtains.
Financial	Although the financial impact of reducing or continuing a supplier's reduced trading terms may be minimal, the cumulative impact, primarily the value of interest forgone, may be significant over the long term as interest rates rise.
Processing Time	Considering the volume of invoices that Council receives on a weekly basis, the twenty-eight (28) day payment terms provides sufficient time for payment claims to be entered into the financial system and for accounts Processing/procurement staff to secure approval (goods receipting) from the requesting officers. Halving the payments terms (to 14 days) may result in an increase in overdue invoice payments.

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 approve the request for reduced trading terms from Creditor 15678.

Recommendation:

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

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

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

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

If so, for what reason?

It is recommended that Council approve the requested reduction in trading terms from twenty-eight (28) days to fourteen (14) days for any invoices submitted by creditor 15678.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.4 Procurement and controlling our costs

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 28 July 2021

Date: 9 July 2021

Item Number: L.7

File Number: D21/56204

SUBJECT HEADING: Extension to Contract for Aviation Security
Screening at Roma Airport

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Under section 3.4 of the contract for security screening at the Roma Airport with MSS Security Pty Ltd there is an option to extend the contract for two additional twelve (12) month periods. The first extension was completed on the 16 April 2021.

The contract requires that Council initiate a notice in writing to the contractor no later than six months prior to the end of the contract term, if it wishes to extend the contract for a further twelve months.

This action was not taken by Council, however MSS Security did request in writing on the 24 March 2021 that the contract be extended for another twelve months.

Despite the contract completion MSS Security have continued to provide the services as per the contract, preventing the airport from closing due to a lack of security screening services.

Officer's Recommendation:

That Council approve the final twelve-month contract extension with MSS Security and call tenders for security screening services at the Roma Airport in February 2022.

Individuals or Organisations to which the report applies:

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

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

MSS Security will benefit financially from the contract extension. Other suppliers of security services will not have the benefit of tendering for the contract until 2022.

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?

Contracts equal to or greater than two hundred thousand dollars excluding GST (\$200,000) are approved by Council. As this contract is in that category, Council approved the original contract and the extension, thus Council is required to approve this extension.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A letter has been received from MSS Security Pty Ltd dated 24 March 2021 requesting an extension to the security screening contract at the Roma Airport.

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)

Roma Airport has been designated by the Department of Home Affairs as a 'Tier 2' security controlled airport' in accordance with Regulation 3.01B of the *Aviation Transport Security Regulations 2005 (Cth)*, this is subject to change at the discretion of the Department. Council is the designated screening authority for the Screening Areas. As such, Council has a requirement to ensure that passenger, checked baggage and goods screening at the Airport is carried out by the successful Tenderer, to at least the minimum standard, as laid down in the Security Legislation.

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

The following staff have had input into the report and recommendation:

- Director Corporate and Community Services
- Acting Manager, Airports (Roma & Regional Compliance)

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?

Expenses relating to this contract are included in the current 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)

Expenses relating to this contract will be included in future 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)

Other providers of airport security screening services will be interested to know about the extension of the contract and when the contract will be tendered.

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
Cease operation of airport due to a lack of security screening services.	<p>Likelihood: Low - as MSS Security has demonstrated that they are willing to continue the security screening services at the airport in good faith and without a contract.</p> <p>Consequences: Cease operation of airport.</p> <ul style="list-style-type: none"> • Council will suffer reputational loss. • Council will suffer revenue loss. • Businesses may suffer losses. • Local people will be inconvenienced.

Advice to Council:

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

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

It is advised that Council approve the final twelve-month contract extension with MSS Security and tender the contract for security screening services at the Roma Airport in 2022.

Recommendation:

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

That Council approve the final twelve-month contract extension with MSS Security and call tenders for security screening services at the Roma Airport in February 2022.

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.5 Airports

Supporting Documentation:

[1](#) Maranoa Regional Council - Contract Extension Request D21/56247
- 24 Mar 21

Report authorised by:

Acting Airports Manager

Director - Corporate & Community Services



24th March 2021

Benjamin Stewart
Manager – Airports
Maranoa Regional Council
Roma Airport
PO Box 620
Roma QLD 4455

Gateway Business Park
L2, 63-79 Parramatta Road
PO Box 7004
Silverwater NSW 2128
t (02) 9737 6500
f (02) 9737 6504
www.mssecurity.com.au

Dear Ben,

Re: 3.4 Option to extend our services for a 12-month period

MSS Security would like to formally request an option to extend our services contract period for 12 months as per section 3.4 of the agreement.

MSS Security is proud of our relationship with both yourself and Maranoa Regional Council and would like to feature the below highlights that have been relevant in my tenure as the Business Manager.

- We have demonstrated continuous improvement of the screening service. With the implementation of the Body Scanner onsite being transitioned without the implementation of an additional staff member which was originally thought would be required.
- While local employment is still an ongoing pursuit for us, we have maintained a skilled workforce throughout the impacted Covid-19 era.
- We currently screen to the proposed PLAGs specifications at International ports. Our training and assessment materials are in-place. We will work with the Council to establish screening initiatives such as signage, queue combor, other passenger and general public communications, and training for the APO's.
- We are confidently approaching the screener reform and our implementation plans are in place. Our RTO has been delivering accredited security qualifications and specialising in aviation training which aligns with new screener reform structure.

I would welcome the opportunity to further discuss MSS Security's capabilities with Maranoa Regional Council. If you have any questions please do not hesitate to contact me on 0407 071 539 or adam.motum@mssecurity.com.au at any time.

Yours sincerely,

Adam Motum
Business Manager, Aviation Services
MSS Security PTY. LTD.

OFFICER REPORT

Meeting: Ordinary 28 July 2021

Date: 15 July 2021

Item Number: L.8

File Number: D21/57914

SUBJECT HEADING: Tender 21040 Aggregate Crushing Campaign at Roma Quarry

Classification: Open Access

Officer's Title: Manager - Procurement & Plant

Executive Summary:

This report summarises the evaluation process undertaken for Tender 21040 – Aggregate Crushing Campaign at Roma Quarry.

Council sought suitably qualified and experienced Contractors to undertake an Aggregate Crushing Campaign at the Roma Quarry for an estimated 50,000 Tonnes of processed aggregates (excluding crusher dust volumes) to be produced by the campaign. These aggregates will be used as bitumen sealing cover aggregates and concrete aggregates.

This report is presented to Council for its consideration.

Officer's Recommendation:

That Council:

1. Select *Glendun Group Pty Ltd* as the recommended tender to undertake the crushing campaign at the Roma Quarry for the price of seven hundred and sixty-four thousand, seven hundred and thirteen dollars and forty-three cents (\$764,713.43) including GST.
2. Council authorises the Chief Executive Officer (or delegate) to enter into final negotiations with *Glendun Group Pty Ltd* formalising the term and conditions of the draft 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).

The tender was sent to all suppliers on the Register of Pre-qualified Suppliers for Material Production (Winning & Crushing) and to the Vendorpanel Marketplace. Tender responses included the following suppliers:

- Civcrush Pty Ltd
- Crusher & Screen Hire Pty Ltd
- Glendun Group Pty Ltd
- Milbrae Quarries Pty Ltd
- Wagners Quarries 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
N/A	N/A

Context:

Why is the matter coming before Council?

The award of this tender will result in expenditures ≥ \$200,000 excluding GST, as such requires Council's approval.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Through Tender 21040, Council sought suitably qualified and experienced Contractors to provide pricing to undertake an Aggregate Crushing Campaign at the Roma Quarry. The aggregates required will consist of a range of sizes from 20mm to crusher dust and are to be compliant with the relevant specifications and standards for use as bitumen sealing cover aggregates and concrete aggregates. An estimated 50,000 Tonnes of processed aggregates (excluding crusher dust volumes) is to be produced by the campaign.

The Tender Evaluation Panel have completed their assessment and now require Council approval to award the tender.

The tender was sent to all suppliers on the *Register of Pre-qualified Suppliers for Material Production (Winning & Crushing)* with one (1) response and to the Vendorpanel Marketplace where Council received four (4) responses.

The assessment team recommends that Council approve Glendun Group Pty Ltd to undertake the works as described in Tender 21040 for the GST exclusive price of six hundred and ninety-five thousand one hundred and ninety-four dollars and three cents (\$695,194.03) with GST of sixty-nine thousand five hundred and nineteen dollars and forty cents (\$69,519.40) for a total price of seven hundred and sixty-four thousand seven hundred and thirteen dollars and forty-three cents (\$764,713.43) incl GST.

Maranoa Regional Council

Ordinary Meeting - 28 July 2021

Evaluation team tender assessment based on evaluation criteria:

Tenderer	Operator competency (20 points)	Business Profile 10 (points)	Safety Management 10 (points)	Plant (10 points)	Price (50 points)	Total
Civcrush Pty Ltd	5	8	2	10	32.2	57.2
Crusher & Screen Hire Pty Ltd	2.5	9	6	7.5	16.9	41.9
Glendun Group Pty Ltd	18	10	4	9	50	91
Milbrae Quarries Pty Ltd	6	8	8	0	34	56
Wagners Quarries Pty Ltd	0	10	10	5	27.4	52.4

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 relevant legislation includes:

- Local Government Act s104 (3) Sound Contracting Principles
- Local Government Regulation Division 1 – Default Contracting Procedures

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)

Procurement 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)

Tender Evaluation Panel

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 expenditure is included in the 2021/22 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)

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)

The following tenderers may be interested in the outcome of this decision:

- Civcrush Pty Ltd
- Crusher & Screen Hire Pty Ltd
- Glendun Group Pty Ltd
- Milbrae Quarries Pty Ltd
- Wagners Quarries Pty Ltd

Risks:

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

Risk	Description of likelihood & consequences
N/A	N/A

Advice to Council:

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

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

It is advised by the Tender Assessment Team that Council *approve Glendun Group Pty Ltd* to undertake the crushing campaign at the Roma Quarry awarded through Tender 21040.

Recommendation:

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

That Council:

1. Select Glendun Group Pty Ltd as the recommended tender to undertake the crushing campaign at the Roma Quarry for the price of seven hundred and sixty-four thousand, seven hundred and thirteen dollars and forty-three cents (\$764,713.43) including GST.
2. Council authorises the Chief Executive Officer (or delegate) to enter into final negotiations with Glendun Group Pty Ltd formalising the term and conditions of the draft agreement.

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

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

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.7 Quarry and quarry pits

Supporting Documentation:

Nil.

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

Director - Corporate & Community Services

OFFICER REPORT

Meeting: Ordinary 28 July 2021

Date: 15 July 2021

Item Number: L.9

File Number: D21/57591

SUBJECT HEADING: Request to Setup a Pop Up Stall

Classification: Open Access

Officer's Title: Manager - Saleyards

Executive Summary:

A request has been received to setup a commercial pop-up stall at Roma Saleyards.

Officer's Recommendation:

That Council approve the request to set up a commercial pop-up stall at Roma Saleyards in accordance with the Hire of Roma Saleyards Policy and the following conditions:

1. The land is to be used by the applicant only for the set up a pop-up stall at Roma Saleyards; and
2. The frequency be conditioned to 1 day – Tuesday each week; and
3. The pop up stall is to be set up in the open undercover area adjacent to the canteen and must not obstruct walkways, verandas or access points; and
4. Council has the ability to revoke this approval at any time by written notice; and
5. The applicant must retain Public Liability Insurance of twenty million dollars for the duration of this approval of which Council is to retain a copy of such document; and
6. The duration of this approval is from Tuesday 3 August 2021 up to and including Tuesday 28 September 2021; and
7. The hours of operation will be permitted between 8 am to 2pm.

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
Horse Torque Saddlery Roma

Acronyms:

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

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

Acronym	Description
N/A	

Context:

Why is the matter coming before Council?

This matter is coming before Council as this type of request is required to be considered by Council in accordance with *Local Law No. 4 (Local Government Controlled Areas Facilities and Roads)* and the *Hire of Roma Saleyards Policy*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A request has been received to set up a commercial pop-up stall at the saleyards.

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

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

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

Local Law No. 4 (Local Government Controlled Areas Facilities and Roads)

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)

Hire of Roma Saleyards Policy

Commercial Events / Functions / Festivals / Display Stands

Commercial use of the Roma Saleyards for events, functions, festivals, or display stands are considered by Council in accordance with Local Law No. 4 (Local Government Controlled Areas Facilities and Roads). Areas available for hire:

- *Grassed Lawn Area*
- *Stud Stock Selling Arena*
- *Dining Area*
- *Undercover open area at Multi-Purpose Facility (verandas and/or walkways are not to be obstructed)*

Input into the Report & Recommendation:

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

Manager Saleyards
Horse Torque Saddlery – Request Attached

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

N/A

Future Years' Budgets:

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

N/A

Impact on Other Individuals or Interested Parties:

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

Horse Torque Saddlery

Risks:

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

Risk	Description of likelihood & consequences
N/A	

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 given it is an industry related pop-up stall. It is recommended that this approval is for this calendar year and the applicant make application for the 2022 in advance of the commencement of the peak tourist season.

Recommendation:

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

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

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

That Council approve the request to set up a commercial pop-up stall at Roma Saleyards in accordance with the Hire of Roma Saleyards Policy and the following conditions:

1. The land is to be used by the applicant only for the set up a pop-up stall at Roma Saleyards; and
2. The frequency be conditioned to 1 day – Tuesday each week; and
3. The pop up stall is to be set up in the open undercover area adjacent to the canteen and must not obstruct walkways, verandas or access points; and
7. Council has the ability to revoke this approval at any time by written notice; and
8. The applicant must retain Public Liability Insurance of twenty million dollars for the duration of this approval of which Council is to retain a copy of such document; and
9. The duration of this approval is from Tuesday 3 August 2021 up to and including Tuesday 28 September 2021; and
10. The hours of operation will be permitted between 8 am to 2pm.

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

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.6 Saleyards

Supporting Documentation:

[1](#) Letter from Loretta Thomas - Horse Torque Roma -
Request to Setup a Display

D21/57590

Report authorised by:

Director - Corporate & Community Services



Phone: 0746 228 008

Fax: 0746 228 009

loretta@horsetorquesaddlery.com.au

47 Quintin Street, Roma Qld

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 28 July 2021

Date: 21 July 2021

Item Number: L.10

File Number: D21/59563

SUBJECT HEADING: Funding application - Safer Communities Fund
Round Six - Infrastructure Grants

Classification: Open Access

Officer's Title: Manager - Economic & Community Development

Original Resolution Meeting Date: 14 July 2021

Original Resolution Number: OM/07.2021/35

Original Resolution:

That Council:

1. Allocate \$10,000 from work order 19808 towards the preparation of a scoping document to support the funding application; outlining the security infrastructure required for the identified locations as tabled, mobile CCTV solutions and other supporting ICT infrastructure.
2. Submit an application to the Department of Home Affairs – Community Safety Infrastructure Grants Scheme for the Maranoa Community Safety CCTV Pilot Project, for up to \$500,000.00.
3. Provide a maximum of \$100,000 as a co-contribution or at least 20% of the estimated project costs if final cost estimates are less than \$500,000.
4. Authorise the Chief Executive Officer to sign and submit the application by close of business on 5 August 2021.

Recommendation:

That Council amend Resolution Number OM/07.2021/35 to read as follows:

1. Allocate \$10,000 from work order 19808 towards the preparation of a scoping document to support the funding application; outlining the security infrastructure required for the identified locations as tabled, mobile CCTV solutions and other supporting ICT infrastructure.
2. Submit an application to the Resource Communities Infrastructure Fund for the Maranoa Community Safety CCTV Pilot Project, for up to \$500,000.00.
3. Provide a maximum of \$100,000 as a co-contribution or at least 20% of the estimated project costs if final cost estimates are less than \$500,000.
4. Authorise the Chief Executive Officer to sign and submit the application by close of business on 5 August 2021

Background:

The proposed Maranoa CCTV Pilot project was discussed by Council at its ordinary meeting on 14 July, and during the discussion the Mayor questioned the flexibility of the funding guidelines for the purposes of achieving the desired outcomes of Council for the project, specifically the location for deployment of the project in residential areas.

Upon further study of the guidelines, and internal discussions, the project leader has diminished confidence that the targeted fund will allow sufficient flexibility to cater for the wide range of applications and locations desired by Council for the proposed technology. The summary of the guidelines are as follows.:

Extract from Guidelines

This round of the Safer Communities Fund gives schools and pre-schools, places of religious worship, community organisations and local councils grants of up to \$500,000 for crime prevention initiatives aimed at reducing crime, violence, anti-social behaviour and/or other security risks driven by racial and/or religious intolerance.

There is approximately \$10 million available.

Project activities can include the installation of security infrastructure such as:

- *fixed or mobile CCTV cameras*
- *security lighting*
- *fencing and gates*
- *bollards*
- *external blast walls and windows*
- *security and alarm systems*
- *public address systems*
- *intercoms and swipe access*
- *security doors.*
- *For registered schools and preschools, project activities can also include employing or hiring security guards, licensed by the relevant state or territory agency.*

Grants available are between \$10,000 and \$500,000. The maximum grant amount per location or school campus is \$250,000.

The grant amount will be up to 100% of eligible project costs.

*Projects must be completed by 31 March 2024. **End***

Summary

Local Governments are eligible to apply however take a third and final place in the listing of eligible applicants. Accordingly, it is strongly held that this project may not be a precise fit for this program of funding.

On 13 July 2021 a grant program was announced which will provide the flexibility required namely the Resources Community Infrastructure Fund (RCIF).

Extract from guidelines

The Resources Community Infrastructure Fund (RCIF). is a voluntary partnership between government and the resources industry and seeks to support infrastructure that is in addition to existing planned State and resource company funded community infrastructure.

The \$100 million Fund has been established by a voluntary partnership between coal and mineral companies through the Queensland Resources Council (QRC) and the Queensland Government. The resources industry will be contributing \$70 million and the State contributing \$30 million.

The RCIF fund will be available to eligible communities to further develop their economic and social infrastructure to access services that meet resource community needs and maximise and enhance community wellbeing.

The RCIF Fund Objectives are to:

- 1) Increase a Resource Community's access to services to meet that community's needs, maximise its potential or enhances community wellbeing and*
- 2) Enhance community safety, reduce social inequality or benefit disadvantaged communities and*
- 3) Supplement planned Community Infrastructure investment by the State and resources sector by delivering new projects as soon as possible that provide additional benefits to Queensland's Resource Communities.*

The RCIF Fund will distribute at least \$100 million to approved Community Infrastructure Projects.

- Funding of up to \$50 million will be available under Round 1.*

Funding will be allocated to Projects through two funding streams:

- Minor infrastructure – Projects seeking funding of at least \$100,000 (excluding GST) to a maximum of \$1 million (excluding GST)*
- Major infrastructure – Projects seeking funding of over \$1 million (excluding GST) to a maximum of \$8 million (excluding GST).*

Applicants may apply for funding to reimburse 100 percent of their Eligible Project Costs up to the maximum funding threshold of \$8 million (excluding GST).

Closing date: 27 August 2021.....End

Summary recommendation:

It is strongly suggested that this fund will deliver more flexibility to Council in scoping the project for deployment across a broader cross section of the community than that originally proposed in the resolution of 14 July.

Supporting Documentation:

- | | | | |
|---|---|--|-----------|
| 1 | ↓ | Safer Communities Infrastructure Fund - Infrastructure Grants 2021 June - Applicant Guidelines | D21/59605 |
| 2 | ↓ | Resource Communities Infrastructure Fund Round 1 - 2021 - Applicant Guidelines | D21/59607 |

Notice prepared by:

Manager - Economic & Community Development



Australian Government
Department of Industry, Science,
Energy and Resources
Department of Home Affairs

AusIndustry

business.gov.au
13 28 46

Grant Opportunity Guidelines

Safer Communities Fund Round Six: Infrastructure grants

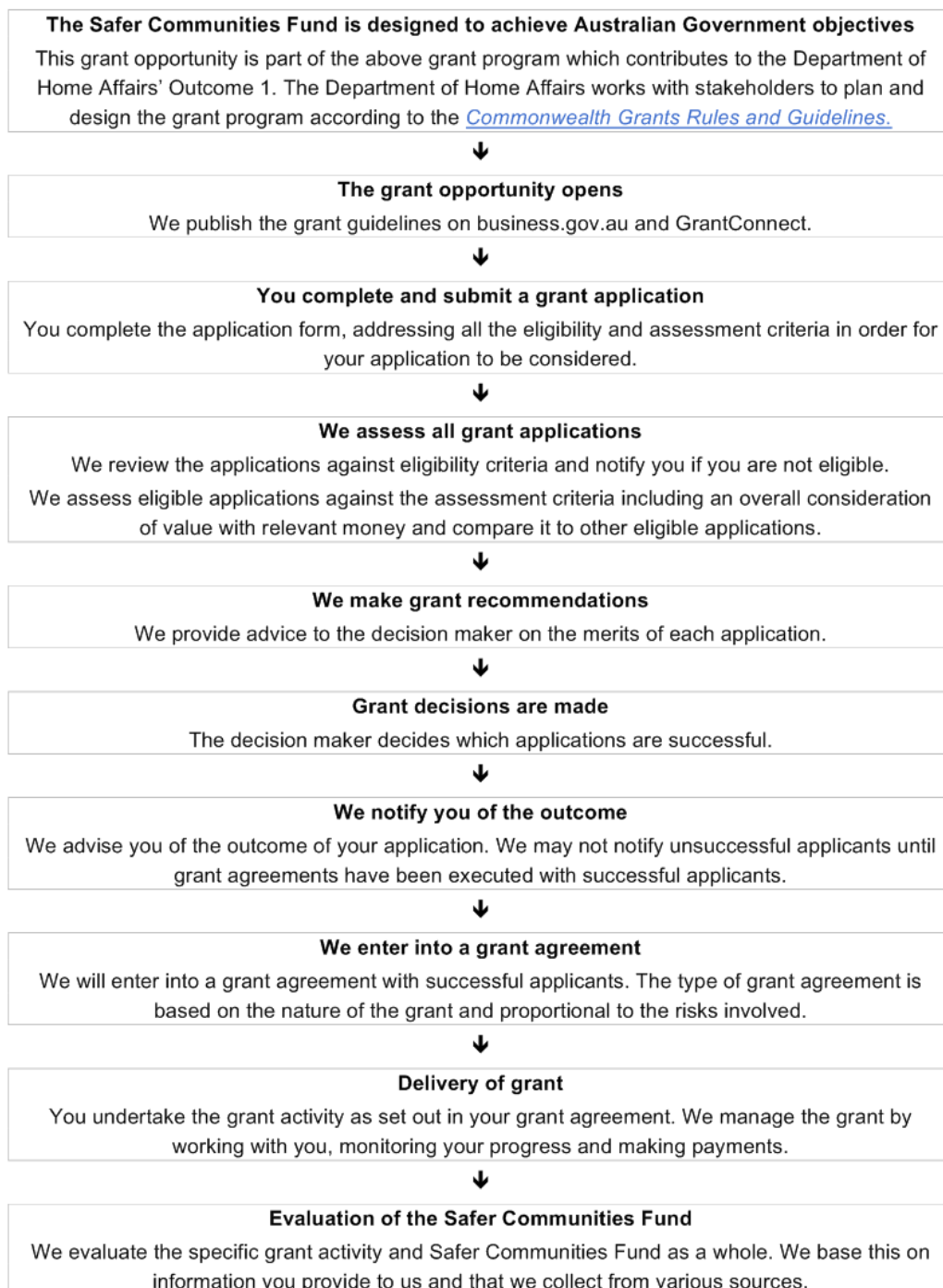
Opening date:	15 June 2021
Closing date and time:	17:00 AEST on 5 August 2021 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Home Affairs
Administering entity:	Department of Industry, Science, Energy and Resources
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	
Type of grant opportunity:	Open competitive

Contents

1. Safer Communities Fund Round Six: Infrastructure Grants processes	4
2. About the grant program.....	5
2.1. About the Safer Communities Fund Round Six Infrastructure grant opportunity	5
3. Grant amount and grant period	6
3.1. Grants available	6
3.2. Project period	7
4. Eligibility criteria	7
4.1. Who is eligible?	7
4.2. Additional eligibility requirements	8
4.3. Who is not eligible?	8
4.4. What qualifications or skills are required?	8
5. What the grant money can be used for	8
5.1. Eligible activities.....	8
5.2. Eligible expenditure.....	9
6. The assessment criteria	10
6.1. Assessment criterion 1.....	10
6.2. Assessment criterion 2.....	10
6.3. Assessment criterion 3.....	11
7. How to apply.....	11
7.1. Attachments to the application.....	11
7.2. Timing of grant opportunity	12
8. The grant selection process	12
8.1. Who will approve grants?	13
9. Notification of application outcomes.....	13
10. Successful grant applications	13
10.1. Grant agreement.....	13
10.2. Project/Activity specific legislation, policies and industry standards	14
10.2.1. Child safety requirements	14
10.3. How we pay the grant	14
10.4. Tax obligations	14
11. Announcement of grants	14
12. How we monitor your grant activity	15
12.1. Keeping us informed.....	15
12.2. Reporting	15
12.2.1. Progress reports.....	15
12.2.2. End of project report	16
12.2.3. Ad-hoc reports.....	16
12.3. Independent audits	16

12.4.	Compliance visits	16
12.5.	Grant agreement variations	16
12.6.	Evaluation	17
12.7.	Grant acknowledgement.....	17
13.	Probity.....	17
13.1.	Conflicts of interest	17
13.2.	How we use your information	18
13.2.1.	How we handle your confidential information	18
13.2.2.	When we may disclose confidential information	18
13.2.3.	How we use your personal information.....	18
13.2.4.	Freedom of information.....	19
13.3.	Enquiries and feedback	19
14.	Glossary	20
Appendix A.	Eligible expenditure.....	22
A.1	How we verify eligible expenditure	22
A.2	Eligible expenditure items.....	22
A.3	Contract expenditure.....	23
A.4	Other eligible expenditure.....	23
Appendix B.	Ineligible expenditure.....	24
Appendix C.	Legal entity guidance and evidence requirements	26
C.1	Ineligible organisations	26
C.2	Organisations including community, religious and other not for profit.....	26
C.3	Schools	26
C.4	Evidence you can use to verify your legal entity status	27

1. Safer Communities Fund Round Six: Infrastructure Grants processes



2. About the grant program

The Safer Communities Fund (the program) was established in 2016 and is being delivered over six rounds, with funding under Round Six available up to 2023-24.

The broader aim of the Safer Communities Fund is to support the Australian Government's commitment to deliver safer communities through crime prevention initiatives.

The objectives of the program are:

- boosting the efforts of schools and pre-schools, community organisations and local councils to address crime and anti-social behaviour by funding crime prevention initiatives that benefit the wider community or community organisations (such as fixed and mobile CCTV and lighting, as well as early intervention services)
- protecting schools, and pre-schools, places of religious worship, community organisations and local councils that may be facing security risks associated with racial and/or religious intolerance
- protecting children who are at risk of attack, harassment or violence stemming from racial or religious intolerance.

The intended outcomes of the program are:

- contribute to the enhancement of community safety and improve security through local security infrastructure that benefits the community
- contribute to greater community resilience and wellbeing by addressing crime, anti-social behaviour and other security risks
- help to reduce fear of crime and increase feelings of safety in the Australian community and contribute to greater community resilience
- contribute to the safety of communities that may be at risk of racial and/or religious intolerance.

2.1. About the Safer Communities Fund Round Six Infrastructure grant opportunity

These guidelines contain information for the Safer Communities Fund Round Six Infrastructure grants. The scope of each grant opportunity can change for each round, so it is important to read the below information to understand the type of organisations that can apply for funding in each round and the activities that are eligible.

The objective of this grant opportunity is to:

- reduce crime, violence, anti-social behaviour and/or other security risks driven by racial and/or religious intolerance by funding crime prevention initiatives.

You cannot apply for a Safer Communities Fund Round Six Infrastructure grant if you have received a Safer Communities Fund Infrastructure or a Safer Communities Fund Northern Territory Infrastructure grant in earlier rounds, unless:

- you are a school or pre-school applying for funding for security guards only, or
- you are applying for infrastructure at a different location/campus to your previous grant.

This document sets out:

- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees

- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

The Department of Industry, Science, Energy and Resources (the department) is responsible for administering this grant opportunity on behalf of the Department of Home Affairs.

We administer the program according to the [Commonwealth Grants Rules and Guidelines](#) (CGRGs)¹.

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

3. Grant amount and grant period

Since 2016, the Australian Government has announced a total of \$215.1 million for the program.

Approximately \$30 million is available for Safer Communities Fund Round Six which is split across two types of grant opportunities:

- approximately \$10 million is available for Safer Communities Fund Round Six Infrastructure grants
- approximately \$20 million is available for Safer Communities Fund Round Six Early Intervention grants.

The Minister has discretion to determine the final split of funding between these streams, depending on the demand for each stream.

3.1. Grants available

The grant amount will be up to 100 per cent of eligible project expenditure (grant percentage).

- The minimum grant amount is \$10,000
- If you apply for multiple locations, the maximum grant amount per location or school campus is \$250,000
- The maximum grant amount is \$500,000.

We cannot fund your project if it receives funding from other Commonwealth, State, Territory or local government grants.

You can only submit one application for funding. If you wish to apply for funding at multiple locations/campuses, your single application must encompass the activities that will take place at each location/campus.

For registered schools, pre-schools and churches/religious institutions: If you are the legal entity applying on behalf of a school, pre-school or church/religious institution you can submit one application for each school, pre-school, church/religious institution you are applying on behalf of.

In this case:

- the maximum grant amount of \$250,000 per location or school campus; and
- the maximum grant amount of \$500,000

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-guidelines>

applies to the individual school or pre-school or church/religious institution and not the legal entity who is making the application on their behalf.

3.2. Project period

You must complete your project by 31 March 2024.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

If you are a school, you will need to determine your legal status before applying for a grant. Only schools who are separate legal entities can apply for a grant themselves. If your school is not a separate legal entity you will need to have your legal entity, such as a state education department, Catholic diocese or education authority, apply for a grant on your behalf.

If you are a public school, please check your legal status with your education authority.

If you are any other organisation applying for a grant, including community, religious or places of worship, you will need to determine your legal status before applying for a grant. You must be a legal entity to apply.

A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and be held responsible for its actions. An ABN alone does not mean an organisation has the capacity to enter into an agreement with the Commonwealth.

Commonly, a legal entity is an entity that is incorporated under Commonwealth, State or Territory legislation, such as incorporated associations under State or Territory legislation in which the organisation operates; not for profit organisations incorporated under the *Corporations Act 2001* (Cth); not for profit organisations incorporated under their own Commonwealth or State or Territory legislation.

If your organisation is not a legal entity, and you have a parent organisation who is a legal entity, your parent legal entity can apply for a grant on your behalf. For example, if you are a parish church, you may be an unincorporated entity and therefore ineligible to apply for a grant yourself. However, your corporate body could apply on your behalf.

For further guidance refer to Appendix C.

4.1. Who is eligible?

To be eligible you must:

- have an Australian Business Number (ABN)
- have not previously received a Safer Communities Fund Infrastructure or a Safer Communities Fund Northern Territory Infrastructure grant in earlier rounds, unless:
 - you are a school or pre-school applying for funding for security guards only, or
 - you are applying for infrastructure at a different project location/campus to your previous grant.

and be one of the following entities:

- an incorporated not for profit organisation
- an Australian local government agency or body as defined in section 14
- an Australian State/Territory Government education agency or body

- a registered school or pre-school that is a legal entity (with its own unique ABN) and that can enter into a grant agreement in its own right
- a legal entity applying on behalf of a registered school or pre-school.

4.2. Additional eligibility requirements

We can only accept applications where you can:

- confirm that you have the authority of the site owner or manager to undertake the project at the nominated site(s). You will be required to provide a letter from the site owner or manager using the letter template provided on business.gov.au prior to entering into a grant agreement
- commit to start your project within 8 weeks of executing a grant agreement (can include project planning activities)
- provide all mandatory attachments (see section 7.1).

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible?

You are not eligible to apply if you are:

- an individual
- a partnership
- unincorporated association
- any organisation not included in section 4.1
- a trust (however, an incorporated trustee may apply on behalf of a trust provided it meets the eligibility criteria in 4.1 above)
- a non-corporate Commonwealth entity
- an organisation such as a school or religious organisation that is not a legal entity and unable to enter into a funding agreement with the Commonwealth
- a school, pre-school, community organisation or religious organisation previously defunded by State or Territory or Australian Government agencies for performance and/or integrity reasons
- a school or pre-school that has gone into administration or receivership.

4.4. What qualifications or skills are required?

All security guards hired or employed on the project must maintain the following qualifications/skills/accreditation/registration/checks:

- police clearance
- Working with Children check
- Working with Vulnerable People registration.

5. What the grant money can be used for

5.1. Eligible activities

To be eligible your project must:

- be aimed at protecting schools and pre-schools, places of religious worship, community organisations and local councils that may be facing security risks associated with racial and/or religious intolerance
- have at least \$10,000 in eligible expenditure.

Eligible activities may include the following activities:

- Infrastructure activities, such as installing:
 - fixed or mobile CCTV cameras
 - security lighting
 - fencing and gates
 - bollards
 - external blast walls and windows
 - security and alarm systems
 - public address systems
 - intercoms and swipe access
 - security doors.
- **For registered schools or registered preschools only** - employing or hiring security guards, licensed by the relevant state or territory agency.

We may also approve other activities.

5.2. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

- For guidance on eligible expenditure, see Appendix A.
- For guidance on ineligible expenditure, see Appendix B.

We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The Program Delegate (who is a manager within the department with responsibility for the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may start your project from the date we notify you that your application is successful. We are not responsible for any expenditure you may incur until a grant agreement is executed.

6. The assessment criteria

You must address all assessment criteria in your application. We will assess your application based on the weighting given to each criterion (score out of 100).

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays size limits for answers.

We will only consider funding applications that score at least 50 per cent against each assessment criterion, as these represent best value for money.

6.1. Assessment criterion 1

The extent that your project will protect schools and pre-schools, places of religious worship, community organisations and local communities that may be facing security risks associated with racial and/or religious intolerance (50 points).

You must demonstrate this by describing:

- a. the extent that crime and/or anti-social behaviour driven by racial or religious intolerance is an issue in your community **(30 points)**.

You should provide evidence to support your claim that is **specific to your project's location**.

If you are submitting an application for funding at multiple locations/campuses, you must provide relevant evidence for each location/campus such as:

- crime statistics
- letters of support from the local police
- police reports
- letters of support from the community or other organisations
- recent media articles
- photographs of recent criminal damage/vandalism.

- b. how your project will protect people in your community who are at risk of attack, harassment or violence stemming from racial or religious intolerance. You should outline the security infrastructure issue you are trying to address in your specific location, and how the proposed project will reduce the risk of attack or harassment **(20 points)**.

6.2. Assessment criterion 2

The impact of grant funding on your project (30 points).

Demonstrate how the grant funding will assist your organisation by:

- a. describing the likelihood the project would proceed without the grant and explain how the grant will benefit the size and timing of your project **(10 points)**.
- b. justifying the cost of your project including details of the security infrastructure you will install and its intended benefits. You should attach evidence such as quotes to validate the costs of your project **(20 points)**.

6.3. Assessment criterion 3

Your capacity, capability and resources to deliver the project (20 points)

You must demonstrate this by describing:

- a. your plan to manage the project and key risks. Include detail on the key personnel who will manage the delivery of the project and if relevant who will have access to the CCTV footage and interactions between security guards and students **(10 points)**.
- b. how you will measure the success of the project **(10 points)**.

7. How to apply

Before applying you should read and understand these guidelines, the sample [grant agreement](#) published on business.gov.au and GrantConnect. Applicants should read all eligibility and assessment criteria of these grant guidelines closely and attach detailed evidence that supports the assessment criteria.

You can only submit an application during a funding round.

To apply, you must:

- complete the online [application form](#) via business.gov.au
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You should retain a copy of your application for your own records.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code Act 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

Applicants should look at all key documents published on the business.gov.au website to consider how best to complete the application process.

If you need further guidance around the application process, or if you are unable to submit an application online, [contact us](#) at business.gov.au or by calling 13 28 46.

7.1. Attachments to the application

You should provide the following documents with your application:

- evidence to support your claims under assessment criterion 1 that crime and/or anti-social behaviour driven by racial or religious intolerance, is an issue in the communities targeted by your project
- evidence to validate the costs of your project under assessment criterion 2
- evidence of your incorporation and not for profit status
- signed and dated trust deed identifying the trustee and the not for profit nature of the trust (if relevant)

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful we expect you will be able to commence your project around December 2021.

If you are successful we expect you to complete your project by 31 March 2024.

The program delegate may approve extensions of time provided you complete your project by 31 March 2024.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	8 weeks
Approval of outcomes of selection process	4 weeks
Negotiations and award of grant agreements	4 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date you are notified your application has been successful
End date of grant commitment	31 March 2024

8. The grant selection process

We first review your application against the eligibility criteria. If eligible, we will then assess it against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications
- whether it provides value with relevant money.

When assessing whether the application represents value with relevant money, we will have regard to:

- the overall objectives of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors, but you cannot make any material alteration or addition.

8.1. Who will approve grants?

The Minister decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there is insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us. You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful. If a new application is substantially the same as a previous ineligible or unsuccessful application, we may refuse to consider it for assessment.

10. Successful grant applications

10.1. Grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We must execute a grant agreement with you before we can make any payments. Execute means both you and the Commonwealth have signed the agreement. We are not responsible for any expenditure you incur until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Safer Communities Fund, you cannot receive other grants for this project for the same activities from other Commonwealth, State or Territory granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a Commonwealth simple grant agreement for all projects.

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.2. Project/Activity specific legislation, policies and industry standards

You must comply with all relevant laws and regulations in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

10.2.1. Child safety requirements

You must comply with all relevant legislation relating to the employment or engagement of anyone working on the project that may interact with children, including all necessary working with children checks.

You must implement the [National Principles for Child Safe Organisations](#)² endorsed by the Commonwealth.

You will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You must update this risk assessment at least annually.

You will also need to establish a training and compliance regime to ensure personnel are aware of, and comply with, the risk assessment requirements, relevant legislation including mandatory reporting requirements and the National Principles for Child Safe Organisations.

You will be required to provide an annual statement of compliance with these requirements in relation to working with children.

10.3. How we pay the grant

The grant agreement will state the maximum grant amount we will pay.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Tax obligations

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities³.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Guidelines](#) unless otherwise prohibited by law. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project

² <https://www.humanrights.gov.au/our-work/childrens-rights/national-principles-child-safe-organisations>

³ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible expenditure incurred to date
- include evidence of expenditure
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. End of project report

When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.2.3. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

12.3. Independent audits

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure.

12.4. Compliance visits

We may visit you during the project period or at the completion of your project to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. We will provide you with reasonable notice of any compliance visit.

12.5. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project but not beyond the 31 March 2024.

The program does not allow for:

- an increase of grant funds.

If you want to propose changes to the grant agreement, you must put them in writing before the project end date. We can provide you with a variation request template.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department

- changes to the timing of grant payments
- availability of program funds.

12.6. Evaluation

We will evaluate the grant opportunity to measure how well the outcomes and objectives have been achieved. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

We may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.7. Grant acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

'This project received grant funding from the Australian Government.'

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRGs.

13.1. Conflicts of interest

Any conflicts of interest could affect the performance of the grant opportunity or program. There may be a conflict of interest, or perceived conflict of interest, if our staff, or our Commonwealth policy entity, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/ grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#)⁴ of the *Public Service Act 1999* (Cth). Committee members and other officials including the decision maker must also declare any conflicts of interest.

⁴ <https://www.legislation.gov.au/Details/C2019C00057>

We publish our [conflict of interest policy](#)⁵ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.2. How we use your information

Unless the information you provide to us is:

- confidential information as per 13.2.1, or
- personal information as per 13.2.3,

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

13.2.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

13.2.2. When we may disclose confidential information

We may disclose confidential information:

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.2.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information

⁵ https://www.industry.gov.au/sites/default/files/July%202018/document/pdf/conflict-of-interest-and-insider-trading-policy.pdf?acsf_files_redirect

- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁶ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.2.4. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

13.3. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Chief Finance Officer
Department of Industry, Science, Energy and Resources
GPO Box 2013
CANBERRA ACT 2601

⁶ <https://www.industry.gov.au/data-and-publications/privacy-policy>

You can also contact the [Commonwealth Ombudsman](http://www.ombudsman.gov.au/)⁷ with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

14. Glossary

Term	Definition
Application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
Department	The Department of Industry, Science, Energy and Resources.
Educational Institutions	Entities that provide instructional services to individuals or education related services including schools, colleges or universities.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
Eligible expenditure guidance	The guidance that is provided at Appendix A.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding.
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRGs.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Innovation and Science Australia	The statutory board established by the <i>Industry Research and Development Act 1986</i> (Cth) and named in that Act as Innovation and Science Australia.

⁷ <http://www.ombudsman.gov.au/>

Term	Definition
Local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth) and the ACT Government.
Minister	A Minister or Assistant Minister in the Australian Government Home Affairs portfolio.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: a. whether the information or opinion is true or not; and b. whether the information or opinion is recorded in a material form or not.
Program Delegate	A Department of Industry, Science, Energy and Resource manager with responsibility for the program.
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.

Appendix A. Eligible expenditure

This section provides guidance on the eligibility of expenditure. We may update this guidance from time to time, so you should make sure you have the current version from the business.gov.au website before preparing your application.

The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be incurred by you within the project period
- be a direct cost of the project
- be incurred by you to undertake required project audit activities
- meet the eligible expenditure guidelines.

A.1 How we verify eligible expenditure

If your application is successful, we will ask you to verify the project budget that you provided in your application when we negotiate your grant agreement. You may need to provide evidence such as quotes for major costs.

The grant agreement will include details of the evidence you may need to provide when you achieve certain milestones in your project. This may include evidence related to eligible expenditure.

If requested, you will need to provide the agreed evidence along with your progress reports.

You must keep payment records of all eligible expenditure, and be able to explain how the costs relate to the agreed project activities. At any time, we may ask you to provide records of the expenditure you have paid. If you do not provide these records when requested, the expense may not qualify as eligible expenditure.

At the end of the project, you may be required to provide an independent financial audit of all eligible expenditure from the project.

A.2 Eligible expenditure items

Eligible expenditure items can include:

- the cost of purchase and installation of:
 - fixed or mobile CCTV cameras
 - security lighting
 - fencing and gates
 - bollards
 - blast walls and windows
 - security and alarm systems
 - public address systems
 - intercoms and swipe access
 - security doors
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware where its directly related to the project

- security guard employment or hiring, licensed by the relevant state or territory agency, for schools or preschools
- project management costs up to 5% of the total eligible expenditure claimed. This may include internal labour and/or contractor costs.

Other specific expenditure items may be eligible as determined by the Program Delegate.

A.3 Contract expenditure

Eligible contract expenditure is the cost of any agreed project activities that you contract others to do. These can include contracting:

- another organisation
- an individual who is not an employee, but engaged under a separate contract.

All contractors must have a written contract prior to starting any project work—for example, a formal agreement, letter or purchase order which specifies:

- the nature of the work they perform
- the applicable fees, charges and other costs payable.

Invoices from contractors must contain:

- a detailed description of the nature of the work
- the hours and hourly rates involved
- any specific plant expenses paid.

Invoices must directly relate to the agreed project, and the work must qualify as an eligible expense. The costs must also be reasonable and appropriate for the activities performed.

We will require evidence of contractor expenditure that may include:

- an exchange of letters (including email) setting out the terms and conditions of the proposed contract work
- purchase orders
- supply agreements
- invoices and payment documents.

You must ensure all project contractors keep a record of the costs of their work on the project. We may require you to provide a contractor's records of their costs of doing project work. If you cannot provide these records, the relevant contract expense may not qualify as eligible expenditure.

A.4 Other eligible expenditure

Other eligible expenditures for the project may include:

- financial auditing of project expenditure to a maximum of 1% of total grant
- contingency costs up to a maximum of 10% of the eligible project costs. Note that we make payments based on actual costs incurred
- costs directly associated with the installation of crime prevention equipment. For example digging trenches for cabling or erecting poles for CCTV.

Other specific expenditures may be eligible as determined by the Program Delegate.

Evidence you need to supply can include supplier contracts, purchase orders, invoices and supplier confirmation of payments.

Appendix B. Ineligible expenditure

This section provides guidance on what we consider ineligible expenditure.

The Program Delegate may impose limitations or exclude expenditure, or further include some ineligible expenditure listed in these guidelines in a grant agreement or otherwise by notice to you.

Examples of ineligible expenditure include:

- activities, equipment or supplies that are already being supported through other sources
- costs incurred prior to us notifying you that the application is successful
- any in-kind contributions
- financing costs, including interest
- capital expenditure for the purchase of assets such as office furniture and equipment, motor vehicles, computers, printers or photocopiers
- costs for rent and utilities
- construction, (including of guardhouses), major renovation or extension of buildings. Major renovations include but are not limited to building or substantially modifying walls or other building structures
- large-scale capital equipment and capital works such as construction or major upgrades of buildings, roads, bridges or other structures
- costs related to security infrastructure for buildings that do not currently exist, or that require other major works to be completed first. At the time of your application submission, a building is considered 'requiring other major works' if it is undergoing construction, major renovation or extension. Major renovations include but are not limited to building or substantially modifying of walls or other building structures
- costs of purchasing, leasing, depreciation of, or development of land
- depreciation of plant and equipment beyond the life of the project
- maintenance of vehicles
- costs involved in the purchase or upgrade/hire of software (including user licences) and ICT hardware (unless it directly relates to the project)
- labour expenditure for employees other than project management costs
- staff training and development costs
- insurance costs (the participants must effect and maintain adequate insurance or similar coverage for any liability arising as a result of its participation in funded activities)
- debt financing
- costs related to obtaining resources used on the project, including interest on loans, job advertising and recruiting, and contract negotiations
- ongoing equipment maintenance costs
- routine operational expenses, including communications, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges
- costs related to preparing the grant application, preparing any project reports (except costs of independent audit reports we require) and preparing any project variation requests
- travel or overseas costs
- fund raising or sponsorship costs

- personal protection for specific individuals.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or that they are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

Appendix C. Legal entity guidance and evidence requirements

A legal entity has legal capacity to enter into agreements or contracts, assume obligations, incur and pay debts, sue and be sued in its own right, and be held responsible for its actions. An ABN alone does not mean an organisation has the capacity to enter into an agreement with the Commonwealth.

C.1 Ineligible organisations

You are not eligible to apply for the Safer Communities Fund Round 6 Infrastructure Grants if your organisation type is listed in section 4.3 of these guidelines. However, where you have an incorporated parent organisation or an incorporated trustee, they could apply on your behalf, provided they also meet the grant opportunity's eligibility criteria.

C.2 Organisations including community, religious and other not for profit

Only organisations who are legal entities listed in section 4.1 of these guidelines can apply for a grant themselves.

If your organisation is not a legal entity, and you have a parent organisation who is a legal entity, your parent legal entity can apply for a grant on your behalf. For example, if you are a parish church, you may be an unincorporated entity and therefore ineligible to apply for a grant yourself. However, your corporate body could apply on your behalf.

An incorporated trustee, that meets the eligibility criteria in 4.1 of these guidelines, can apply on behalf of a trust.

C.3 Schools

Only registered schools who are legal entities can apply for a grant themselves. You should check your school's legal entity status before you apply for a grant. If your school is registered but is not a legal entity, you will need to have your legal entity, such as a state education department, Catholic diocese or education authority, apply for a grant on your behalf.

School/location	Legal entity status
All registered government schools in New South Wales, South Australia, Tasmania or Western Australia	Your school is <u>not a legal entity</u> . You are not able to apply for a grant yourself. Your department of education will need to submit an application on your behalf.
All registered government schools in Victoria, Queensland, Northern Territory and the ACT	Your school <u>is a legal entity</u> . You can apply for a grant yourself.
Registered Catholic schools	Your school may not be a legal entity in its own right and may need your legal entity such as the archdiocese, diocese or your education authority in your state or territory to submit an application on your behalf. You should check your legal status before applying for a grant.

School/location	Legal entity status
Registered Independent Schools	Your school may not be a legal entity in its own right and may need your parent organisation to submit an application on your behalf. You should check your legal entity status before applying for a grant.

C.4 Evidence you can use to verify your legal entity status

Entity	Evidence that may be used to verify your legal entity status
Incorporated not for profit organisations	<p>Evidence may include:</p> <ul style="list-style-type: none"> State or Territory incorporated association registration number Certificate of incorporation or equivalent documentation.
Organisations established through specific Commonwealth or state/territory legislation (including public benevolent institutions, churches)	Evidence may include the relevant Act or legislation under which the body was formed.
Trustees on behalf of a trust	<p>Evidence may include:</p> <ul style="list-style-type: none"> Trust deeds confirming the legal relationship between the trust and trustee. We will review these documents to determine capacity to enter into a legal agreement. Proof of legal entity status of the trustee will also be required.
Commonwealth, local, state or territory government bodies	<p>Evidence may include:</p> <ul style="list-style-type: none"> Confirmation of official government and/or council webpages Possession of a '.gov.au' domain.

Resources Community Infrastructure Fund Round 1

Applicant Guidelines



The Department of State Development, Infrastructure, Local Government and Planning connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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Any references to legislation are not an interpretation of the law. They are to be used as a guide only. The information in this publication is general and does not take into account individual circumstances or situations. Where appropriate, independent legal advice should be sought.

Copies of this publication are available on our website at www.statedevelopment.qld.gov.au and further copies are available upon request.

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Resources Community Infrastructure Fund Round 1

Contents

Glossary	3
1. About the Fund.....	5
2. Fund overview	5
2.1. Fund objectives	5
2.2. Funding Allocation.....	5
3. Application requirements.....	6
3.1. Who can apply?.....	6
3.1.1. Eligible Organisations.....	6
3.1.2. Ineligible Organisations	6
3.2. What will be funded?	6
3.2.1. Eligible Projects	7
3.2.2. Ineligible Projects	7
3.3. Eligible Project Costs	7
3.3.1. Ineligible Project Costs	8
4. How will applications be assessed?	8
4.1. Advisory Committee	8
4.2. Assessment process	8
4.3. Approval process.....	9
4.4. Assessment Criteria	9
4.4.1. Criterion	9
5. Application process	10
5.1. Key dates	10
5.2. How to apply.....	10
5.2.1. How to submit an Application.....	10
5.2.2. Evidence and supporting information.....	10
5.2.3. Application assistance.....	10
6. Approved construction Projects	11
6.1. Project savings	11
6.2. Project evaluation	11

7.	Communications	12
7.1.	Communications with the media	12
7.2.	Confidentiality.....	12
7.3.	Compliments and complaints	12
7.4.	Contact details.....	13
8.	Terms and conditions	13
8.1.	Reservation of rights	13
8.2.	Relationship.....	14
8.3.	Participation at Applicant's cost	14
8.4.	Applicant to make own enquires	14
8.5.	Intellectual property	15
8.6.	Privacy.....	15
8.7.	Law	15
8.8.	Acceptance.....	15
9.	Conditions of funding	16
9.1.	Project Funding Agreement	16
9.1.1.	Tax.....	16
9.2.	Project Reporting.....	16
9.2.1.	Progress and completion reporting	16
9.2.2.	Project Benefits reporting	16
9.3.	Delivery of the Project	16
9.3.1.	Confirmation of ownership of the Project Site	16
9.3.2.	Local industry content	17

Department of State Development, Infrastructure, Local Government and Planning

Glossary

Term	Definition
Applicant	An Eligible Organisation submitting an application for funding under Round 1 of the Resources Community Infrastructure Fund.
Applicant Guidelines	These Resources Community Infrastructure Fund Round 1 Applicant Guidelines, as updated from time to time.
Application	An application (or relevant part of an application) made to the State for funding from the Fund and includes an Application Form and any other supporting or additional information in whatever form provided by the Applicant in connection with its enquiry or application to the Fund (including but not limited to its detailed project plan).
Approved Project	The Project scope of works approved for funding and as defined in a Project Funding Agreement.
Assessment Criteria	The criterion set out in section 4.4.1 of these Applicant Guidelines.
Benefits	The measurable improvement resulting from the delivery of the Approved Project
Community Infrastructure	Physical economic and social infrastructure which allows a Resource Community to access services to meet that community's needs, maximises its potential or enhances community wellbeing;
Construction Commencement or Commenced Construction	Construction is considered to commence when physical changes are made to the Project Site, or when works commence on another site (e.g. manufacture/fabrication of major project components in a factory) as agreed with the Department.
Construction Commencement Date	The date by which the Applicant intends to commence construction.
DSDILGP / the Department	The Queensland Department of State Development, Infrastructure, Local Government and Planning.
Eligible Organisations	An entity that meets the requirements set out in section 3.1.1 of these Applicant Guidelines.
Estimated Total Project Cost	The estimated total Project expenditure plus the contingency. A contingency of up to 15% of total Project expenditure may be included in the Estimated Total Project Cost.
Ineligible Organisation	An entity set out in section 3.1.2 of these Applicant Guidelines.
The Fund	Resources Community Infrastructure Fund
Project Partner	Applicant's Project Partner/s required to deliver the Project and its outcomes
Project	A Project includes the entire scope of works identified in the Application commencing from the Project Start Date through to Project completion, e.g. for a construction Project this may include relevant identified pre-construction activities (e.g. final design, tendering), all construction related activities and commissioning.
Project Funding Agreement	The agreement formed between the successful Applicant and the State that details the terms and conditions for payment of grant funding.
Project Infrastructure	The completed infrastructure that results from the delivery of an Approved Project.

Department of State Development, Infrastructure, Local Government and Planning

Term	Definition
Project Site	The land on which the Project Infrastructure is located.
Project Start Date	The date from which Eligible Project Costs may be reimbursed for an Approved Project. The Project Start Date may not be prior to the expected earliest date for official notification of Round 1 funding approval as set out on the Fund website.
QRC	Queensland Resources Council Ltd ACN 050 486 952.
Resource Communities	Communities in Queensland which host significant coal and minerals production, or which have significant coal and mineral operations in close proximity.
Coal and mineral resources	Has the same meaning as "minerals" as defined in section 6 of the Mineral Resources Act 1989 excluding "coal seam gas" as defined in section 318AC of the Mineral Resources Act 1989.
State	The State of Queensland



Department of State Development, Infrastructure, Local Government and Planning

1. About the Fund

The Resources Community Infrastructure Fund (the Fund) is a partnership between the government and the resources industry that seeks to supplement existing resources industry investment in Community Infrastructure.

The \$100 million Fund represents a voluntary partnership between coal and mineral resource companies through the QRC and the Queensland Government. Coal and mineral resource companies will be contributing \$70 million and the State contributing \$30 million over the life of the Fund.

The Fund is managed by the Department and funding will be distributed through a competitive application and assessment process across two funding rounds. These Applicant Guidelines relate to Round 1.

2. Fund overview

2.1. Fund objectives

The Fund Objectives are to:

- (1) Increase a Resource Community's access to services to meet that community's needs, maximise its potential or enhances community wellbeing and
- (2) Enhance community safety, reduce social inequality or benefit disadvantaged communities and
- (3) Supplement planned Community Infrastructure investment by the State and resources sector by delivering new projects as soon as possible that provide additional benefits to Queensland's Resource Communities.

2.2. Funding Allocation

The Fund will distribute at least \$100 million to approved Community Infrastructure Projects.

Funding of up to \$50 million will be available under Round 1.

Funding will be allocated to Projects through two funding streams:

- » Minor infrastructure – Projects seeking funding of at least \$100,000 (excluding GST) to a maximum of \$1 million (excluding GST)
- » Major infrastructure – Projects seeking funding of over \$1 million (excluding GST) to a maximum of \$8 million (excluding GST).

Applicants may apply for funding to reimburse 100 percent of their Eligible Project Costs up to the maximum funding threshold of \$8 million (excluding GST). All Ineligible Project Costs must be met by the Applicant or a third-party contributor to the Project. Applications with Project costs that exceed the funding sought from the Fund must provide the State with evidence confirming it has sufficient funding (or has secured funding from a third party) to meet the Estimated Total Project Cost.



Department of State Development, Infrastructure, Local Government and Planning

3. Application requirements

3.1. Who can apply?

3.1.1. Eligible Organisations

To be eligible to apply for funding from the Fund an organisation must be:

- » a non-government not-for-profit organisation that is a legal entity and:
 - is incorporated
 - has an active Australian Business Number (ABN)
 - is registered for the Goods and Services Tax (GST)
 - has not-for-profit objectives
 - has a bank account in the name of the legal entity
 - has been operating in Queensland for at least 12 months prior to the application closing date
 - for Major Infrastructure Projects, is registered with the Australian Charities and Not-for-profits Commission (ACNC)

OR

- » a local government body constituted under the Local Government Act 2009 or
- » Weipa Town Authority

AND

- » will own and operate the Project Infrastructure that is the subject of the Eligible Project or
- » have a Project Partner that will own and/or operate the Project Infrastructure that is the subject of the Eligible Project.

Eligible Organisations may collaborate with local parties such as chambers of commerce, regional economic development organisations, industry groups and local businesses to progress infrastructure projects that will provide eligible Community Infrastructure Projects in Resource Communities. In such circumstances, the Eligible Organisation must submit the Application and will be the Project lead and responsible for delivery of the Project. If multiple Eligible Organisations are involved, one of the Eligible Organisations will be responsible for submitting the Application as the Project lead and managing delivery of the Project.

3.1.2. Ineligible Organisations

The following entities are considered Ineligible Organisations under these Applicant Guidelines:

- » State and Federal Government agencies
- » chambers of commerce, regional economic development organisations, remote area boards
- » proprietary limited or public companies limited by shares where the shareholders are individuals, trusts or companies that trade for profit
- » individuals and sole traders
- » organisations trading for profit.

3.2. What will be funded?

Applications must be for the construction of Community Infrastructure in a Resource Community, as defined in these Applicant Guidelines.

Eligible Organisations may seek funding for more than one Project. Each Project requires submission of a separate Application.

Department of State Development, Infrastructure, Local Government and Planning

It is expected that Approved Projects will Commence Construction within six months of a Project Funding Agreement being executed.

3.2.1. Eligible Projects

Eligible Projects must:

- » be for the construction of Community Infrastructure which may include construction of new infrastructure as well as the upgrade, extension or replacement of existing infrastructure
- » be located in Queensland
- » be a new Project that is:
 - not already fully funded through an approved Applicant budget or similar approved funding commitment, e.g. an approved local government budget.
 - not already have full project funding approved through another funding program in Queensland, or by the Commonwealth
 - not already Commenced Construction or where Construction Commencement is planned to occur prior to the expected official notification of Round 1 funding approval
- » be seeking funding within the following ranges:
 - for a Major infrastructure Project – over \$1 million up to and including \$8 million
 - for a Minor Infrastructure Project - \$100,000 up to and including \$1 million

3.2.2. Ineligible Projects

Projects that are not eligible for funding under the Fund include:

- » Projects (including pre-construction activities) that have already Commenced Construction or been completed at the time of submission of the Application, or where Construction Commencement is planned to occur prior to expected earliest date for official notification of Round 1 funding approval
- » Projects that will only involve the repair, or routine or ongoing maintenance of existing infrastructure
- » state infrastructure projects that would usually be funded through the normal business of Queensland Government agencies
- » Projects or assets that are owned in anyway by resource companies participating in the Fund
- » non-construction projects, including but not limited to feasibility studies, business cases, mapping, and research activities, or projects that include or require feasibility studies, planning studies, conceptual design and business case development.

3.3. Eligible Project Costs

Eligible Organisations whose Applications are approved for funding will be responsible for all Ineligible Project Costs and any Eligible Project Costs over and above the approved funding amount. Eligible Organisations approved for funding will also be responsible for meeting any Project cost increases that occur over the course of delivering an Approved Project.

Approved funding may only be applied towards 'Eligible Project Costs'.

Eligible Project Costs include the following:

- » construction costs including:
 - all site works required as part of the construction
 - the costs of construction-related labour, materials, equipment hire
- » detailed design, i.e. production of final 'For Construction' designs or equivalent
- » costs of conducting a tender for the approved works
- » project management costs including remuneration of the Eligible Organisation's technical, professional and/or administrative staff for time directly related to managing the construction of approved works (for

Department of State Development, Infrastructure, Local Government and Planning

- » example the salary of a project manager for the Approved Project), but excluding executive duties and overhead charges
- » purchase and installation of fixed plant and equipment required to fully commission the infrastructure; that relate to an Approved Project.

3.3.1. Ineligible Project Costs

Ineligible Project Costs include:

- » costs incurred prior to the Project Start Date identified in the signed Project Funding Agreement, including any otherwise Eligible Project Costs
- » feasibility studies, planning studies, business cases
- » conceptual design
- » legal expenses
- » temporary works, other than those required to enable completion of the Approved Project
- » official opening expenses (including permanent signage)
- » ongoing costs for administration, operation, maintenance or engineering
- » remuneration of employees for work not directly related to the Approved Project
- » overhead charges for internal costs of the Eligible Organisation, e.g. stores, plant and equipment
- » portable assets e.g. computers, furniture, desks, whitegoods

The above list identifies the most common examples of ineligible costs and is not intended to be comprehensive and other expenses not included in the above list will be considered by the State on a case by case basis.

For the avoidance of doubt, all Ineligible Project Costs, and any costs over and above the funding sought must be met by an Applicant or third-party contribution. Applicants are required to demonstrate sufficient funding contributions to meet the Estimated Total Project Cost as identified in the Application.

4. How will applications be assessed?

4.1. Advisory Committee

An Advisory Committee has been established to ensure the needs of Resources Communities across the state will be properly considered when making funding recommendations.

Committee members have a broad mix of skills and experience in mining logistics, regional, remote and indigenous communities, regional and remote health and public administration.

4.2. Assessment process

Applications will be assessed on a competitive basis relative to the merit of other Applications eligible for funding. The process will be undertaken as follows:

- (a) Eligibility check – once Applications have been received, they will be checked for eligibility and only Applications that have been made by Eligible Organisations that are for Eligible Projects will proceed to further assessment.
- (b) Application assessment – assessment of the Application against the Assessment Criteria and moderation of Applications will be undertaken by the Department. The assessment process may include consultation with other relevant Queensland government agencies. Applications and assessments will be provided to the Advisory Committee for their consideration.

Department of State Development, Infrastructure, Local Government and Planning

- (c) Selection and recommendation – once the Advisory Committee has determined the potential successful Applications, recommendations will be compiled for consideration and approval of the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning.

In conjunction with Applications being assessed against the Assessment Criteria, due diligence and probity checks may also be undertaken by the Department. The level of due diligence, and Benefits, and economic and value for money assessments to be undertaken will be commensurate with the quantum of assistance sought, the assessed risk for the Project to meet the Fund's objectives and the potential Benefits of the proposed Project.

4.3. Approval process

On receipt of recommendations from the Advisory Committee, the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning will determine and approve the Projects which will receive allocations from the Fund.

4.4. Assessment Criteria

Applications from Eligible Organisations for Eligible Projects will be assessed based on how well the Project addresses the Fund's objectives and how strongly each objective is supported.

The Advisory Committee will assess these Applications against the following criteria to determine the relative merit of each Project.

Priority may be given to Projects in communities that are impacted by significant coal and mineral operations in close proximity.

4.4.1. Criterion

Funding Objective	Assessment Criteria	Weighting
One	(a) How well the Project demonstrates it will increase access to services that meet the Resource Community's need, maximise its potential or enhance the community's wellbeing.	30%
Two	(a) How well the Application clearly demonstrates the Project will: <ul style="list-style-type: none"> i. Enhance community safety; or ii. Reduce social inequality; or iii. Benefit disadvantaged communities 	30%
Three	(a) The Applicant, its Project Partners (if relevant), and preferred contractors, have the capacity, capability and track record to deliver the Community Infrastructure Project.	20%
	(b) The readiness of the Project to commence construction and how quickly the infrastructure will be delivered.	
	(c) The extent the Project has stakeholder and community support.	
	(d) The Applicant's commitment and financial and/or in-kind contribution to the Project.	
	(e) The extent that the required detailed project plan details the scope, need, Benefits, outcomes, adequate financing arrangements, and value for money of the Project	20%

Department of State Development, Infrastructure, Local Government and Planning

5. Application process

5.1. Key dates

Key dates will be published on the Fund website. All dates are indicative and any changes to dates will be noted on the Fund website. Eligible Organisations should check the Fund website for updates.

Applications and all supporting documentation must be received by the Application closing date and time, however the Department, may, at its discretion, accept or reject late Applications as set out in the Terms and Conditions.

5.2. How to apply

Applications and all required supporting documentation, must be received by the identified closing date.

Applicant requests to change its Application after the closing date will not be accepted and the Department is under no obligation to allow an Applicant to provide any additional information. However, if an Applicant discovers an error after submitting its Application, please contact the department immediately on (07) 3452 7377 or via email on rcif@dsdilgp.qld.gov.au.

The Applicant's accountable officer is responsible for ensuring that the Application is complete and accurate.

5.2.1. How to submit an Application

Eligible Organisations submitting an Application will be required to complete an Application Form and submit to the Department.

- » Include any identified supporting documentation (evidence) that supports statements made in the Application (unless web addresses are provided in your responses)
- » read and accept the Applicant acknowledgement prior to submitting the Application (refer to section 8.8 of the Terms and Conditions in these Applicant Guidelines) and
- » assign a priority to each application submitted.

Applicants will be notified in writing of the outcome of the assessment of their Application.

5.2.2. Evidence and supporting information

Eligible Organisations will be expected to provide substantive documentary evidence to support statements made in their Applications. Evidence should be directly relevant to the Project.

For supporting evidence to be considered it should be properly referenced in responses provided with the Application. References to evidence should include the document name or attachment number, and the section or page numbers. Failure to properly reference supporting evidence may result in supporting evidence not being considered during assessment.

For more information on using evidence to support an Application, please refer to the relevant guidance material provided by the Department.

5.2.3. Application assistance

Enquiries may be directed to the department via email at rcif@dsdilgp.qld.gov.au.

Resources to assist you with your Application are available from www.statedevelopment.qld.gov.au/rcif and include:

- » Applicant checklist and guidance
- » Application form
- » Frequently Asked Questions (FAQs)

Department of State Development, Infrastructure, Local Government and Planning

If you have any questions after reading the resources, email rcif@dsdilgp.qld.gov.au.

The Department's regional officers are also available to assist Eligible Organisations identify projects that may be eligible.

Regional officers will not be involved in the assessment of Applications from Applicants within their regions or in the selection of successful Projects, and provision of support by a regional officer does not guarantee that an Application will be successful. Applicants acknowledge that they must form their own views as to the content and submission of their Application and cannot rely on any assistance provided by regional officers as being support of their Application by the Department.

Contact information for the office that services each region is available at <https://www.statedevelopment.qld.gov.au/about-us/contact-us>.

Please note that any question, request for clarification or request for further information from any Applicant that does not contain confidential or personal information and any relevant responses may be provided by the State to all or any other Applicants.

The State has absolute discretion in determining whether it will disclose the question, request for clarification or request for further information and any response.

Further details about Conditions of Funding are set out below and in section 9.

6. Approved construction Projects

Eligible Organisations that are approved for funding will be required to ensure that the resulting Project Infrastructure continues in operation or use, as per its intended purpose at the time of application, for a period of time that may be up to 10 years after Project completion.

In most cases it is expected that the Applicant will own the land on which the funded infrastructure is to be constructed. If the Applicant does not own or have control over the land for the purpose of constructing, operating and maintaining the infrastructure, the Applicant will be required to enter into a formal arrangement with the land owner to guarantee access for these purposes, prior to entering a Project Funding Agreement.

It is also expected that the Applicant will own and operate the Project Infrastructure. If this is not the case, the Applicant will be required to enter into a formal arrangement (such as an enterprise works agreement) with the intended owner/operator to guarantee the continued operation of the infrastructure, to the satisfaction of the department, prior to entering a Project Funding Agreement.

6.1. Project savings

Funding will be provided to reimburse the actual Eligible Project Costs of the Approved Project. If actual total Project costs at Project completion are less than the Estimated Total Project Cost (as identified in the Project Funding Agreement), the difference between these two amounts will be considered Project savings.

If an Approved Project has contributions from the Applicant or a third party, Project savings will be apportioned between the contributors as per the ratio of the approved funds to the Estimated Total Project Cost. Approved funding for the Project may therefore be reduced by the Department by the amount of Project savings apportioned to the Fund. Should the Applicant have received milestone payments that exceed the relevant share of total Project costs after savings are apportioned, the Applicant will be required to refund the relevant amount to the Department within sixty days of the Project completion date.

6.2. Project evaluation

All Approved Projects will be monitored and evaluated by the Department to ensure the Fund is achieving its objectives.

Successful Applicants must comply with the reporting and audit obligations outlined in these Applicant guidelines and the Project Funding Agreement.

Department of State Development, Infrastructure, Local Government and Planning

7. Communications

7.1. Communications with the media

All media enquiries or public announcements relating to the Fund will be coordinated and handled by DSDILGPs media team.

Where possible, all media and communications about Projects will be undertaken jointly with successful Applicants. You will be required to:

- » seek and obtain the Department's approval before making public statements, or contacting or responding to the media, regarding successful or unsuccessful Applications through the Fund;
- » provide the Department with at least 25 business days' notice of any proposed media event; and
- » provide any proposed media or public statement to the Department for approval prior to its release as well as making any changes or amendments to the form, content or manner reasonably requested by the Department.

Except as expressly permitted in these Applicant Guidelines, Applicants must not contact the State, its associates any Queensland Government agency or any of the State's advisers with a view to providing or obtaining information in respect of any part of the assessment process, or their Application for their proposed Project or attempting to support or enhance their prospect of their Application being successful.

7.2. Confidentiality

The State will maintain controls in relation to the management of confidential information provided by Applicants and all internal documentation produced in relation to the administration of the Fund. Applicants should specifically mark any information the Applicant considers to be confidential.

Applicants must keep confidential any dealings with the Department about their Application, including any funding offered, but may make disclosures to advisors who are under an obligation of confidentiality or if required by law.

The State reserves the right to publicly disclose the names of Applicants, general information about Projects and the funding provided and details about the anticipated economic outcomes and Benefits of the Project to the State. The State may also disclose confidential information of, or provided by, the Applicant:

- » if required to be disclosed by law;
- » to its advisors, consultants and contractors;
- » to any government agency;
- » to comply with or meet applicable standards of accountability of public money or established government policies, procedures or protocols.

7.3. Compliments and complaints

If an Applicant has any feedback or concerns about the outcome of their Application, you are invited to provide your feedback in writing by contacting the Department as follows:

Phone, online or in person through the [Queensland Government portal](#)

Email: complaints@dsdmip.qld.gov.au

Correspondence:

Director, Ethics

Department of State Development, Infrastructure, Local Government and Planning

PO Box 15009, City East Qld 4002

An overview of the Department's compliments and complaints process is available at [Compliments and complaints](#).

Department of State Development, Infrastructure, Local Government and Planning

7.4. Contact details

Enquiries about the Fund can be directed to the Department of State Development, Infrastructure, Local Government and Planning via email at rcif@dsdilgp.qld.gov.au.

General information on the Fund is available at www.statedevelopment.qld.gov.au/rcif.

8. Terms and conditions

8.1. Reservation of rights

Despite any provision of these Applicant Guidelines to the contrary, the State reserves the right to administer the Fund and conduct the process for the assessment and approval of Applications to the Fund in such manner as it thinks fit, in its absolute discretion.

Without limiting the above paragraph, the State retains all rights and powers to make all decisions and actions in order to achieve the Fund objectives and the State reserves the right, in its absolute discretion and at any time, to:

- (i) change the structure, procedures, nature, scope or timing of, or alter the terms of participation in the process or overall Fund (including submission and compliance of Applications), where in such circumstances notice will be provided to Applicants on the Fund website;
- (ii) consider or accept, or refuse to consider or accept, any application which is lodged other than in accordance with these Applicant Guidelines, or is lodged after the relevant date for lodgement, or which does not contain the information required by these Applicant Guidelines or is otherwise non-conforming in any respect;
- (iii) vary or amend the eligibility or Assessment Criteria;
- (iv) take into account any information from its own and other sources (including other Government agencies and other advisors);
- (v) accept or reject any Application, having regard to these Application Guidelines, the eligibility criteria, the Assessment Criteria or any other item, matter or thing which the State considers relevant, including the limitations on the funds available for the Fund;
- (vi) give preference by allocating weighting to any one or more of the eligibility criteria or Assessment Criteria over other criteria;
- (vii) seek clarifications or additional information from or provide clarifications or additional information to any Applicant, or to negotiate or deal with or seek presentations or interviews from any Applicant;
- (viii) conduct due diligence investigations in respect of any Applicant and subject Applications to due diligence, technical, financial and economic appraisals;
- (ix) require an Applicant to clarify or substantiate any claims, assumptions or commitment contained in an Application or provide any additional information;
- (x) terminate the further participation of any Applicant in the application process;
- (xi) terminate or reinstate the Fund or any process in the Fund;
- (xii) not proceed with the Fund in the manner outlined in these Applicant Guidelines, or at all;
- (xiii) allow the withdrawal or addition of an Applicant after the closing date; and
- (xiv) take such other action as it considers in its absolute discretion appropriate in relation to the Fund processes.

Where, under these Applicant Guidelines, it is stated that the State may exercise a right or discretion or perform any act or omit to perform any act, then unless stated otherwise the State may do so at its sole and absolute discretion and will not be required to act, or be restrained from acting, in any way or for any reason nor to take into account the interests of any third party (including an Applicant).

Department of State Development, Infrastructure, Local Government and Planning

If the State does exercise any of its rights under these Applicant Guidelines, the State may inform any or all of the Applicants. The State will not, however, be required under any obligation to do so.

8.2. Relationship

The State's obligations in connection with the application process are limited to those expressly stated in these Applicant Guidelines.

Subject to clause 8.7, no contractual or legal relationship exists between the State and an Applicant in connection with the Fund, these Applicant Guidelines or the application process or any stage of the Fund.

An Applicant, or its representatives:

- (i) has no authority or power, and must not purport to have the authority or power to bind the State, or make representations on behalf of the State;
- (ii) must not hold itself out or engage in any conduct or make any representation which may suggest to any person that the Applicant is for any purpose an employee, agent, partner or joint venturer with the State; and
- (iii) must not represent to any person that the State is a party to the proposed Project other than as a potential funder, subject to the competitive application process detailed in these Applicant Guidelines.

8.3. Participation at Applicant's cost

Each Applicant participates in the application process at its own cost and risk.

To the extent permitted by law, no Applicant will have any claim of any kind whatsoever against the State (whether in contract, tort (including negligence), equity, under statute or otherwise) arising from or in connection with:

- (i) any costs, expenses, losses or liabilities suffered or incurred by the Applicant in preparing and submitting its Application (including any amendments, requests for further information by the State, attendance at meetings or involvement in discussions) or otherwise in connection with the Fund;
- (ii) the State at any time exercising or failing to exercise, in its absolute discretion, any rights it has under or in connection with the Fund; or
- (iii) any of the matters or things relevant to its Application or the Fund in respect of which the Applicant must satisfy itself under these Applicant Guidelines.

Without limiting the above paragraph, if the State cancels or varies the Fund at any time or does not select any Applicant following its assessment of the Applications, or does (or fails to do) any other thing referred to under clause 8.1 of these Applicant Guidelines, no Applicant will have any claim against the State arising from or in connection with any costs, expenses, losses or liabilities incurred by the Applicant in preparing and submitting its Application or otherwise in connection with or in relation to (whether directly or indirectly) the Fund.

8.4. Applicant to make own enquires

These Applicant Guidelines have been prepared to give potential Applicants background information in relation to the Fund, and do not contain all of the information that Applicants may require in reaching decisions in relation to whether or not to submit an Application. Applicants must form their own views as to what information is relevant to such decisions.

Applicants must make their own independent investigations of the information contained or referred to in these Applicant Guidelines. Applicants must obtain their own independent legal, financial, tax and other advice in relation to information in these Applicant Guidelines, or otherwise made available to them, during the application process.

The State accepts no responsibility whether arising from negligence or otherwise (except a liability that cannot lawfully be excluded) for any reliance placed upon the information provided by it in connection with the Fund or interpretations placed on that information by Applicants.

Department of State Development, Infrastructure, Local Government and Planning

8.5. Intellectual property

Any intellectual property rights that may exist in an Application will remain the property of an Applicant or the rightful owner of those intellectual property rights. Any part of an Application considered to contain intellectual property rights should be clearly identified by an Applicant.

The Applicant grants to the State (and will ensure relevant third parties grant) a non-exclusive, royalty free and irrevocable licence to use and reproduce the intellectual property for the purpose of administering the Fund.

8.6. Privacy

In this section, **Personal Information** has the meaning given to that term in the *Information Privacy Act 2009* (Qld).

Personal Information provided by Applicants may, in the course of and for the purposes of assessment of the Application, be disclosed to the State's associates (including other government agencies), advisors, consultants and contractors, and project stakeholders. Personal Information may also be disclosed where required for purposes associated with undertaking assessment of the Application, including due diligence enquiries.

If any Applicant collects or has access to any Personal Information in connection with its Application or the Program, the Applicant must comply, in relation to that Personal Information:

- a) (as if it were the State) with the Information Privacy Principles in the *Information Privacy Act 2009* (Qld); and
- b) with all reasonable directions of the State.

8.7. Law

These Applicant Guidelines are governed by the laws applicable in Queensland.

8.8. Acceptance

By submitting an Application, each Applicant:

- (a) warrants to the State that the information contained in its Application is accurate and complete as at the date on which it is submitted and not by omission misleading, and may be relied on by the State in assessing the Application and determining whether or not to provide funding to the Applicant under the Fund;
- (b) undertakes to promptly advise the State if the Applicant becomes aware of any change in circumstances which causes the information contained in its Application to become inaccurate or incomplete in a material respect;
- (c) acknowledges that the State will rely on the above warranty and undertaking when evaluating the Application;
- (d) acknowledges that the State may elect to remove an Application at any stage as a result of material changes to the information presented in its Application;
- (e) acknowledges that the State may suffer loss or damage if the Applicant breaches the above warranty and undertaking; and
- (f) is taken to have accepted these Applicant Guidelines, including these Terms and conditions.

Department of State Development, Infrastructure, Local Government and Planning

9. Conditions of funding

9.1. Project Funding Agreement

Successful Applicants will be required to execute a Project Funding Agreement with the State.

The State has no obligation to provide Project funding to an Applicant until a Project Funding Agreement has been properly executed by the Applicant and the State. Successful Applicants should not make financial commitments until the Project Funding Agreement has been properly executed by both parties.

The Project Funding Agreement will set out the arrangements for payment of funding to a successful Applicant in accordance with a Milestone Schedule.

9.1.1. Tax

Grants may be treated as assessable income for taxation purposes. The State does not provide advice to Applicants and recommends that Applicants seek independent professional advice on their tax obligations.

9.2. Project Reporting

9.2.1. Progress and completion reporting

The Project Funding Agreement will specify requirements for the submission of progress reports and a Project completion report. Templates for these reports will be provided by the Department.

Progress reports will require the successful Applicant to provide information about progress in delivering the Approved Project including details of any delays or risks, Project expenditure and financial contributions received, regulatory approvals, implementation of signage requirements, evidence of funding acknowledgement and Project-related media, and other requirements as determined by the Department.

The Project completion report will require the successful Applicant to provide an overview of the Approved Project's delivery including actual Project dates, budget and costs, regulatory approvals, photographs of completed works and signage, evidence of funding acknowledgement and Project-related media, and other requirements as determined by the Department.

9.2.2. Project Benefits reporting

To fully capture how the Fund is contributing to Resource Communities, successful Applicants will be required to report on Project Benefits which may include economic, social and environmental Benefits. Ongoing Benefits monitoring requirements following Project completion may also be required.

Departmental officers will provide guidance to successful Applicants in developing these reports.

9.3. Delivery of the Project

9.3.1. Confirmation of ownership of the Project Site

In certain circumstances, a Project may be approved for funding where the Applicant will not:

- » own the Project Site upon which the Project Infrastructure will be built
- » operate the resulting Project Infrastructure.

In these cases, the Applicant must obtain and must maintain all relevant permissions or agreements in order to ensure that:

Department of State Development, Infrastructure, Local Government and Planning

- » the Applicant has the right to access the Project Site in order to construct, operate and maintain the proposed Project Infrastructure
 - Evidence that right to access the Project Site in order to construct, operate and maintain the proposed Project Infrastructure has been agreed in-principle must first be provided with submission of an Application. A formal agreement for the right to access the Project Site in order to construct, operate and maintain the proposed Project Infrastructure is required prior to entering a Project Funding Agreement, or as a condition of obtaining funding under a Project Funding Agreement.
- » the Project Infrastructure will be operated in accordance with its intended purpose at the time of Application for a period of up to 10 years following Project completion.
 - Evidence that ongoing operation of the Project Infrastructure following Project completion has been agreed in-principle must first be provided with submission of an Application. A formal agreement for the operation of the Project Infrastructure for a period of time following Project completion (to be negotiated with the Department) is required prior to entering a Project Funding Agreement, or as a condition of obtaining funding under a Project Funding Agreement.

9.3.2. Local industry content

The Queensland Government is committed to maximising local content through greater participation of capable local industry in major government procurements.

To the extent possible, procurement undertaken for all Approved Projects should meet the intent of the Queensland Procurement Policy.

In addition, Approved Projects that have total Queensland Government funding contributions greater than \$2.5 million (exclusive of GST) are subject to the Queensland Government's Charter for Local Content. To fulfil the Charter, successful Applicants whose Approved Projects meet the above criteria will be required to provide details about how they have applied the Charter's principles and submit a Project Outcome Report on completion of the Approved Project. This will be detailed further in the Project Funding Agreement.

More information is available at: <https://www.statedevelopment.qld.gov.au/industry/industry-support/qld-charter-for-local-content>.



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NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 28 July 2021

Date: 21 July 2021

Item Number: L.11

File Number: D21/59836

SUBJECT HEADING: Outback Queensland Masters

Classification: Open Access

Officer's Title: Regional Events Attraction / Local Development

Original Resolution Meeting Date: 24 May 2021

Original Resolution Number: OM/05.2021/13

Original Resolution:

That Council:

1. Propose a counteroffer to Golf Australia to the amount of \$5,000 in support of the Outback Golf Masters event to be held in Roma on 25-26 June 2022.
2. Allocate \$5,000 in the 2021/2022 Sponsorship Budget for the Outback Golf Masters event to be held in Roma on 25-26 June 2022.
3. Allocate \$10,000 for in-kind assistance to Roma Golf Club in support of this national event.
4. Acknowledge Council's sponsorship in all forms of media for this event.

Recommendation:

That Council amend Resolution Number OM/05.2021/13 to read as follows:

1. Propose a counteroffer to Golf Australia to the amount of \$5,000 in support of the Outback Golf Masters event to be held in Roma on 18-19 June 2022.
2. Allocate \$5,000 in the 2021/2022 Sponsorship Budget for the Outback Golf Masters event to be held in Roma on 18-19 June 2022.
3. Allocate \$10,000 for in-kind assistance to Roma Golf Club in support of the event.
4. Upon Golf Australia's acceptance of the counteroffer, authorise the Chief Executive Officer (CEO) to sign the Outback Queensland Masters Roma Event Agreement outlining both Golf Australia's and Maranoa Regional Council's commitments for the event including acknowledgement of Council's sponsorship.

5. Approve the Roma Revealed logo, branding and website be used in promotional material as outlined in the Event Agreement.
-

Background:

Golf Australia approached Maranoa Regional Council to sponsor the 2022 Outback Queensland Masters Roma event, initially planned for 25-26 June 2022, at a cost of \$20,000.

Maranoa Regional Council proposed a counteroffer of \$5000 plus \$10,000 in-kind assistance to the Roma Golf Club, to which Golf Australia accepted.

Golf Australia, however, wish to change the date of the Roma event to 18-19 June 2022 (which will be the first location on the schedule as opposed to the second location, originally proposed), and have provided an Event Agreement confirming commitment details from both Golf Australia and Maranoa Regional Council.

With regards to the date change, in 2021, the annual Rugby Races were held on 26th June. In anticipation that the Rugby Races will be held on the same weekend in 2022, the proposed Outback Queensland Masters Roma event date change, will potentially prevent the two events clashing and allow for cross promotional opportunities and extended visitor stay.

Supporting Documentation:

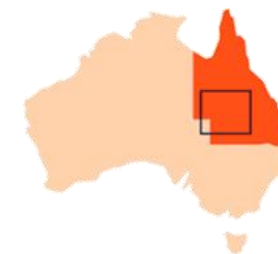
- | | | |
|---|---|-----------|
| 1 | 2022 Outback Queensland Masters Proposal - Roma | D21/35650 |
| 2 | OM/05.2021/13 - Letter to Golf Australia RE Sponsorship Request (Council Meeting 24 May 2021) | D21/43810 |
| 3 | 2022 Outback Queensland Masters Roma Event Agreement - Maranoa Regional Council | D21/58846 |

Notice prepared by:

Regional Events Attraction / Local Development



2022 LOCATION OPPORTUNITY PROPOSAL



The Outback Queensland Masters is **Australia's most remote golf series** and the **world's largest amateur golfing prize pool**, including a million dollar hole-in-one, 5 x \$10,000 hole-in-ones.

This epic event is staged across 6 towns in Queensland's Outback and in 2020 was awarded Australia's Best New Event.

Presented by Golf Australia with strategic partner, Tourism & Events Queensland a eagle spirit partner, PGA Australia. The event is further supported by local government authorities and local golf clubs.



**AUSTRALIAN
EVENT AWARDS
WINNER 2020**

Presented by



Eagle Spirit Partner



Strategic Partner



**Queensland
Government**

AUSTRALIA'S MOST REMOTE GOLF SERIES

In 2019 the inaugural Outback Queensland Masters (OQM) was launched across six towns including Roma, Charleville, Longreach, Winton, Boulia, concluding in Mount Isa with the Million Dollar Hole-In-One.

The OQM is for amateur golfers, where even first-time golfers are encouraged to join the tournament.

In 2019 the event had a 24 million reach in national media with more than 1,200 attendees across the six locations and 323 people from interstate.

Due to COVID-19 travel restrictions, the 2020 was rescheduled to 2021 which will see the OQM commence at Biloela and then travel to Charleville, Quilpie, Blackall, Hughenden concluding in Longreach for the Million Dollar Hole-in-One challenge.



NATIONAL RECOGNITION

In 2020 Outback Queensland Masters was judged by the Australian Event Awards as the Best New Event in Australia

“innovative, ground-breaking, inclusive, fun and creative - this is an incredibly unique new event. The effort, creativity and resourcefulness of the event organisers is truly impressive,”

co-chair of the judging panel Peter Rix AM.



AUSTRALIAN
EVENT AWARDS
WINNER 2020



A NEW MARKET FOR OUTBACK QUEENSLAND

The aim of the OQM is to attract a new, higher yield market to Outback Queensland and provide local and remote communities an opportunity to experience a high-quality sporting event of national significance.

“We are not about attracting thousands of visitors or profitless volume. The Outback Queensland Masters is about bringing new, higher spending markets to Outback Queensland.”

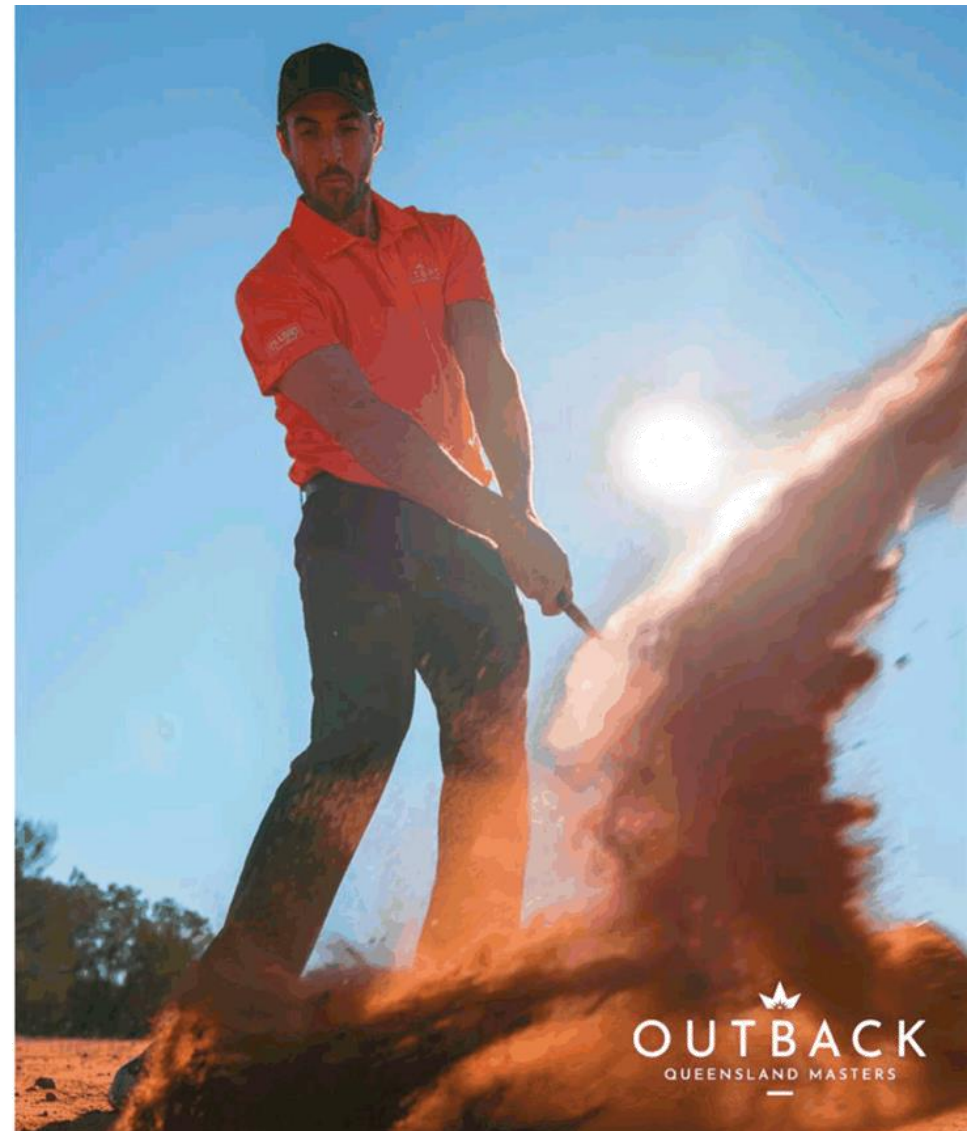
“We are already in negotiations with Golf New Zealand for promotional opportunities, and long-term to target international golfers.”

*Luke Bates, Golf Operations & State Senior Manager
Queensland, Golf Australia.*



2022 PROPOSED KEY DATES

18 – 19 June	OQM – Location 1
25 – 26 June	OQM – Location 2
2 – 3 July	OQM – Location 3
9 – 10 July	OQM – Location 4
16 – 17 July	OQM – Location 5
22 – 23 July	OQM – Location 6
24 July	OQM – Location 6 (Million Dollar Hole-In-One)



THE EVENT FORMAT

- Staged at local golf clubs in each town, the first 5 events are two-day, weekend events staged on Saturday and Sunday, each with a \$10,000 hole-in-one challenge.
- The event kicks off with breakfast on the Saturday morning at the local respective golf club, followed by the official tee off. A free Junior Golf Clinic for local children is staged on the Saturday morning with PGA Pro, Darren Weatherall.
- The competition at each event continues all day Saturday and Sunday (9 holes each day), with breakfast and lunch included on both days. Saturday evening is dinner under the stars with live entertainment.



OUTBACK
QUEENSLAND MASTERS

THE MILLION DOLLAR *Hole-in-One*

The tournament culminates in the sixth location for a three-day event over Friday, Saturday and Sunday. Tee off is on the Friday morning followed by Dinner Under the Stars. Saturday is another day of play on the sand green, and Sunday is the Million Dollar Hole-in-One challenge.




OUTBACK
QUEENSLAND MASTERS



WELCOME TO
COUNTRY



OUTBACK
QUEENSLAND MASTERS

DINNER UNDER THE MILKY WAY




OUTBACK
QUEENSLAND MASTERS



THE WINNERS







PGA Professional Darren Weatherall provides coaching and club fitting advice at each course

OUTBACK
QUEENSLAND MASTERS

THE JUNIOR CLINICS



- Junior Clinics occur at each location and are **FREE** to the local kids in the community.
- PGA Professional Darren Weatherall provides these clinics at each event.

OUTBACK
QUEENSLAND MASTERS

THE FEEDBACK PLAYERS

"A wonderful finale in Mount Isa for this magic event. We are still talking about it and sharing it with friends and family. Thinking seriously not to miss the 2021 opportunity - so much so we purchased two new 21st century drivers today!"

Leonie & Bruce Pratt

"Absolutely awesome Day One- organisation was excellent and the evenings entertainment absolutely outstanding"

Barbara Slater

"Our club (Roma) had the first leg of this great event. Being the first event we didn't know what to expect, golfers and non golfers enjoyed it so much they can't wait for the next leg. If you're not a golfer the entertainment package is well worth the money great entertainment and meal. Many thanks to the organising bodies for coming up with this awesome event for outback golf in Queensland, we are doing it pretty tough out here."

Jackie Lambert

"I enjoyed the course and the camaraderie of the players. Congratulations to all those who made it possible"

Martin Craig-McFeely

"I couldn't believe the setup you guys have done, I'm from a small town and I appreciate you guys doing this."

John Martin

"We like the country, we own a motorhome and liked the idea of playing the country courses and joining in some fun."

Derek and Sary Vanderkley



THE STATS

OVER 300 UNIQUE
VISITORS
TO THE REGION

OVER 1,200 ATTENDEES
ACROSS 6 EVENTS

OVER 3,800 VISITOR
NIGHTS IN THE OUTBACK

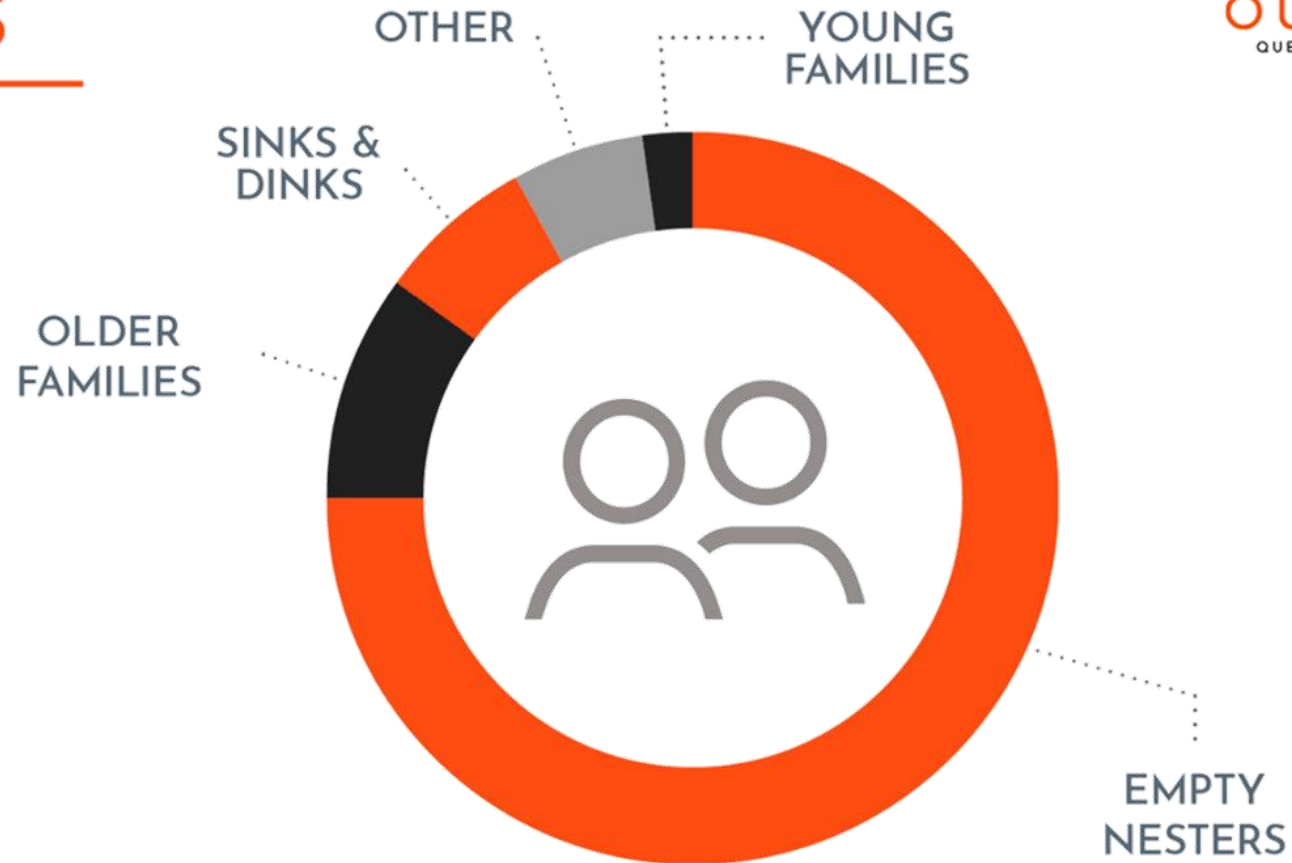
OVER \$1.3 MILLION
ECONOMIC IMPACT INTO
OUTBACK QUEENSLAND



NB: Above figures are from OQM 2019. 2021 will see a minimum 50% increase on 2019, based on current sales

OUTBACK
QUEENSLAND MASTERS

THE STATS



MEDIA OVERVIEW

15 MEDIA RELEASES TO
NATIONAL DISTRIBUTION
OF OVER
700 MEDIA CONTACTS

33 RADIO AND
TV INTERVIEWS ACROSS
AUSTRALIA

OVER 255 PRESS STORIES
WITH A REACH OF
23,598,634*

*NOT INCLUDING TV COVERAGE

NATIONAL TV COVERAGE
FOR INAUGURAL
TEE OFF IN ROMA

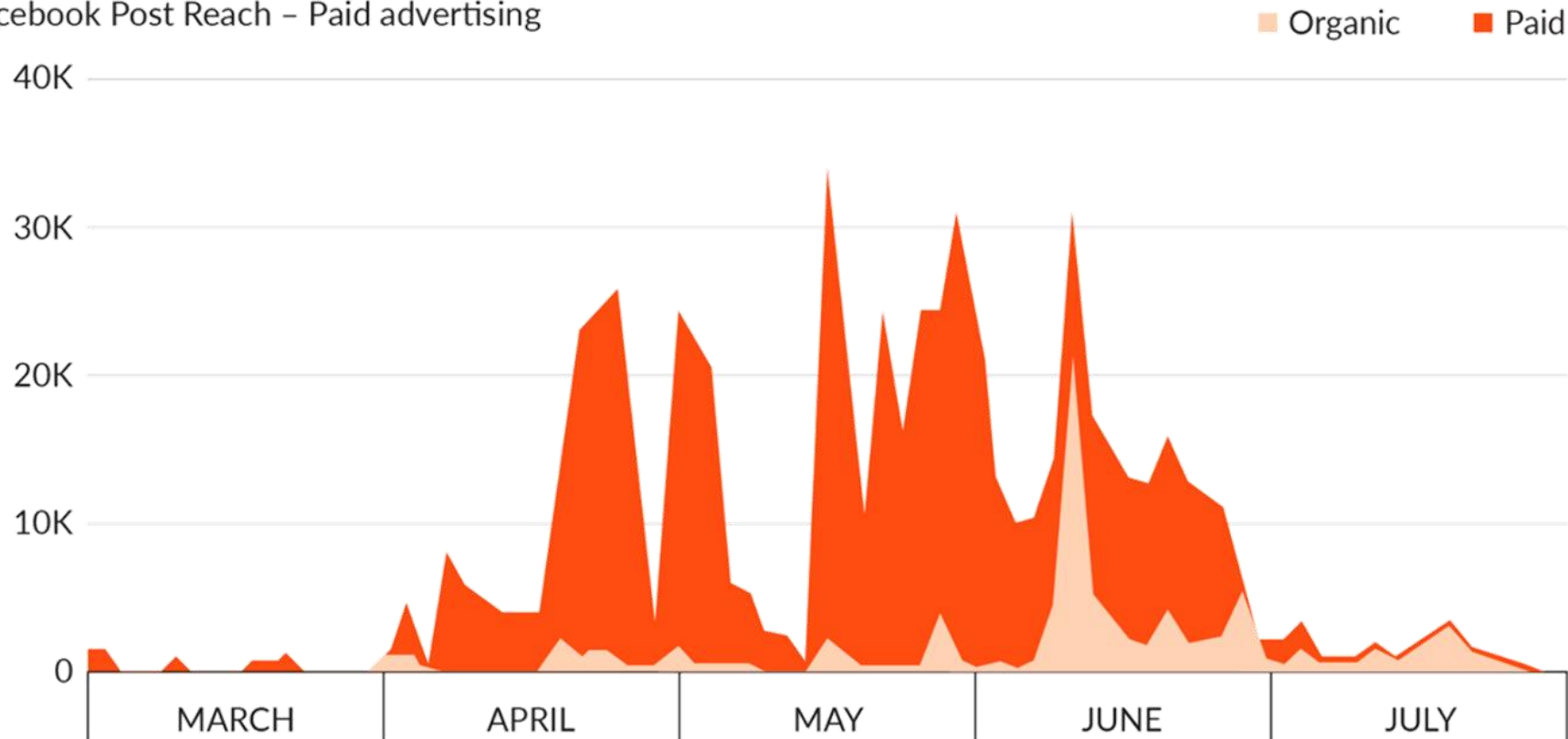
STATE-WIDE COVERAGE
OF THE MILLION DOLLAR
HOLE-IN-ONE IN MOUNT ISA



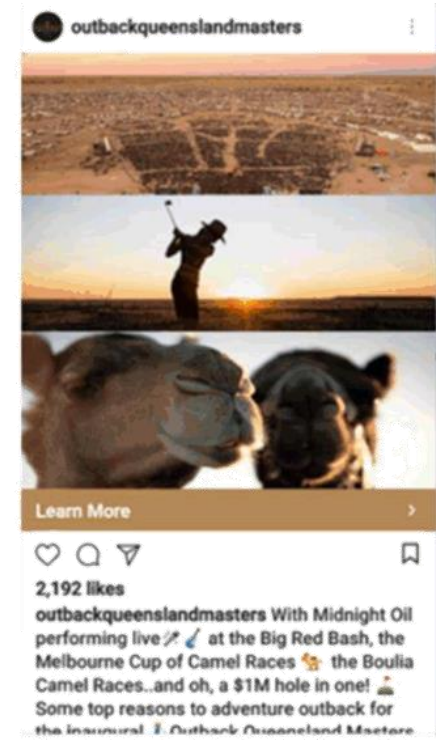


SOCIAL MEDIA

Facebook Post Reach – Paid advertising



CONTENT AND SOCIAL MEDIA MARKETING



DEDICATED SOCIAL MEDIA TILES

OUTBACK
QUEENSLAND MASTERS



SIGNAGE AT EVENT OVER TWO MONTHS



BIRDIE SPIRIT PARTNER
SHIRE OF MURWEN

Longreach Regional Council
Shire of Longreach

MATESHIP PARTNER
MOUNT ISA CITY COUNCIL

maranoa
LOCAL GOVERNMENT

YEAR OF OUTBACK TOURISM QLD 2019

OUTBACK
QUEENSLAND MASTERS

IT'S LIVE!
in Queensland

Play *around* in Outback Queensland

17 JUNE - 28 JULY 2019
f OutbackQLDMasters t OutbackQLDMastr @ OutbackQueenslandMasters

PRESENTED BY
Golf Australia

STRATEGIC PARTNER
TOURISM & EVENTS Queensland

EAGLE SPIRIT PARTNER
PGA AUSTRALIA 1917

STRATEGIC PARTNER
TOURISM & EVENTS Queensland

QUEENSLAND GOVERNMENT

EAGLE SPIRIT PARTNER
PGA AUSTRALIA 1917

SIGNAGE AT EVENT



CORFLUTE POSTERS



SCORECARDS

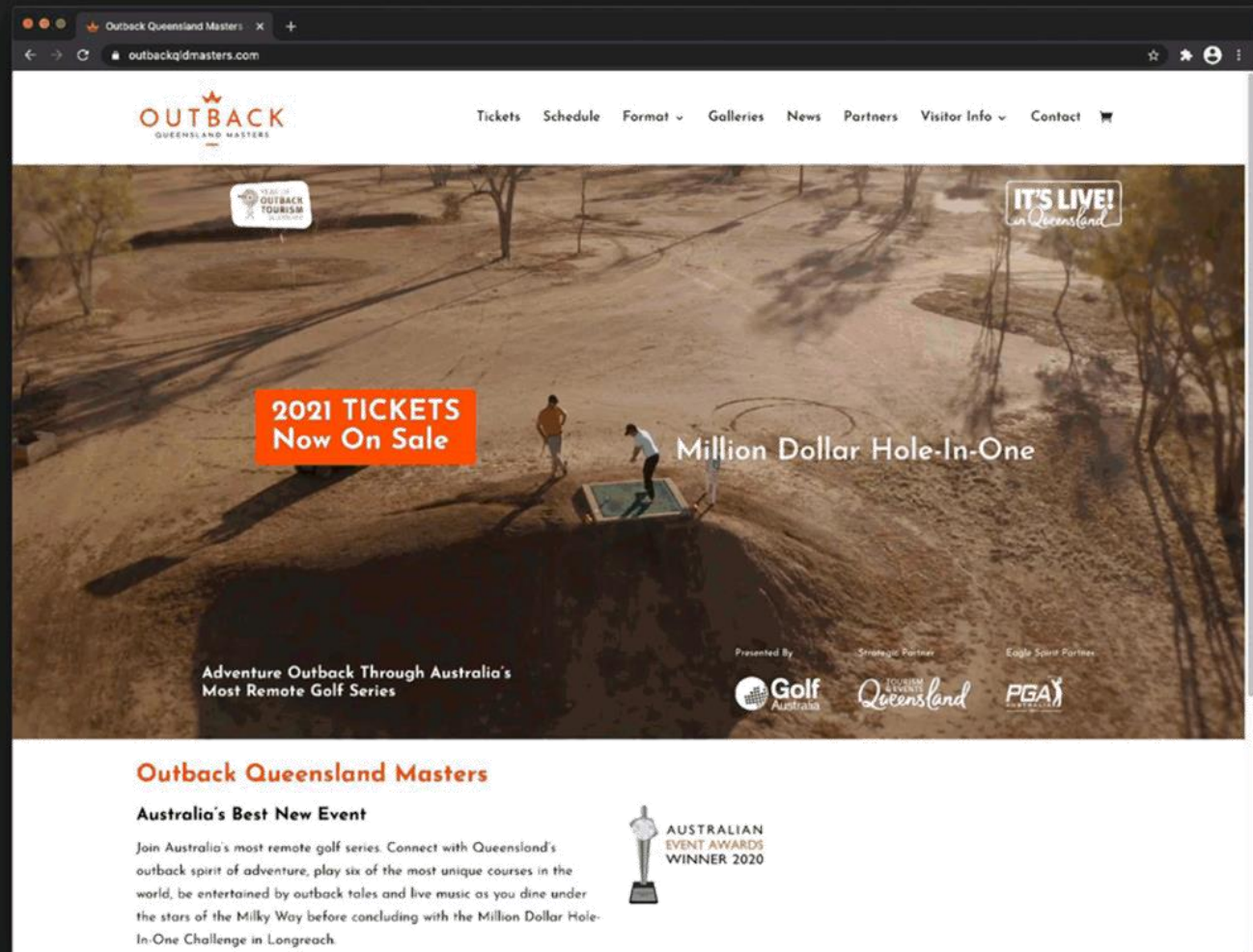


EDITORIAL + ADVERTISING

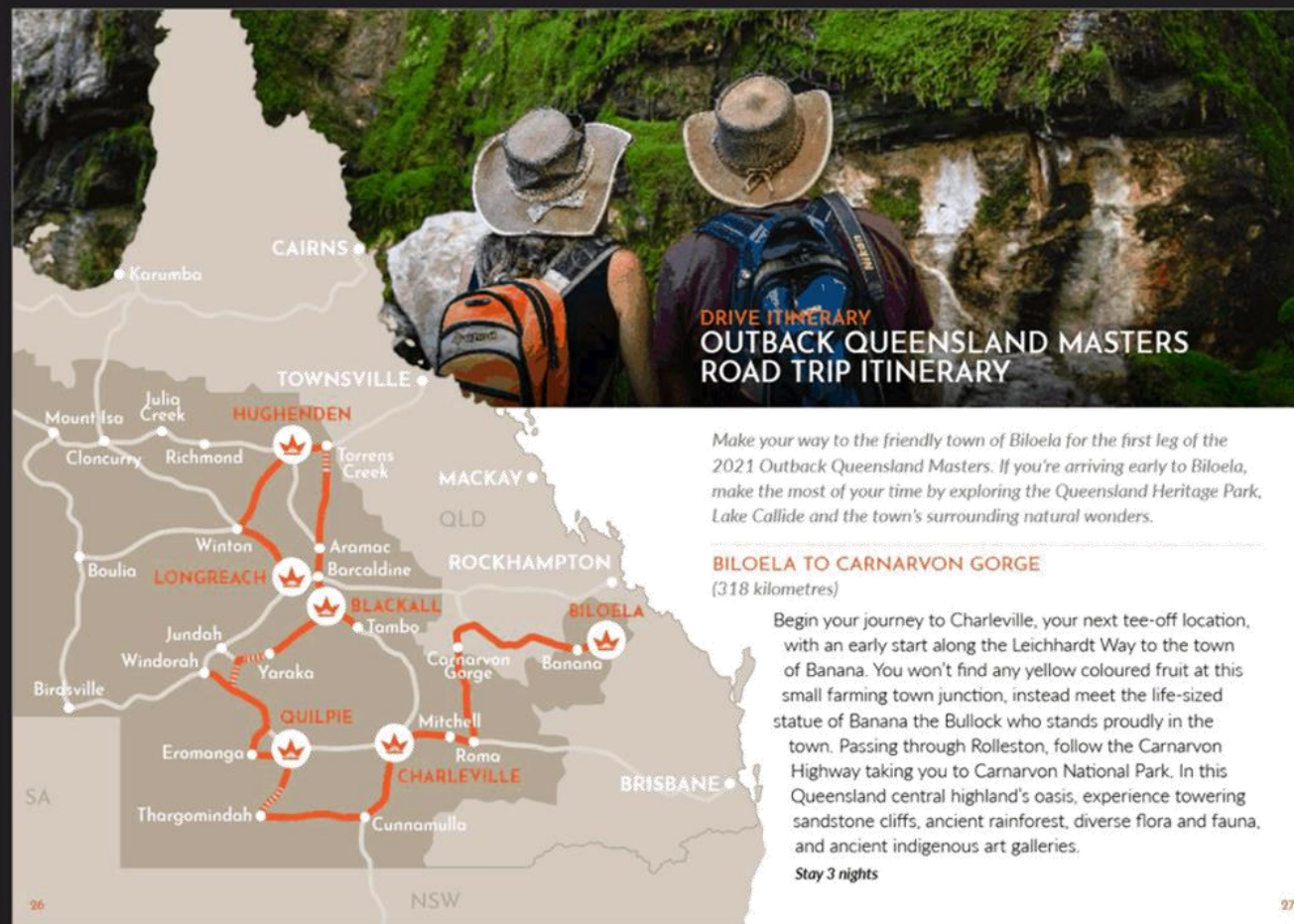
Australian Traveller Magazine, RM Williams Magazine, Qantas Spirit Magazine, Caravanning Australia, Wanderer Magazine, Outback QLD Tourism Association, OQM Poster



DIGITAL MARKETING WEBSITE + E-NEWS



FLIGHTS + SELF DRIVE ITINERARIES



WITH ACCOMMODATION LISTINGS + VISITOR CENTRE CONTACTS



2022 - COUNCIL PARTNERS

WHY PARTNER WITH AUSTRALIA'S BEST NEW EVENT THE OUTBACK QUEENSLAND MASTERS?

- Your town will feature in a 12 month marketing campaign
- Legacy of professional film and drone footage, and high resolution images available post the event
- OQM provides a financial injection directly through your local golf club and through the community
- Delivery of approximately 200 unique out-of-region visitors to your town for a minimum of three nights
- Delivery of a world class two day event
- Opportunity for your local club to be exposed to the operations of a World Class Golfing event where local staff and volunteers have the opportunity to gain experience and then use similar practices at events in the future.



2022 - COUNCIL PARTNER BENEFITS

BIRDIE SPIRIT PARTNER (>\$20,000 CASH)

Benefits

- Town inclusion on official OQM marketing collateral poster, program, website, advertising (TV, print and digital) and e-newsletter
- 5 Editorial based social media content
- Editorial in official pocket guide, including attractions, accommodation listings
- Self-drive itinerary promotion and town on OQM official touring map
- Dedicated Media Release announcing partnership with interview opportunities
- eDM to OQM database and Golf highlighting partnership and your local town
- 2 Outback Player Passes valued at \$300
- 8 Outback Spectator Passes valued at \$800
- Speaking opportunity at Player Presentation in your town
- Logo inclusion on Tee Signage displayed at various locations on the golf course
- Logo inclusion on Leaderboard displayed at each location
- Logo inclusion on Scorecard distributed to all players
- Logo inclusion on Partner page on OQM Website
- Professional photographer and videographer at each location
- Provision of event hi-res images and footage available post the event for each location worth \$4,800







Enquiries: Natalie Walsh
Phone: 1300 007 662 (via Customer Service)
Our Refs: D21/35502; D21/43810

3 June 2021

Luke Bates
14 Waden Lane
Bowen Hills QLD 4006

Via email: Luke.Bates@golf.org.au

Dear Mr Bates

Re: Request for Sponsorship

At the Ordinary Meeting held on 24 May 2021, Council reviewed the request for sponsorship of the 2022 Outback Queensland Masters.

The outcome from the meeting was that Council resolved as follows:

Resolution No. OM/05.2021/13

That Council:

1. Propose a counter-offer to Golf Australia to the amount of \$5,000 in support of the Outback Golf Masters event to be held in Roma on 25-26 June 2022.
2. Allocate \$5,000 in the 2021/2022 Sponsorship Budget for the Outback Golf Masters event to be held in Roma on 25-26 June 2022.
3. Allocate \$10,000 for in-kind assistance to Roma Golf Club in support of this national event.
4. Acknowledge Council's sponsorship in all forms of media for this event.

If you have any further queries regarding this matter, please do not hesitate to contact Council's Economic and Community Development Regional Events Attraction / Local Development Officer – Natalie Walsh, on the number listed above.

Yours sincerely



Robert Hayward
Deputy CEO/
Director Development, Facilities & Environmental Services



Outback Queensland Masters (OQM) Event Agreement
(Commercial in confidence)



Event: Outback Queensland Masters – Roma Event

Council: Maranoa Regional Council


Dates: 18th & 19th June 2022

Golf Australia Commitment

1. To create and deliver a unique golf tournament which provides profile to the town of Roma and your Council.
2. To provide all required Outback Queensland Masters event operations for the duration of the event.
3. The delivery of marketing and promotion of the town of Roma through the following OQM event marketing and promotion (inclusive of acknowledgement of Councils sponsorship of the event in all aspects where practical):
 - a. Town inclusion on official OQM marketing collateral poster, program, website, advertising (TV, print and digital) and e-newsletter
 - b. 5 Editorial based social media content
 - c. Editorial in official pocket guide, including attractions, accommodation listings
 - d. Self-drive itinerary promotion and town on OQM official touring map
 - e. Media Release announcing partnership
 - f. eDM to OQM database and Golf highlighting partnership and your local town
 - g. Logo inclusion on Leaderboard displayed at each location, Scorecard distributed to all players and Partner page on OQM Website
 - a. Professional photographer and videographer at each location with provision of event hi-res images and footage available post the event
4. The delivery of a minimum of one Youth Engagement Golf Clinic by a PGA Professional
5. Opportunities for the Council to be involved in the event through the following activations:
 - a. 2 x Players Passes to the Roma Outback Queensland Masters event
 - b. 8 x Spectator Passes to the Roma Outback Queensland Masters event
 - c. An opportunity for a representative to speak at the Saturday dinner to all attendees

Council Commitment

1. To provide Golf Australia with Council logos for promotion of the event
2. If available, opportunity to use street banner poles for event advertising where council will install banners FOC, GA to provide banners to council.
3. To assist the Outback Queensland Masters in the promotion of the Roma event to the residents of the Maranoa Regional Council
4. To assist the Roma Golf Club where possible to host the Outback Queensland Masters event, i.e. providing additional table and chairs for the event weekend.
5. To provide \$10,000.00 of in-kind assistance to Roma Golf Club in support of this event
6. To pay Golf Australia an event fee of \$5,000.00 (plus GST)

Luke Bates – 14 th July 2021	Signature 
Golf Australia representative name and date	
Maranoa Regional Council representative name and date	Signature

OFFICER REPORT

Meeting: Ordinary 28 July 2021

Date: 23 July 2021

Item Number: L.12

File Number: D21/60475

SUBJECT HEADING: Country Universities Centre Maranoa - Training Room Hire Information and Fee Schedule

Classification: Open Access

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Country Universities Centre Maranoa are seeking Council's approval and consent for the CUC Maranoa Training Room Hire Information and Fee Schedule.

Officer's Recommendation:

That Council approve the CUC Maranoa Training Room Hire Information and Fee Schedule 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).

CUC Maranoa Ltd – Trustee Lessee
Maranoa Regional Community

Acronyms:

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

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

Acronym	Description
CUC	Country Universities Centre
MRC	Maranoa Regional Council

Context:

Why is the matter coming before Council?

CUC Maranoa have provided a copy of the CUC Maranoa Training Room Hire Information and Fee Schedule for Council's approval and consent.

Council is asked to consider the matter.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

CUC Maranoa Ltd has entered into a Lease Agreement with Council for the use of the premises located on L1 on WV1857, being the Roma Community Hub.

The Lease Agreement commenced on 14 May 2021 for the purpose of education, casual hire of facilities for community use and ancillary uses.

In accord with the Lease Agreement the Lessee, CUC Maranoa, must submit hire rates, hire times and terms of use in respect of the Conference Room to the Trustee, MRC, for approval and consent.

Following is an extract from the Lease Agreement Schedule –

7.6 Community Use

- (a) The Trustee Lessee must make the Conference Room available for casual hire or use by the general community.
- (b) The Trustee Lessee will be responsible for managing and coordinating the use and booking of the Conference Room by the community.
- (c) Trustee Lessee must submit hire rates (if applicable), hire times and terms of use in respect of the Conference Room to the Trustee for approval and consent within a reasonable time after the Commencement Date or within 14 days of receiving a request from the Trustee to do so at any time during the Term. The Trustee may make any amendments to the hire rates (if applicable), hire times and terms of use as the Trustee requires.

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

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

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

Nil

Council Policies or Asset Management Plans:

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

What are relevant sections of the policy or plan?

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

Nil

Input into the Report & Recommendation:

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

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

Manager – Facilities (Land, Buildings & Structures)

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)

CUC Maranoa Ltd – Trustee Lessee
Maranoa Regional Community

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
Terms of use and hire rate fees of the facility	Review of the proposed terms of use of the facility and the associated hire rate fees allows Council as Trustee to monitor the terms and fees of the facility for the benefit of the community.

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 offer no objection to the CUC Maranoa Training Room Hire Information and Fee Schedule 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 approve the CUC Maranoa Training Room Hire Information and Fee Schedule as presented.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

Supporting Documentation:

1 [Country Universities Centre Maranoa - CUC Maranoa](#) D21/60528
Training Room Hire Form and Fee Schedule

Report authorised by:

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Acting Director Infrastructure Services



CUC MARANOA TRAINING ROOM HIRE INFORMATION AND FEE SCHEDULE

Enquiries about training room hire at CUC Maranoa can be directed to rebecca.coffey@cucmaranoa.edu.au

Bookings can be made via https://calendly.com/cuc_training_room

FACILITIES FOR HIRE

Training Room	10 seat tabled training room equipped with state-of-the-art audio-visual and video conferring facilities. White board also available
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CENTRE FACILITIES

- Wireless internet access throughout and charging points for BYO devices
- Printing, photocopying, and scanning facilities (during business hours 8:30 am – 5 pm, Mon to Fri, 10c for black/white & 20c for colour)
- Video conferencing and audio-visual presentation facilities
- White board with pens and eraser
- Kitchenette facilities including fridge and tea/coffee
- Wheelchair accessible

AMENITIES

An accessible unisex toilet is available.

FACILITY HIRE

Facility hire is available Monday – Friday 9am–5pm, all requests outside of normal business hours must be approved by the Centre Manager.

FACILITY HIRE FEE

Training/community Room	Hourly fee: \$22 Daily fee: \$150 Note: No charges apply to ACNC registered organisations
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CANCELLATIONS

CUC Maranoa may deny any application for hire and may cancel previously approved applications without notice if extraordinary or unusual circumstances warrant such action. If the booking has been cancelled through no fault of the hirer, every attempt will be made to find an alternate venue. CUC Maranoa also reserves the right to refuse the hire of facilities to any applicant without assigning any reason for such refusal.



THE FACILITY HIRE TERMS AND CONDITIONS

Principle provisions

1. CUC Maranoa facilities may only be used for teaching and educational activities by and for external groups with the prior written approval of CUC Maranoa Centre Manager or an authorised representative.
2. Organisations and individuals within CUC Maranoa shall take precedence over non-CUC Maranoa applicants in the use of facilities.
3. Any use of CUC Maranoa facilities must not interfere with any CUC Maranoa class, activity, event, program, or student access.
4. Nothing in the Venue Hire Agreement confers on the hirer any rights as a tenant and such is expressly negated. The relationship between CUC Maranoa and the hirer is one of Licensor and Licensee.
5. All persons on CUC Maranoa' campus are required to abide by its By-Laws, Rules and other regulations. The Centre Manager, on request will provide detailed information on these.
6. CUC Maranoa may deny an application for hire or may cancel a previously approved application without notice if extraordinary or unusual circumstances warrant such action. If the booking has been cancelled through no fault of the hirer, every attempt will be made to find an alternate facility. CUC Maranoa also reserves the right to refuse the hire of facilities to any applicant without assigning any reason to such refusal.
7. No advertisement may be made in relation to the hiring of CUC Maranoa facilities without the approval of CUC Maranoa and is not to imply that CUC Maranoa is associated with the event other than providing the facility. Without express permission no advertisement, poster, handbill or any other form of announcement or statement may be placed on, attached to, or written on any structure or natural features of the campus such as doors, walls, windows, the surface of walkways, footpaths or roads, posts or other fixings or fittings.
8. Confirmation of Booking: the hirer will receive a confirmed notification automatically from the Calendly booking system, however the booking is only finalised until the Centre Manager has received a remittance advice confirming the payment of fees, a signed copy of this form along with a copy of the organisations' certificate of currency.
9. Full payment for the hiring of facilities is due within two days before the booking period.
10. If hire charges are not paid by the hirer when due, a booking may be cancelled with immediate effect. Subsequent payment by the hirer does not guarantee the reinstatement of cancelled bookings.
11. Cancellations must be made in writing and acknowledged and accepted by the Centre Manager.
12. Parking is available at the front of the CUC building.
13. Smoking is prohibited on all CUC Maranoa premises.
14. The hirer must not allow any third party to use the facility without obtaining prior written permission from the Centre Manager.
15. No temporary structure such as tents may be erected or assembled on CUC Maranoa campuses.
16. The driving of tacks, nails, or screws etc. into the woodwork or walls or any part of the facility or any furniture or fixtures within the facility is strictly forbidden. Signs, however, may be stuck on walls with blutak only (no tape) provided that the hirer ensures they remove all trace of it immediately after the event and there is no damage to the façade after removal.
17. Hirers must ensure that the facility and its surrounds are left in a clean and tidy condition. The hirer must pay for any damage sustained to any CUC Maranoa property whether through their own actions or through the action of their employee, contractors, sub-contractors or, guests attending any function booked by the hirer and the cost of cleaning the facility and its surrounds if not left reasonably clean and tidy.
18. The hirer must obtain public liability insurance for its use of the facility. For all insurance, the hirer must provide a certificate of currency or other evidence that shows that the insurance policy with apply to CUC Maranoa



facilities and is not limited to the hirer's own premises. All insurance must be on such terms as required by CUC Maranoa. The hirer is exclusively responsible for all liability (including damages, loss, costs, actions, claims and demands) to any person or property cause or contributed to by the hirer (including its employees, members, officers, agents and invitees) in using, entering, leaving or being near the facility or with CUC Maranoa campuses during or about the period of hire including but not limited to loss of life, personal injury, damage to property, damage to the facility or any area surrounding or adjoining the facility or loss or damage resulting from any faulty fittings or items brought onto the facility by the hirer. The hirer must pay any such liability and indemnifies CUC Maranoa in respect to any such liability that is incurred by CUC Maranoa resulting from any damage, loss, costs, actions, claims, and demands resulting from the occurrence of any of the events referred to in this clause. The hirer releases the CUC in respect of any claim that the hirer (including its employees, members, officers, agents, and invitees) may otherwise have against CUC Maranoa in respect to such liability.

19. All CUC Maranoa audio-visual equipment will be charged inclusive of the venue hire. The hirer is responsible for ensuring that any CUC Maranoa equipment used during the hire period remains in the same condition as at the commencement of the hire period.
20. Immediately following the end of the period of the hire the hirer must vacate the facility. Failure to vacate the facility may result in extra charges being applied by CUC Maranoa. The hirer must also immediately remove from the venue all goods; property or material brought in by or on behalf of the hirer.
21. If the hirer fails to observe any of the above conditions, CUC Maranoa may terminate the hire arrangement with immediate effect and CUC Maranoa will not be obliged to refund any portion of hiring charges already paid.
22. The hirer warrants that it will comply with its obligations under the Work Health & Safety Act 2011 (QLD). The hirer warrants that before entering into this agreement it has carried out a risk assessment of the undertaking that will be conducted from the facilities in the context of the Work Health & Safety Act 2011 (QLD) and that it is satisfied that it has identified any relevant risks. Without limitation, the hirer agrees that it will give such instructions to its employees and other person to whom it may owe a duty under the Act and will implement systems and do other things that will ensure, so far as is reasonably practicable, that the health and safety of its employees, invitees or other persons is not put at risk from activities conducted by or on behalf of the hirer.
23. The hirer will be responsible for any moneys that it receives and collects from its clients during the facility hire period. CUC Maranoa is not responsible and the hirer releases CUC Maranoa in respect to any loss incurred by the hirer for moneys received from the hirer's clients including but not limited to theft during the facility hire period.
24. The hirer must comply with all relevant regulations with respect to any audio-visual and electrical equipment and the operation of that equipment that is brought onto the facility by the hirer. The hirer must seek CUC Maranoa consent with respect to any equipment that the hirer intends to use in the facility.



CONTACT INFORMATION FORM:

FIRST NAME:	
LAST NAME:	
ORGANISATION:	
ABN:	
ACNC REGISTERED NAME:	
ADDRESS:	
EMAIL ADDRESS:	
PHONE CONTACT:	

EVENT INFORMATION:

NAME/TYPE OF EVENT:	
PREFERRED DATES:	
NUMBER OF ATTENDEES:	
AV REQUIREMENTS:	
ADDITIONAL INFORMATION:	

I (full name) _____ on behalf of (Organisation) _____ wish to hire CUC Maranoa facilities. All the

information I have provided to CUC Maranoa is true and correct, I have read, understood, and agree to

☐ The Facility Hire Terms and Conditions

☐ The Network Use Policy

Signed: _____ Date: _____



OFFICE USE ONLY			
PRE-HIRE			
FORM SIGNED	<input type="radio"/> YES	DATE RECEIVED:	
CERTIFICATE OF CURRENCY RECEIVED	<input type="radio"/> YES	DATE RECEIVED:	
KEY ISSUED	<input type="radio"/> YES	NO#	
INDUCTION PROVIDED	<input type="radio"/> YES	DATE:	
AMOUNT DUE			
ACNC STATUS	<input type="radio"/> YES	<input type="radio"/> NO	
HIRE FEES	\$	DATE RECEIVED:	
INVOICE REQUIRED	<input type="radio"/> YES	<input type="radio"/> NO	
COMMENTS:			
POST-HIRE			
INSPECTION COMPLETED	<input type="radio"/> YES	DATE:	
KEY RETURNED	<input type="radio"/> YES	DATE:	
COMMENTS:			