



In accordance with Section 277E of the *Local Government Regulation 2012* it is not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19.

The meeting will therefore be closed to the public, with only Councillors and staff essential for the functioning of the meeting in attendance. Consistent with Council's legislative responsibilities, the minutes of Council's meeting will be made available for inspection by the public at Council's office and on its website. Further the minutes will be available for purchase upon confirmation at the next meeting.

As an additional proactive step during these difficult times, Council will also upload a video of the meeting to Council's official Facebook page.

Mayor Tyson Golder  
Meeting Chairperson.

## BUSINESS PAPER - Ordinary Meeting

Wednesday 24 June 2020

Ernest Brock Room (Roma Cultural Centre)

### NOTICE OF MEETING

Date: 15 June 2020

Mayor: Councillor T D Golder

Deputy Mayor: Councillor G B McMullen  
Councillors: 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 Ernest Brock Room (Roma Cultural Centre) on **24 June, 2020 at 9.00AM.**

Julie Reitano  
Chief Executive Officer

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## **Status Reports**

### **Next General Meeting**

- To be held at the Ernest Brock Room (Roma Cultural Centre) on 15 July 2020.

## **Confidential Items**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

### **C Confidential Items**

**C.1 Applications through Regional Arts Development Fund (RADF) Program**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.2 Write off of Natural Gas Billing Accounts**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.3 Request to Waive Water Charges - Assessment 14030183**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(d) rating concessions.

**C.4 Request for rebate of water usage charges - Assessment 14014641**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(d) rating concessions.

**C.5 Request to Occupy Lot 3 on SP230317**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(e) (h) contracts proposed to be made by it; AND other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.6 Aeris Active COVID-19 Cleaning Product**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.



**C.7 Request for a Reduction in Trading Terms.**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.8 Registered Trade Mark Renewal**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.9 Request for Fee Waiver from Queensland Symphony Orchestra**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.10 Injune Caravan Park - Amendment to Fees and Charges and other Temporary Arrangements**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.11 Hibernian Hall - Request Fee Relief - COVID-19**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Councillor Business**

**12 Councillor Business**

**Closure**

**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ERNEST BROCK ROOM (ROMA CULTURAL CENTRE) ON 10 JUNE 2020 SCHEDULED FOR COMMENCEMENT AT 9.00AM**

**ATTENDANCE**

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

**AS REQUIRED**

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Operations Manager Plant, Fleet & Workshops – David Parker, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Water, Sewerage & Gas – Graham Sweetlove, Manager Environment, Health, Waste & Rural Land Services – Kay Crosby, Manager Planning & Building Development – Danielle Pearn, Manager Information & Communications Technology (ICT) – Rueben Broom, Manager Saleyards – Paul Klar, Lead Corporate Communications & Design Officer – Jane Frith, Support Officer Economic & Community Development – Tennielle Limpus.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.06am.

**CONFIRMATION OF MINUTES**

**Resolution No. GM/06.2020/01**

**Moved Cr McMullen**

**Seconded Cr Guthrie**

**That the minutes of the Ordinary Meeting on 27 May 2020 be accepted as true and correct [confirmed].**

**CARRIED**

**9/0**

**Resolution No. GM/06.2020/02**

**Moved Cr McMullen**

**Seconded Cr Birkett**

**That the minutes of the Budget Submissions & Financial Planning Standing Committee [Meeting] 3 June 2020 be accepted as true and correct [confirmed].**

**CARRIED**

**9/0**

**Resolution No. GM/06.2020/03**

**Moved Cr Edwards**

**Seconded Cr O'Neil**

**That [the minutes of] the Special Meeting [held on] 3 June 2020 be confirmed.**

**CARRIED**

**9/0**

In regard to regional meetings, referenced on page 52 of the agenda, Mayor Golder sought to clarify that Cr O'Neil's preference is for the supper to start at 5.30pm, as the Mayor's initial motion proposed that supper start at 6.00pm. Cr O'Neil in turn confirmed that it was his intention for supper to commence at 5.30pm to allow the community time to arrive to meet with Councillors.

*[Mayor Golder initially indicated that his comments as mentioned above were in relation to the Ordinary Meeting on 27 May 2020, but it was later confirmed through discussion that this was in reference to the minutes of the Special Meeting on 3 June 2020]*

## DECLARATION OF CONFLICTS OF INTEREST

### Cr Ladbrook

Item	Subject Heading
C.6	Addition to the Road Register - Extension of Humphreys Road Length / Request to rename Humphreys Road

Cr Ladbrook advised:

I, Councillor George Ladbrook declare that *[I have a]* 'Material and Personal Interest,' as defined by the *Local Government Act 2009*, section 175B for the agenda Item C.6 with the subject heading Humphreys Road *[Cr. Ladbrook subsequently confirmed/read out the full title reference for this item]* (Addition to the Road Register - Extension of Humphreys Road Length / Request to rename Humphreys Road) and the person to gain is myself, and the reason for my conflict is the use of Humphreys Road, my personal use of Humphreys Road. In accordance with Section 175C (2)(b) of the *Local Government Act 2009*, I will leave the room while this matter is being discussed and voted on.

### Cr Hancock

Item	Subject Heading
C.28	Council News – June edition review

Cr Hancock advised:

Item C.28 - Council News – June edition, I declare that whilst I don't have a conflict with the Council News, I do have a 'Material Personal Interest' conflict with the *distribution* of the Council News as it is being posted or suggested to be posted locally, so I declare that I have a 'Material Personal Interest' conflict as defined by section 175D of the *Local Government Act 2009* as my husband Graham Hancock owns the Surat Post Office and stands to gain a benefit or suffer a loss depending on the outcome of the Council's distribution of the Council news. I will be dealing with this matter by leaving the meeting while the matter is discussed and voted on.

### Cr Birkett

Item	Subject Heading
C.21	Booringa Heritage Group Incorporated – Renewal of Commercial Tenancy Agreement

Cr. Birkett advised:

I, have a declaration of 'Conflict of Interest' with *[Item]* C.21- Booringa Heritage Group Incorporated – Renewal of Commercial Tenancy Agreement, I am on the committee so I'll leave the room while that item is discussed.

[Mayor confirmed that Cr Birkett was declaring a 'Conflict of Interest' Cr Birkett reconfirmed this was the case]

## ON THE TABLE

Item Number: 5.1 File Number: D20/51929

SUBJECT HEADING: PROPOSED LOCAL ROADS STANDING COMMITTEE  
AND DRAFT POLICY (TERMS OF REFERENCE)

Initial discussions on this item commenced, but were ceased when Mayor Golder adjourned the meeting for recess.

COUNCIL ADJOURNED THE MEETING  
FOR A RECESS AT 9.18AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS  
COUNCIL RESUMED THE MEETING AT 10.05AM

Item Number: 5.1 File Number: D20/51929

SUBJECT HEADING: PROPOSED LOCAL ROADS STANDING COMMITTEE  
AND DRAFT POLICY (TERMS OF REFERENCE)

Officer's Title: Director - Corporate & Community Services  
Chief Executive Officer

### **Executive Summary:**

*This report proposed the formation of a Local Roads Standing Committee (including Roads, Drainage and Bridge Network).*

*A draft Policy (Terms of Reference) for the Committee was attached for Council's consideration.*

*This report was first presented to Council at the Ordinary Meeting on 27 May 2020 at which point Council resolved to lay the report on the table so that [Council] can receive a full briefing as to what delegated powers could be if Council chose to delegate to a Roads Standing Committee. Tables of delegable powers for the Local Government Act 2009 and Council's local laws, were attached to the report. These provided an example of the types of existing powers that could be delegated to a committee.*

### **Resolution No. GM/06.2020/04**

Moved Cr Golder

Seconded Cr Guthrie

That:

1. We do not have an additional briefing on days prior to the ordinary meeting for the areas of interest to the new Council\* in addition to an additional committee, and not have a formation of a Local Roads Standing Committee.

2. Use our Special Meetings needed for roads issues because they are a decision making device.
3. For the Special meetings, when roads are an issue to be brought up, that we invite to our Special Meetings a deputation, if so needed.

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	Cr. Taylor
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	
* Refer GM/06.2020/54 which indicates that there will need to be a formal amendment to this resolution.	

Responsible Officer	Director - Corporate & Community Services
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Item Number:

5.2

File Number: D20/52948

SUBJECT HEADING:

REVIEW OF REPORT DEADLINES TO ORDINARY MEETINGS & OTHER MEETINGS INCLUDING BRIEFINGS

Officer's Title:

Lead Officer - Elected Members & Community Engagement

**Executive Summary:**

At its Ordinary meeting on 22 April 2020, Council requested that a report be prepared about potentially bringing forward report deadlines for ordinary meetings. Given recent decisions about other Council forums (e.g. Special Meetings, Briefings and Committee meetings), consideration has been given to all meetings as part of this report's preparation. This matter had been included in the agenda for the Special Meeting on 3 June, 2020 and Council subsequently resolved to lay the item on the table until the next Ordinary Meeting.

**Resolution No. GM/06.2020/05**

Moved Cr Golder

Seconded Cr McMullen

[That Council]:

Not proceed with Item 1, and approve the proposed meeting report deadline schedule as presented.

[Point 1 of the officer's recommendation was - 'That Council reconsider its position on the agenda familiarisation briefing']

CARRIED

6/3

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

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil

Cr. Golder	Cr. Taylor
Cr. Guthrie	
Cr. Ladbrook	
Cr. McMullen	

<b>Responsible Officer</b>	<b>Lead Officer - Elected Members &amp; Community Engagement</b>
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## ON THE TABLE – CONFIDENTIAL ITEMS

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

- C.1 – Recommendation to purchase nine (9) Single Cab 4x2 Utilities – Ordinary Meeting 27 May 2020
- C.2 – Recommendation to purchase one (1) 5m<sup>3</sup> Front End Wheel Loader – Ordinary Meeting 27 May 2020
- C.6 – Addition to the Road Register – Extension of Humphreys Road Length / Request to rename Humphreys Road – Special Meeting 3 June 2020
- C.24 – Community Engagement Software – Ordinary Meeting 27 May 2020
- LC.2 – Financial Year 2021 Fees and Charges – Airports – Ordinary Meeting 27 May 2020

## BUSINESS

### OFFICE OF THE CEO

Item Number: 10.1 File Number: D20/53114

SUBJECT HEADING: REQUEST FOR COUNCILLOR BRIEFING

Officer's Title: Lead Officer - Elected Members & Community Engagement

### **Executive Summary:**

*Council's approval was sought to hold an 'out of schedule' Councillor Briefing.*

### **Resolution No. GM/06.2020/06**

Moved Cr Golder

Seconded Cr Birkett

That Council:

1. Hold a Councillor Briefing on Monday 15 June 2020 from 9.30am until 12.30pm.
2. Confirm that the single item for discussion at the Councillor Briefing is the Mayor's Operating Locally proposal.
3. Hold the briefing in the Ernest Brock Room (Roma Cultural Centre) with participation by the Mayor and Councillors and Executive Leadership Team (Chief Executive Officer, Directors, Deputy Director).

*[Wording amended by Mayor Golder from his original motion following further discussion regarding the timing of the upcoming Councillor Briefing given an invitation had been received by Councillors to attend another meeting near the end of the proposed Briefing]*

CARRIED

9/0

<b>Responsible Officer</b>	<b>Lead Officer - Elected Members &amp; Community Engagement</b>
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**Item Number:** 10.2 **File Number:** D20/39573  
**SUBJECT HEADING:** EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)  
**Officer's Title:** Director - Corporate & Community Services  
 Chief Executive Officer

**Executive Summary:**

*The report tabled a draft new Expenses Reimbursement Policy (Councillors) for consideration by the new term of Council.*

**Resolution No. GM/06.2020/07**

**Moved Cr Golder**

**I vote that we lay this on the table until later in the meeting.**

**CARRIED**

**9/0**

**DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES**

**Item Number:** 13.1 **File Number:** D20/51337  
**SUBJECT HEADING:** SERVICES AUSTRALIA - SURAT AGENCY AGREEMENT - 2020-2021  
**Officer's Title:** Lead Librarian

**Executive Summary:**

*Under the current National Agents & Access Points (NAAP) Program (Centrelink) contract, Services Australia has four, one (1) year options to renew (See Schedule 2 – Details Schedule). Services Australia has written to notify Council that they are exercising their option under Clause 3.3 of the Schedule 5 Terms and Conditions to the NAAP Contract to extend the term of our current contract for a further year from 1 July 2020 to 30 June 2021.*

**Resolution No. GM/06.2020/08**

**Moved Cr Hancock**

**Seconded Cr O'Neil**

**That Council receive and note the National Agents & Access Points (NAAP) Program 2020-2021 Notice of Contract Extension.**

**CARRIED**

**9/0**

**Responsible Officer**

**Lead Librarian**

**COUNCILLOR BUSINESS**

**Item Number:** 14.1 **File Number:** D20/52627  
**SUBJECT HEADING:** EXTRA SERVICES FOR THE MARANOA [ROMA NEIGHBOURHOOD CENTRE]  
**Councillor's Title:** Mayor

**Executive Summary:**

*Mayor Golder requested that Council further investigate the former Roma Neighbourhood Centre premises being made available for the community as a shared space for local services.*

**Moved Cr Golder**

**Seconded Cr Edwards**

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

**NO VOTE TAKEN**

No vote was taken on the draft motion at that time, with Cr. O'Neil enquiring as to a previous resolution of Council in regard to this facility, to sell it and or demolish it, and therefore that would contradict a resolution of Council. In response, the Chief Executive Officer advised that a search of previous minutes would need to be undertaken.

Mayor Golder put forward the following procedural motion in consideration of Cr O'Neil's question:

**Resolution No. GM/06.2020/09**

**Moved Cr Golder**

**That the matter lay on the table until later in the meeting.**

**CARRIED**

**9/0**

**COUNCIL ADJOURNED THE MEETING  
FOR MORNING TEA AT 10.45AM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS  
COUNCIL RESUMED THE MEETING AT 11.13AM**

**CONFIDENTIAL ITEMS (discussed in closed session)**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.5, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Resolution No. GM/06.2020/10**

**Moved Cr McMullen**

**Seconded Cr Birkett**

**That Council close the meeting to the public (11.13am).**

**CARRIED**

**9/0**

Cr McMullen left the meeting at 12.13pm, and returned at 12.14pm.

Cr O'Neil left the meeting at 12.14pm, and returned at 12.16pm.

**Resolution No. GM/06.2020/11**

**Moved Cr McMullen**

**Seconded Cr Edwards**

**That Council open the meeting to the public (12.57pm).**

**CARRIED**

**9/0**



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**Item Number:** C.5 **File Number:** D20/52736

**SUBJECT HEADING:** BIGGER BIG RIG - COMMUNITY FLYER - PROJECT OVERVIEW/UPDATE

**Officer's Title:** Deputy Director / Strategic Road Management  
Project Officer - Program & Contract Management

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***Executive Summary:***

*Council officers provided a Briefing to Elected Members on 26 May 2020.*

*This report provided Council with a draft Project Factsheet for consideration. It also provided Council with an update on additional project activities that have occurred since the Briefing.*

**Resolution No. GM/06.2020/12**

**Moved Cr McMullen**

**That we lay this on the table until further in the meeting to receive more advice.**

CARRIED

9/0

**COUNCIL ADJOURNED THE MEETING  
FOR LUNCH AT 12.58PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS  
COUNCIL RESUMED THE MEETING AT 1.59PM**

**CONFIDENTIAL ITEMS (discussed in closed session)**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.5 – C.14 which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Resolution No. GM/06.2020/13**

**Moved Cr O'Neil**

**Seconded Cr Birkett**

**That Council close the meeting to the public (1.59pm).**

CARRIED

9/0

Cr Ladbrook, having previously foreshadowed a 'Material Personal Interest' in Item C.6, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.04pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Ladbrook returned to the meeting at 2.18pm.

**Resolution No. GM/06.2020/14**

**Moved Cr McMullen**

**Seconded Cr Golder**

**That Council open the meeting to the public (3.13pm).**

**CARRIED**

**9/0**

**Cr Edwards**

Item	Subject Heading
C.14	Applications for Community Grants Round Two 2019/20
LC.2	Financial Year 2021 Fees and Charges - Airports

**C.14 - Applications for Community Grants Round Two 2019/20**

Cr Edwards advised:

I Cr Mark Edwards declare that I have a perceived 'Conflict of Interest' for Agenda Item C.14, with the subject heading - Applications for Community Grants Round Two 2019/20, because I am a member of Roma Historical Precincts Inc.

I have determined this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council by participating in the discussion and voting on the matter.

However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether:
  - I. I must leave the meeting while this matter is discussed or voted on; or
  - II. I may participate in the meeting in relation to the matter, including by voting on the matter.

[Cr. O'Neil sought to clarify if Cr Edwards was an executive member of that group, and Cr Edwards advised he was only a member (i.e. not an executive member)].

**Resolution No. GM/06.2020/15**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Cr Edwards has a perceived 'Conflict of Interest' in the matter and, notwithstanding the conflict, Cr Edwards may participate in the matter, discuss and vote upon it.**

**[C.14]**

**CARRIED**

**8/0**

Cr Edwards did not vote on this motion as he was the declaring Councillor under consideration in this matter.

## **LC.2 - Financial Year 2021 Fees and Charges – Airports**

Cr Edwards advised:

I Cr Mark Edwards declare that I have a 'Conflict of Interest' for Agenda Item LC.2, with the subject heading – Financial Year 2021 Fees and Charges - Airports, because I am a member of the Roma Aero Club and I think it mentions something in there about licences etc. etc. therefore I will be dealing with this matter by leaving the room while this matter is discussed and voted on.

### **CONFIDENTIAL ITEMS (discussed in closed session)**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.15 – C.29 and LC.1 – LC.2, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### **Resolution No. GM/06.2020/16**

**Moved Cr O'Neil**

**Seconded Cr McMullen**

**That Council close the meeting to the public (3.16pm).**

**CARRIED**

**9/0**

Cr O'Neil left the meeting at 3.30pm, and returned at 3.36pm.

Cr Birkett, having previously foreshadowed a 'Conflict of Interest' in Item C.21, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 3.50pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr. Birkett returned to the meeting at 3.35pm.

Cr. Ladbrook left the meeting at 3.50pm, and returned at 3.52pm.

Cr McMullen left the meeting at 3.59pm, and returned at 4.01pm.

Cr Hancock, having previously foreshadowed a 'Material Personal Interest' in Item C.28, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.09pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Hancock returned to the meeting at 4.12pm.

Cr Edwards, having previously foreshadowed a 'Conflict of Interest' in Item LC.2, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.15pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Edwards returned to the meeting at 4.34pm.

**Resolution No. GM/06.2020/17**

**Moved Cr McMullen**

**Seconded Cr Birkett**

**That Council open the meeting to the public (4.35pm).**

**CARRIED**

**9/0**

**COUNCIL ADJOURNED THE MEETING  
FOR A BRIEF RECESS AT 4.36PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS  
COUNCIL RESUMED THE MEETING AT 4.58PM**

**Item Number:**

**C.1**

**File Number: D20/51910**

**SUBJECT HEADING:**

**RECOMMENDATION TO PURCHASE NINE (9) SINGLE  
CAB 4X2 UTILITIES**

**Officer's Title:**

**Operations Manager - Plant, Fleet & Workshops**

***Executive Summary:***

*Requests for quotations were called for the supply & delivery of nine (9) Single Cab 4x2 Utilities via Vendor Panel (VP173132). This report was first presented to Council at the Ordinary Meeting on the 13<sup>th</sup> May 2020 at which point Council resolved to lay the report on the table until additional information could be provided. The additional information has been added to the Advice to Council section of the report.*

*Council resolved to lay the report on the table for a second time to receive advice on future financial priorities. A Plant Investment Program presentation was presented to Council on 3 June 2020. Additional information has been included in the Background section of this report.*

*Responses were reviewed by the evaluation panel and the report was submitted for Council's consideration.*

**Resolution No. GM/06.2020/18**

**Moved Cr Golder**

**Seconded Cr Ladbrook**

**That Council carry forward the funding to 2020/21 and not proceed with the purchase at this time.**

**CARRIED**

**7/2**

***[Wording amended by Mayor Golder from his original motion following further discussion with the Chief Executive Officer to include the financial year in which the funding was to be carried forward to]***

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Operations Manager - Plant, Fleet &amp; Workshops</b>
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**Item Number:** C.2 **File Number:** D20/51909

**SUBJECT HEADING:** **RECOMMENDATION TO PURCHASE ONE (1) 5M<sup>3</sup> FRONT END WHEEL LOADER**

**Officer's Title:** **Operations Manager - Plant, Fleet & Workshops**

**Executive Summary:**

*The report tabled the assessment and recommendation of quotations received for the supply and delivery of one (1) 5m<sup>3</sup> Front End Loader.*

*This report was first presented to Council at the Ordinary Meeting on the 27 May 2020 at which point Council resolved to lay the report on the table to receive advice on future financial priorities. A Plant Investment Program presentation was presented to Council on 3 June 2020. This report was updated with a photo of the plant to be replaced and disposed of.*

**Resolution No. GM/06.2020/19**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That Council carry forward the funding to 2020/21 and not proceed with the purchase at this time.**

CARRIED

6/3

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Operations Manager - Plant, Fleet &amp; Workshops</b>
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**Item Number:** C.3 **File Number:** D20/42595

**SUBJECT HEADING:** **RECOMMENDATION TO PURCHASE ONE (1) 28T - 32T EXCAVATOR**

**Officer's Title:** **Operations Manager - Plant, Fleet & Workshops**

**Executive Summary:**

*The report tabled the assessment of quotations received and recommendation for the supply and delivery of one (1) 28T - 32T Excavator.*

**Resolution No. GM/06.2020/20**
**Moved Cr Golder**
**Seconded Cr Edwards**

**That Council carry forward the funding to 2020/21 and not proceed with the purchase at this time.**

MOTION LOST

4/5

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

**Resolution No. GM/06.2020/21**
**Moved Cr McMullen**
**Seconded Cr O'Neil**
**That Council:**

- 1. Select Hitachi Construction Machinery (Australia) Pty Ltd as the recommended supplier of one (1) Hitachi ZX290LC-5 excavator at a cost of \$390,500 including GST, excluding registration and Compulsory Third Party insurance.**
- 2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Hitachi Construction Machinery (Australia) Pty Ltd and raise purchase orders if the final terms are acceptable.**
- 3. Assign expenditure to Ledger [General] 6551.6075.2005 (Plant Capital Works-Heavy Plant Purchase-Capital Purchase).**

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

**Responsible Officer**
**Operations Manager - Plant, Fleet & Workshops**

Item Number: C.4 File Number: D20/52538

**SUBJECT HEADING:** PROJECT ALLOCATION TO WORKS FOR QUEENSLAND (W4Q) ADDITIONAL COVID-19 PAYMENT AND ROADS TO RECOVERY SUPPLEMENTARY PAYMENT FOR LOCAL GOVERNMENT AREAS IN DROUGHT

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

**Executive Summary:**

Both the Australian Government and the State Government have announced stimulus packages for local governments in the wake of the drought, and more recently, the COVID-19 pandemic.

This report presented Council with an overview of these packages, and a suite of projects for Council to consider nominating to receive funding. The funding is provided on a non-contestable basis, so the funding allocation is set, with the projects only needing to align with the applicable eligibility criteria of each program.

**Resolution No. GM/06.2020/22**

Moved Cr Golder

Seconded Cr Hancock

**That Council:**

1. Nominate the projects eligible for funding as presented, with the exception of Knayers & Burtons Flood Gates funding to be reallocated to a floodway treatment at the Bungil Creek Crossing in Knayers Lane, under the:
  - a. Works for Queensland [Additional] COVID-19 Payment
  - b. Roads to Recovery Supplementary Payment for Local Government Area in Drought – 2020-21
2. Authorise the Chief Executive Officer, or delegate, to sign the submission form and any further agreements as required.

CARRIED

9/0

**Responsible Officer**

Deputy Director / Strategic Road Management

Item Number: C.5 File Number: D20/52736

**SUBJECT HEADING:** BIGGER BIG RIG - COMMUNITY FLYER - PROJECT OVERVIEW/UPDATE

**Officer's Title:** Deputy Director / Strategic Road Management  
Project Officer - Program & Contract Management

**Executive Summary:**

Council officers provided a Briefing to Elected Members on 26 May 2020.

This report provided Council with a draft Project Factsheet for consideration. It also provided Council with an update on additional project activities that have occurred since the Briefing.

This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.

**Resolution No. GM/06.2020/23**

**Moved Cr McMullen**

**That this lay on the table until an upcoming meeting.**

*[Wording amended by Cr McMullen from his original motion following a further suggestion from the Chief Executive Officer to give flexibility as to which meeting this item may again be presented to]*

CARRIED

9/0

<b>Responsible Officer</b>	<b>Deputy Director / Strategic Road Management</b>
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Cr Ladbrook, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.14pm, taking no part in discussion or debate on the matter.

**Item Number:**

**C.6**

**File Number: D20/52751**

**SUBJECT HEADING:**

**ADDITION TO THE ROAD REGISTER - EXTENSION OF HUMPHREYS ROAD LENGTH / REQUEST TO RENAME HUMPHREYS ROAD**

**Officer's Title:**

**Deputy Director / Strategic Road Management**

***Executive Summary:***

*At the Council Meeting on 13 May 2020, Council endorsed the addition of a section of unnamed formed road between Humphreys Road and Brookfield Road to Council's Rural Road Register.*

*This report sought to confirm the additional road attributes and classification information required to finalise the inclusion to the Road Register.*

**Resolution No. GM/06.2020/24**

**Moved Cr Birkett**

**Seconded Cr McMullen**

**That Council:**

- 1. Lay the matter on the table for a future meeting of Council until further information on the matter is received.**
- 2. Note that the request for a road name change of Humphreys Road and that the request be considered as per Council's Road Naming Policy, with a separate subsequent report to be tabled to a future meeting of Council.**

CARRIED

8/0

<b>Responsible Officer</b>	<b>Deputy Director / Strategic Road Management</b>
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At cessation of discussion and debate on the abovementioned item, Cr Ladbrook returned to the meeting at 5.15pm.



Item Number: C.7 File Number: D20/51053

SUBJECT HEADING: AMBY WATER QUALITY UPDATE

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

**Executive Summary:**

*At its meeting on 13 May 2020, Council resolved that a report be prepared on the condition of Amby Town water. This report summarised the findings to date.*

**Resolution No. GM/06.2020/25**

**Moved Cr Golder**

**Seconded Cr O'Neil**

**That Council:**

1. Note the contents of this report.
2. Consider installation of a new bore in Amby as part of the upcoming budget deliberations.

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

Item Number: C.8 File Number: D20/52243

SUBJECT HEADING: TRADE WASTE APPLICATION FEE WAIVER

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

**Executive Summary:**

*As a result of the COVID-19 pandemic and the impact it has had on businesses, providing local support by waiving Trade Waste application fees will provide further support to their recovery.*

**Resolution No. GM/06.2020/26**

**Moved Cr Guthrie**

**Seconded Cr Ladbrook**

**That Council:**

1. Waive the Trade Waste application fee for the remainder of this financial year.
2. Consider in its operating budget deliberations for the 2020/21 financial year waiving the Trade Waste application fees.

*[Wording slightly amended by Cr Guthrie from her original motion following further discussion]*

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

**Item Number:** C.9 **File Number:** D20/51397  
**SUBJECT HEADING:** CONTRACT PLUMBER FOR INJUNE 2020/21  
**Officer's Title:** Manager - Water, Sewerage & Gas

**Executive Summary:**

*The plumber for Injune resigned several years ago and following several attempts to fill this position, through advertising, there was still no interest in the role. Council therefore made use of a local plumber, to assist with these tasks under a Deed of Agreement. This Agreement needs to be renewed for next financial year 2020/21.*

**Resolution No. GM/06.2020/27**

**Moved Cr Guthrie**

**Seconded Cr Edwards**

**That:**

1. The Council engage the Trustee for Portbury Family Trust T/A Portbury's Plumbing Service Pty Ltd to complete Injune Plumbing Maintenance works as required for the financial year of 2020/21.
2. This engagement be to 31 July 2021.
3. The engagement be made in accordance with section 235(a) of the *Local Government Regulation 2012*, that: the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.
4. Council authorise the Chief Executive Officer (or delegate) to execute the Deed of Agreement.
5. Expenditure be assigned to the Injune Zone Water and Sewerage Maintenance Work Orders.

CARRIED

9/0

**Responsible Officer**

**Manager - Water, Sewerage & Gas**

**Item Number:** C.10 **File Number:** D20/51428  
**SUBJECT HEADING:** UPGRADE OF CONCRETE FOOTPATH AND  
 INSTALLATION OF CONCRETE VERGE - BOWEN  
 STREET ROAD RESERVE, ROMA  
**Officer's Title:** Manager - Maintenance Delivery & Works

**Executive Summary:**

*This report provided information in regards to the replacement and upgrade of the damaged concrete footpath and installation of a concrete verge located within Bowen Street road reserve, outside of Kooka's BP Central Service Station, Roma.*

**Resolution No. GM/06.2020/28**

**Moved Cr McMullen**

**Seconded Cr Edwards**

**That Council:**

1. Approve the replacement and full width upgrade of a section of footpath on Bowen Street outside Kooka's BP Central Service Station.

2. Ensure the construction standard of footpath takes into consideration the fact that this particular section may be traversed by heavy vehicles.
3. Authorise the replacement and upgrade works totalling \$11,594 GST inclusive to be funded from the unallocated upgrade of footpaths contribution fund.

CARRIED

9/0

Responsible Officer

Manager - Maintenance Delivery & Works

Item Number:

C.11

File Number: D20/52045

SUBJECT HEADING:

REQUEST FOR THE REMOVAL OF CONCRETE  
FLOODWAY - GUNNEWIN WEST ROAD

Officer's Title:

Manager - Maintenance Delivery & Works

**Executive Summary:**

*Council is in receipt of a request for the removal of a concrete floodway located at chainage 8.700km on Gunnewin West Road reserve, due to concerns raised by the applicant that the floodway is causing erosion to property known as Lot 11WT344, 851 Gunnewin West Road.*

Resolution No. GM/06.2020/29

Moved Cr Golder

Seconded Cr McMullen

That Council authorise the Mayor to liaise with the landowner in relation to available Councillors meeting with the applicant on-site to discuss a proposed way forward.

CARRIED

9/0

Responsible Officer

Manager - Maintenance Delivery & Works

Item Number:

C.12

File Number: D20/50786

SUBJECT HEADING:

EXECUTION OF REGIONAL RECYCLING TRANSPORT  
ASSISTANCE PACKAGE

Officer's Title:

Manager - Environment, Health, Waste & Rural Land  
Services

**Executive Summary:**

*Council has recently been advised of its successful application under the Department of Environment and Science Regional Recycling Transport Assistance Package, which will recycle all 'end of use' tyres located at its refuse sites. This funded project is in 50% partnership with Balonne Shire Council, with Maranoa being the lead agency.*

Resolution No. GM/06.2020/30

Moved Cr McMullen

Seconded Cr Birkett

That Council endorse the project and authorise the Chief Executive Officer, or delegate, to execute the Grant Deed and any associated documents for this project.

CARRIED

9/0

Responsible Officer

Manager - Environment, Health, Waste &  
Rural Land Services

Item Number: C.13 File Number: D20/50759

**SUBJECT HEADING:** DELEGATION OF AUTHORITY TO SIGN GRANT AGREEMENT - COMMUNITIES COMBATING PESTS AND WEEDS DURING DROUGHT - ROUND 2

**Officer's Title:** Rural Land Services & Funding Officer / Team Coordinator

**Executive Summary:**

*Council has received advice that a previously submitted application for funding under the Communities Combating Pests and Weeds During Drought – Round 2 has been successful. A resolution was sought authorising the Chief Executive Officer to sign the grant agreement and other associated documents as required.*

**Resolution No. GM/06.2020/31**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council endorse the project, and authorise the Chief Executive Officer (CEO), or delegate, to execute the grant agreement and all associated documents between Council and the Federal Department of Agriculture, Water and the Environment for the Communities Combating Pests and Weeds During Drought – Round 2 project.**

CARRIED

9/0

**Responsible Officer**

**Rural Land Services & Funding Officer / Team Coordinator**

Item Number: C.14 File Number: D20/47776

**SUBJECT HEADING:** APPLICATIONS FOR COMMUNITY GRANTS ROUND TWO 2019/20

**Officer's Title:** Support Officer - Economic & Community Development Regional Sport & Recreation Development Coordinator

**Executive Summary:**

*Council is committed to supporting local and regional initiatives that provide opportunities for residents to access and participate in a wide range of recreational, cultural, environmental, community and economic development projects and activities through the Community Grants Program.*

*Sixteen grant applications were received and assessed under Round 2 for 2019/20. Seven (7) Small Grants and six (6) Community Grants were recommended for funding, subject to conditions where applicable.*

**Resolution No. GM/06.2020/32**

**Moved Cr Hancock**

**Seconded Cr Ladbrook**

**That Council:**

- 1. Endorse the recommendations of the assessment panel and approve the following Community Grant applications for payment:**

GROUP	GRANT TYPE	FUNDED
Noonga Community Association	Small grant	\$ 1,500
Corona Lodge No 318	Small grant	\$ 3,000
Yuleba Bowls Club	Small grant	\$ 1,825
All Saints Debutante Ball Committee	Small grant	\$ 3,000
Roma Life Christian Church	Small grant	\$ 2,807
Visit Roma Inc	Small grant	\$ 467
Injune Rodeo Association	Small grant	\$ 2,400
<b>TOTAL</b>		<b>\$14 999</b>

GROUP	GRANT TYPE	FUNDED
Roma Bush Gardens	Community grant	\$ 8,254
Roma Historical Precinct	Community grant	\$ 3,979
Surat Pony Club	Community grant	\$ 4,740
Roma Campdraft Association	Community grant	\$ 10,000
Wallumbilla P & C Association	Community grant	\$ 3,042
Roma Touch Association	Community grant	\$ 5,000
<b>TOTAL</b>		<b>\$ 35,015</b>
<b>ALL GRANTS</b>		<b>\$ 50,014</b>

**2. Fund the overspend of \$245 from WO.14856.2539.2001 Yuleba Local Development Materials and Services.**

CARRIED 9/0

<b>Responsible Officer</b>	<b>Support Officer - Economic &amp; Community Development</b>
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**Item Number:** C.15 **File Number:** D20/51037

**SUBJECT HEADING:** FEE WAIVER REQUEST - ANGLICARE

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

**Executive Summary:**

Council has been approached by Anglicare to consider a fee waiver for the use of a meeting room, at the Mitchell Customer Service Centre. Anglicare has available Emergency Relief vouchers that are to be distributed to clients in need within the Mitchell region and is seeking a base from which this can be done.

The room would be required for use on every 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of each month, between the hours of 9.30am and 12.30pm, depending upon client attendance. Anglicare is requesting the use of the room for a period of 6-months commencing on 11<sup>th</sup> June 2020.

Anglicare has also requested Council's consideration for the limited use of a photocopier during this time.

**Resolution No. GM/06.2020/33**
**Moved Cr Edwards**
**Seconded Cr Birkett**
**That Council:**

1. Approve the request from Anglicare for a fee waiver for the use of a meeting room in Mitchell as per Council's in-kind policy for a not-for profit organisation.
2. Approve the limited use of a photocopier free of charge.
3. Provide for this amount of expenditure in the In-kind Assistance (Major) budget, GL 02887.2248.2001, for the 2020-21 financial year.

**CARRIED**
**9/0**
**Responsible Officer**
**Support Officer – Economic & Community Development**
**Item Number:**
**C.16**
**File Number: D20/44645**
**SUBJECT HEADING:**
**CLAIM FOR DAMAGES - BYMOUNT WEST ROAD, ROMA**
**Officer's Title:**
**Lead Land Administration Officer**
**Executive Summary:**

*Council received correspondence regarding a claim for reimbursement for damage to two tyres that occurred in April 2020.*

**Resolution No. GM/06.2020/34**
**Moved Cr Golder**
**Seconded Cr Ladbrook**
**That:**

1. Council reimburse the claimant \$876 being the cost of replacing two tyres on the following conditions:
2. Council and the Claimant acknowledge that Council is not legally liable for the incident.
3. The claimant agrees to accept the amount of \$876 from Council as a full and final settlement of all claims arising from the alleged incident in April 2020.

**CARRIED**
**9/0**
**Responsible Officer**
**Lead Land Administration Officer**
**Item Number:**
**C.17**
**File Number: D20/52080**
**SUBJECT HEADING:**
**ROMA GIRL GUIDES SURRENDER OF LEASE**
**Officer's Title:**
**Lead Land Administration Officer**
**Executive Summary:**

*Girl Guides Queensland has advised that they are surrendering their arrangement with Council in regard to the Girl Guides buildings located in George Street, Roma.*

**Resolution No. GM/06.2020/35**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That Council:**

1. Receive and note the advice from Girl Guides Queensland that they are surrendering the long standing arrangement to occupy part of Lot 5 on SP103335.
2. Be provided with a report on the relationship arrangements between Girl Guides and Council going forward.
- ~~3. Consider at a future Council Meeting a condition of assessment [condition assessment] on the building with the view to identifying possible future uses if Girl Guides have no further interest.~~

*[Wording amended by Mayor Golder from his original motion to remove point 3, as a future report will contain information pertaining to point three of the initial draft motion]*

**CARRIED**

9/0

**Responsible Officer**

**Lead Land Administration Officer**

**Item Number:**

**C.18**

**File Number: D20/45176**

**SUBJECT HEADING:**

**PUBLIC SAFETY BUSINESS AGENCY - LOT 14 ON W4097**

**Officer's Title:**

**Administration Officer - Land Administration**

***Executive Summary:***

*Correspondence was received from Public Safety Business Agency seeking to determine Council's potential interest in acquiring vacant land described as Lot 14 on W4097 for any community or commercial purposes. Council's direction is sought.*

**Resolution No. GM/06.2020/36**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That Council liaise with Wallumbilla Town Improvement [Group] before making a decision on this report to see if there is any interest in the offer.**

**CARRIED**

9/0

**Responsible Officer**

**Administration Officer - Land Administration**

**Item Number:**

**C.19**

**File Number: D20/45400**

**SUBJECT HEADING:**

**COUNCIL ASSET - 181 ALICE STREET, MITCHELL**

**Officer's Title:**

**Administration Officer - Land Administration**

***Executive Summary:***

*Council owns freehold property located at 181 Alice Street, Mitchell and described as Lot 8 on M15144. Council received contact from parties expressing interest in purchasing this property.*

**Resolution No. GM/06.2020/37**
**Moved Cr McMullen**
**Seconded Cr Taylor**

**That Council offer for sale by tender property located at 181 Alice Street, Mitchell and described as Lot 8 on M15144.**

**CARRIED**
**9/0**
**Responsible Officer**
**Administration Officer - Land Administration**
**Item Number:**
**C.20**
**File Number: D20/45753**
**SUBJECT HEADING:**
**APPLICATION FOR CONVERSION OF TENURE - LOT 1328 ON MNG53**
**Officer's Title:**
**Administration Officer - Land Administration**
**Executive Summary:**

*The Department of Natural Resources, Mines and Energy sought Council's views on an application it has received for conversion of Grazing Homestead Perpetual Lease (GHPL) 10/3330 being Lot 1328 on MNG53. The proposed use of the land is grazing.*

**Resolution No. GM/06.2020/38**
**Moved Cr Birkett**
**Seconded Cr Ladbrook**

**That the Council advise the Department of Natural Resources, Mines and Energy it offers no objection to the conversion of GHPL 10/3330 being Lot 1328 on MNG53 to freehold tenure.**

**CARRIED**
**9/0**
**Responsible Officer**
**Administration Officer - Land Administration**

Cr. Birkett, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.33pm, taking no part in discussion or debate on the matter.

**Item Number:**
**C.21**
**File Number: D20/50279**
**SUBJECT HEADING:**
**BOORINGA HERITAGE GROUP INCORPORATED - RENEWAL OF COMMERCIAL TENANCY AGREEMENT**
**Officer's Title:**
**Facility Lease Management & Housing Officer / Team Coordinator**
**Executive Summary:**

*Booringa Heritage Group Incorporated have advised Council that they wish to exercise the Option to Renew clause in the Commercial Tenancy Agreement, for the Booringa Heritage Museum expiring on 31 August 2020.*

**Resolution No. GM/06.2020/39**
**Moved Cr Edwards**
**Seconded Cr Guthrie**

**That Council renew the Commercial Tenancy Agreement with the Booringa Heritage Group Incorporated for a further five (5) year term expiring 31 August 2025.**



CARRIED

8/0

**Responsible Officer**

**Facility Lease Management & Housing  
Officer / Team Coordinator**

At cessation of discussion and debate on the abovementioned item, Cr Birkett returned to the meeting at 5.34pm.

**Item Number:**

**C.22**

**File Number: D20/46019**

**SUBJECT HEADING:**

**PLANNING CONSULTANCY SERVICES**

**Officer's Title:**

**Manager - Planning & Building Development**

***Executive Summary:***

*The existing Agreement for Council to provide town planning consultancy services to the Balonne Shire Council is due to expire on 30 June 2020. Council's endorsement to enter into a new agreement was required in order for Council to continue to provide these services to the Balonne Shire in 2020/21.*

**Resolution No. GM/06.2020/40**

**Moved Cr O'Neil**

**Seconded Cr Ladbrook**

**That Council authorise the Chief Executive Officer (CEO) to enter into a new Agreement with Balonne Shire Council, to provide town planning services in accordance with the terms defined in the Agreement presented.**

CARRIED

9/0

**Responsible Officer**

**Manager - Planning & Building Development**

**Item Number:**

**C.23**

**File Number: D20/52335**

**SUBJECT HEADING:**

**PAYMENT TO QUEENSLAND LOCAL GOVERNMENT  
MUTUAL MANAGED BY JARDINE LLOYD THOMPSON  
PTY LTD - ANNUAL LIABILITY INSURANCE PAYMENT**

**Officer's Title:**

**Council Buildings & Structures Maintenance Officer /  
Team Coordinator**

***Executive Summary:***

*Council received the annual invoice from Queensland Local Government Mutual for Public Liability – Professional Indemnity and Local Government Liability coverage for 2020/21.*

**Moved Cr O'Neil**

**Seconded (No Seconded)**

**That Council:**

- 1. Authorise payment to Queensland Local Government Mutual (LGM Liability), totalling \$295,573.73 (including GST), being payment for LGM Liability Membership Contribution 2020/21 – \$327,490.66, less annual Surplus Distribution of \$31,916.93.**
- 2. Authorise the Chief Executive Officer (CEO) to raise a purchase order with expenditure assigned to the 2020/21 budget allocation for liability insurance.**

3. Authorise the Chief Executive Officer (CEO) to complete future payments invoiced by Queensland Local Government Mutual in accordance with budget approvals.

*[Wording amended by Cr O'Neil from his original motion following further discussion surrounding a potential correction to the first funding amount quoted in point 1 of the draft motion]*

NO VOTE TAKEN

No seconder was obtained, and no vote was taken on the draft motion at that time, with Cr O'Neil proposing the following procedural motion in order for the funding amount to be checked for point 1 of the draft resolution.

**Resolution No. GM/06.2020/41**

**Moved Cr O'Neil**

**I move we lay it on the table.**

CARRIED

9/0

**Item Number:**

**C.24**

**File Number: D20/52963**

**SUBJECT HEADING:**

**COMMUNITY ENGAGEMENT SOFTWARE**

**Officer's Title:**

**Director - Corporate & Community Services**

***Executive Summary:***

*The report tabled further information regarding a proposal for Council to consider community engagement software to enhance Council and resident engagement about future initiatives and projects for the Maranoa region.*

**Resolution No. GM/06.2020/42**

**Moved Cr Hancock**

**Seconded Cr Guthrie**

**That Council:**

1. Enter into a licence and support agreement with Bang the Table for a period of 12 months for the Bang the Table Engagement HQ platform and Engagement IQ support.
2. Resolves that the engagement is in accordance with section 235(b) of the *Local Government Regulation 2012*, that because of the specialised nature of the services that are sought, it would be impractical for the local government to invite quotes.
3. Authorise the Chief Executive Officer to sign the Agreement.
4. Use existing Elected Members and Community Engagement budget with funds transferred from employee costs (available due to a vacant position in 2019/20) to material and services as part of the quarterly review - Work Order 21903 Community Engagement Software.

CARRIED

9/0

**Responsible Officer**

**Director - Corporate & Community Services**

**Item Number:** C.25 **File Number:** D20/50362  
**SUBJECT HEADING:** MAPINFO PRO AND SPECTRUM SPATIAL ANALYST GST SOFTWARE - LICENCE & SERVICE AGREEMENT  
**Officer's Title:** Manager - Information & Communications Technology (ICT)

**Executive Summary:**

*Council's current agreement for MapInfo Pro and Spectrum Spatial Analyst GIS software is due to expire on the 30/06/2020. The new agreement is to continue the service for another three (3) years.*

*This report was tabled to seek Council's approval to continue to engage a sole supplier for this software licence agreement.*

**Resolution No. GM/06.2020/43**

**Moved Cr McMullen**

**Seconded Cr Guthrie**

**That Council:**

1. Enter into a licence and service agreement with Precisely Pty Ltd for a further 3 years to continue with the MapInfo and Spectrum Spatial Analyst GIC [intended GIS] platform.
2. The engagement be made in accordance with s 235(a) of the *Local Government Regulation 2012*, that: the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.
3. Authorise the Chief Executive Officer to sign the Agreement.

CARRIED

9/0

**Responsible Officer**

**Manager - Information & Communications Technology (ICT)**

**Item Number:** C.26 **File Number:** D20/52137  
**SUBJECT HEADING:** ROMA SALEYARDS PRIME SALES  
**Officer's Title:** Manager - Saleyards

**Executive Summary:**

*Roma Livestock Agents Association (RLAA) held a meeting on Wednesday 3 June 2020, to discuss and review the scheduled prime sales that are temporarily being incorporated in the weekly store sale.*

*A motion from this meeting was to recommend to Council that Roma Saleyards prime sales continue to be incorporated in the Tuesday store sale.*

**Resolution No. GM/06.2020/44**

**Moved Cr McMullen**

**Seconded Cr Ladbrook**

**That Council:**

1. Temporarily nominate Tuesday as a regular sale day for prime cattle (incorporated in the weekly store sale) until 30 September 2020. This will give certainty to producers that prime sale cattle are auctioned weekly at Roma.

2. Undertake a review in September 2020 in consultation with the Roma Livestock Association, bringing a report back to Council.
3. Approve the continued temporary use of the receival/delivery yards (old selling pens) adjacent to the loading ramps, only where cattle numbers exceed 6,000 head or at the Manager Saleyards' discretion (depending on the prime sale numbers of that sale) until 30 September 2020. The auctioneer walkways are scheduled to be dismantled as the pens are now receival and delivery yards.

CARRIED

9/0

Responsible Officer	Manager - Saleyards
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Item Number: C.27 File Number: D20/51216

SUBJECT HEADING: COUNCIL PUBLICATION - EXTENSION OF BOTTLE TREE BULLETIN CONTRACT

Officer's Title: Lead Corporate Communications & Design Officer

**Executive Summary:**

Maranoa Regional Council currently has a contract with Booringa Action Group to produce, print and distribute the Bottle Tree Bulletin, a 12 page newsletter that delivers community information to all households in the Maranoa region.

With the contract extension expiring at the end of June 2020, Council's approval for a further contract extension was sought.

**Resolution No. GM/06.2020/45**

Moved Cr Birkett

Seconded Cr Edwards

**That Council:**

1. Extend the Bottle Tree Bulletin contract until 30 September 2020 (including October 2020 edition) with current service provider Booringa Action Group.
2. Assign expenditure to GL 2018.2210.2002.

CARRIED

9/0

Responsible Officer	Lead Corporate Communications & Design Officer
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Cr. Hancock, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.43pm, taking no part in discussion or debate on the matter.

**Item Number:** C.28 **File Number:** D20/51452  
**SUBJECT HEADING:** COUNCIL NEWS - JUNE EDITION REVIEW  
**Officer's Title:** Lead Corporate Communications & Design Officer

**Executive Summary:**

*Review of the Council News June 2020 edition draft was sought for the publication to progress to print.*

**Resolution No. GM/06.2020/46**

**Moved Cr O'Neil**

**Seconded Cr Guthrie**

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

***[Proofing to be carried out by staff as Council has reviewed the edition]***

**CARRIED**

**8/0**

**Responsible Officer**

**Lead Corporate Communications & Design Officer**

At cessation of discussion and debate on the abovementioned item, Cr Hancock returned to the meeting at 5.44pm.

**Item Number:** C.29 **File Number:** D20/52966  
**SUBJECT HEADING:** BUDGET REVIEW  
**Officer's Title:** Chief Executive Officer  
 Contractor - Strategic Finance

**Executive Summary:**

*At the Special Meeting held on 3 June 2020, a report was tabled for the third quarter's progress on implementing the Corporate Plan and Operational Plan. Council's progress with the budget has also been integrated into the document so that all information about the quarter is in one place. An update on all projects to 31 May 2020 was also included in the bound document provided on the day.*

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

**Resolution No. GM/06.2020/47**

**Moved Cr Edwards**

**Seconded Cr Taylor**

**That, Council adopt the 2019/20 third quarter budget review as shown in the report's attachments:**

- **Revenue Policy 2019/20;**
- **Revenue Statement 2019/20;**
- **Revised Budget Financial Statements 2019/20 and following two years;**
- **Revised Budget Financial Statements 2019/20 and following nine years;**
- **Revised Financial Sustainability Ratios 2019/20;**
- **Total Value of Change in Rates and Charges; and**

That the documents be placed on the Council website:

<http://www.maranoa.qld.gov.au/council/budgets>

Furthermore, incorporate the result of Council's decision for Item C.24 of this meeting.

CARRIED

9/0

<b>Responsible Officer</b>	<b>Chief Executive Officer</b>
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**Item Number:**

**C.23**

**File Number: D20/52335**

**SUBJECT HEADING:**

**PAYMENT TO QUEENSLAND LOCAL GOVERNMENT  
MUTUAL MANAGED BY JARDINE LLOYD THOMPSON  
PTY LTD - ANNUAL LIABILITY INSURANCE PAYMENT**

**Officer's Title:**

**Council Buildings & Structures Maintenance Officer /  
Team Coordination**

***Executive Summary:***

*Council received the annual invoice from Queensland Local Government Mutual for Public Liability – Professional Indemnity and Local Government Liability coverage for 2020/21.*

*This matter had been laid on the table earlier during the meeting. Council resumed its deliberations with final figures for point one (1) confirmed.*

**Resolution No. GM/06.2020/48**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council:**

- 1. Authorise payment to Queensland Local Government Mutual (LGM Liability), totalling \$295,573.73 (including GST), being payment for LGM Liability Membership Contribution 2020/21 – \$327,490.66 less annual Surplus Distribution of \$31,916.93.**
- 2. Authorise the Chief Executive Officer to raise a purchase order with expenditure assigned to the 2020/21 budget allocation for liability insurance.**
- 3. Authorise the Chief Executive Officer to complete future payments invoiced by Queensland Local Government Mutual in accordance with budget approvals.**

CARRIED

9/0

<b>Responsible Officer</b>	<b>Council Buildings &amp; Structures Maintenance Officer / Team Coordination</b>
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## LATE CONFIDENTIAL ITEMS

**Item Number:** LC.1 **File Number:** D20/45758  
**SUBJECT HEADING:** MICROSOFT ENTERPRISE AGREEMENT - LICENSING RE-SIGNING  
**Officer's Title:** Manager - Information & Communications Technology (ICT)

### **Executive Summary:**

*The Maranoa Regional Council, like many organisations, rely heavily on Microsoft products to provide a technology platform. From the operating system used on every computer to the backend servers running services in the background.*

*As Maranoa Regional Council has grown so has the IT requirements and complexity of software licensing. The Microsoft Enterprise Agreement (MEA) is a licensing program that allows Council access to a flexible, cost-effective and manageable licensing contract.*

*The MEA also extends beyond just a licensing agreement as it allows the MRC to freely plan, test and deploy new and innovative solutions to provide a robust IT environment to meet Council's current and future IT needs. This in turn will allow Council to provide a more efficient and effective service to the community.*

### **Resolution No. GM/06.2020/49**

**Moved Cr Birkett**

**Seconded Cr McMullen**

### **That:**

1. Pursuant to section 234 of the *Local Government Regulation 2012*, proceed with the Microsoft Enterprise Agreement under a Local Government arrangement through Localbuy contract BUS274.
2. Council delegate to the Chief Executive Officer the authority to sign the Microsoft Enterprise Agreement before 30 June, 2020.
3. The annual payments for the agreement will be due as follows: July 2020, July 2021 and July 2022.

***[Wording amended by Cr Birkett form his original motion following discussion]***

CARRIED

9/0

**Responsible Officer**

**Manager - Information & Communications Technology (ICT)**

Cr. Edwards, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.54pm, taking no part in discussion or debate on the matter.

**Item Number:** LC.2 **File Number:** D20/54217  
**SUBJECT HEADING:** FINANCIAL YEAR 2021 FEES AND CHARGES - AIRPORTS  
**Officer's Title:** Manager - Airports (Roma, Injune, Surat, Mitchell)

**Executive Summary:**

*This report served to present the proposed fees and charges applicable to the operations of Maranoa Regional Council's airports for the 2020/21 financial year for Council's consideration.*

**Resolution No. GM/06.2020/50**

**Moved Cr Golder**

**Seconded Cr Guthrie**

**That Council:**

1. Adopt the Fees and Charges from 2019/2020 for the Maranoa Regional Council's airports into 2020/2021 except for a potential review that may result from point 5 of this resolution and noting no increase in fees and charges.
2. Remove the Commuter/Charter – Arrival Departure via Terminal unscreened fee provided in the 2019/20 fees and charges from the 2020/21 schedule.
3. Introduce a provision to enable business development in the airside [area] of the Roma airport through an Airside Infrastructure Access Commercial Purpose Fee, priced on application, executed via licence agreement.
4. Authorise the CEO (Chief Executive Officer) or delegate to enter into agreements for airside infrastructure access if the terms are acceptable.
5. Be provided with a further report around the implications and methodology for waiving fees for light aircraft less than 1,500kg.

*[Wording amended by Mayor Golder from his original motion following further discussion to refine and simplify the wording for clarity]*

CARRIED

8/0

<b>Responsible Officer</b>	<b>Manager - Airports (Roma, Injune, Surat, Mitchell)</b>
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At cessation of discussion and debate on the abovementioned item, Cr Edwards returned to the meeting at 5.57pm. Mayor Golder confirmed that Cr Edwards was not present during consideration of the abovementioned item.

Council then determined it would again clarify the resolution for the audience. Cr. Edwards again left the meeting at 5.58pm for this to take place having previously declared a 'Conflict of Interest' for the abovementioned item.

Mayor Golder then repeated the resolution as stated above. A vote was not taken on the matter, having already been resolved by Council.

Following the resolution being again read out, Cr Edwards returned to the meeting at 6.00pm.



Item Number: LC.3 File Number: D20/53566

SUBJECT HEADING: ADDITION TO THE ROAD REGISTER - UNFORMED ROAD OFF WOMBLEBANK GAP ROAD

Councillor's Title: Mayor Golder

**Executive Summary:**

*Mayor Golder had received a request for an unformed road reserve to be added to the Road Register.*

**Resolution No. GM/06.2020/51**

**Moved Cr Golder**

**Seconded Cr Guthrie**

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

CARRIED

9/0

**Responsible Officer**

**Deputy Director Infrastructure Services /  
Strategic Road Management**

Item Number: 10.2 File Number: D20/39573

SUBJECT HEADING: EXPENSES REIMBURSEMENT POLICY (COUNCILLORS)

Officer's Title: Director - Corporate & Community Services  
Chief Executive Officer

**Executive Summary:**

*The report tabled a draft new Expenses Reimbursement Policy (Councillors) for consideration by the new term of Council.*

*This item had been laid on the table earlier during the meeting. Council resumed its deliberations.*

**Resolution No. GM/06.2020/52**

**Moved Cr Golder**

**Seconded Cr McMullen**

**That Council adopt the draft Expenses Reimbursement Policy (Councillors) for the 2020/24 term, with a change in regards to page 110 and 111:**

- **Removing Option 1 [incorporating sections (a) and (b)];**
- **Amending Option 2 for private use of a vehicle to make it 88 cents per kilometre as per the log book.**

**[Wording updated and further explained by Mayor Golder a number of times following further discussion. For clarity, the amended section of the policy incorporating the abovementioned changes is as follows:**

Vehicles	<b>Ad-hoc use for Council Business</b>  Mayor and Councillors will have access to a pool vehicle for ad-hoc use, subject to availability and prior booking (e.g. travel within or outside the region for business use, transporting dignitaries). For hosting of dignitaries or visitors to the region, bookings should occur with 48 hours' notice to provide time for vehicle cleaning and fuelling.
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	<p><b>Use of own private vehicle</b></p> <p>(a) Australian Taxation Office allowance paid for reimbursement of Council Business use (88 cents per kilometre) – log book maintained and copies provided as part of the reimbursement request.</p> <p><b>OR</b></p> <p>(b) The Councillor seeks no reimbursement through this policy, in which case the Councillor may be entitled to claim associated costs through the taxation system.</p> <p>Note: If Councillors elect to use their private vehicle for Council Business, a Certificate of Currency for comprehensive motor vehicle insurance is to be provided annually. In the case of damage, Council's Motor Vehicle Fleet insurance policy will provide cover for the loss of any No Claim Bonus or payment of the policy excess.</p> <p>If the Councillor's motor vehicle is not otherwise insured, the Council's Motor Vehicle Fleet insurance policy will cover damage to a limit of \$50,000 or market value whichever is lesser, but only in circumstances where the damage/loss occurs whilst the councillor was using their private vehicle for Council Business.</p>
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### Policy as adopted

#### **Title of policy**

Expenses Reimbursement Policy (including Facilities)

#### **Why do we need this policy?**

All councils in Queensland are required to have an Expenses Reimbursement Policy under the local government legislation. It pertains to the Mayor, Deputy Mayor and all persons elected as a Councillor in the Council term 2020-2024.

Although it is called "Expenses Reimbursement Policy", its contents are broader than its name suggests. Under Section 249 of the *Local Government Regulation 2012*, the policy includes:

- (a) *payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;*
- (b) *provision of facilities to councillors for that purpose.*

Facilities include equipment, resources and administrative support (employee time) that facilitate the performance of Councillors' duties and responsibilities.

*Note: While this policy establishes clear accountabilities, there may be instances where the particular circumstances of a Councillor has not been envisioned in this policy. Such requests can be brought to Council for a decision, and an amendment made to the policy if required.*

#### **What are the key considerations for Maranoa Regional Council in developing its Expenses Reimbursement Policy?**

- Maranoa Councillors represent the current and future interests of the residents of the local government area:

- Current residents - 12,665<sup>1</sup> at 30 June 2019;
- Area - 58,835km<sup>2</sup> (approximately 91% of mainland Tasmania).

- The region comprises 10 towns (Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla, Yuleba) covering an urban area of 31.7 km<sup>2</sup> in total, spread out over a large geographic area.
- Although approximately 70% of the population lives in urban areas across the region, approximately 30% live in rural areas across 58,802.8 km<sup>2</sup>.
- Travel (and associated expenses) is not limited to Council meetings but also regular attendance at community and other representative meetings and events across the region.
- Due to the vast area which the Maranoa Regional Council region covers, and to encourage Councillors to participate in all Council activities / events held across the region, Council ~~has, since~~ (from September 2008 to June 2020), deemed it necessary to provide a vehicle to Councillors for official Council business.

In the first term of Maranoa Regional Council (2008/09), the following options were included:

- Mileage allowance at a higher cents per kilometre to recognise the difference between the costs of running a vehicle in the Brisbane Metropolitan area and the then Roma Regional Council:  
  
or
  - A council vehicle;  
  
or
  - The option of individual use vehicle for business and private use through a (lease back) fee being automatically deducted from the fortnightly Councillor remuneration payments.
- A third of the Councillors for this term (2020 – 2024) live in rural areas.
  - All of the present term Councillors have identified the importance of improving the region's road network, and at times will need to travel the region's road network for meetings with residents. Maranoa Regional Council has:
    - the largest local government road network (by length) in the State on a per capita basis.
    - the 3<sup>rd</sup> largest local government road network (by length) in the State.

The network comprises:

- Sealed/bitumen roads (20%);
- Unsealed roads (51% gravel and 29% formation / dirt).

<sup>1</sup> Australian Bureau of Statistics; 3218.0 Regional Population Growth, Australia; Released at 11.30am (Canberra time) 25 March 2020; Table 3. Estimated Resident Population, Local Government Areas, Queensland, "2019".

**How will the policy assist Councillors in providing high quality leadership to the local government and the community?**

**(a) Supporting councillor participation**

*It will assist councillors to fully participate in Council meetings, deputations, events and inspections across our large geographical area.*

**(b) Encouraging democratic representation**

*No individual should be 'out of pocket' - i.e. Councillors and/or their families should not be financially disadvantaged because of the Councillor carrying out their responsibilities.*

*Similarly, no one should be discouraged from standing for public office due to being required to contribute personal funds for the performance of public office.*

**(c) Ensuring honesty**

*Expenses and facilities are used for the purpose of performing Councillors' legal responsibilities.*

*Council will be compensated for any incidental or limited private use.*

**(d) Demonstrating accountability**

*Any expenditure has appropriate records kept to confirm that it has been used for an approved purpose.*

**(e) Providing transparency**

*The community will be kept up to date with the expenses incurred by, and the facilities provided to, each Councillor under this policy by publishing the particulars as required by legislation.*

**(f) Supporting productivity initiatives**

*Councillors will be provided with modern 'tools of the trade' to support the implementation of effective processes and efficient use of employee time.*

**(g) Being respectful of others**

*Councillors have different needs in performing their councillor responsibilities.*

*The policy aims to provide for full participation by all councillors while also providing employees that support them with a safe, meaningful and productive work environment.*

*One size may not fit all. Some degree of flexibility may be needed to enable councillors to balance their public, professional, business and personal commitments, while still complying with the local government principles in the performance of their responsibilities.*

*The policy aims to be respectful of other individuals' choices – including the ability to accept or reject payment for all or any expenses depending on the individuals' circumstances.*

#### **(h) Incurring fair and reasonable expenses**

*The aim is to ensure fair and reasonable expenses and the allocation of Council resources in the form of facilities, to enable all Councillors to conduct their responsibilities. Expenses are separate to, and not intended to supplement, remuneration as determined by the Local Government Remuneration Commission.*

#### **(i) Selecting the most cost effective option for ratepayers**

*This ensures that an analysis is undertaken, and that decisions about the provision of facilities is based on actual data rather than perceptions.*

#### **(j) Recognising that councillors have a different role to employees**

*Important distinctions are:*

- *Given Councillors' representative role, their 'workplace' is the whole region, representing all residents. A Councillor's representative role begins and ends at their home and is often undertaken during their private time at home, including reading and consideration of Council meeting agendas.*
- *Whilst employees have specific hours of work, and are engaged to perform particular tasks councillors are rarely "off duty."*

*Even when Councillors are out and about in the region in a private capacity e.g. shopping for groceries or at events that are not Council events, there is considerable expectation from ratepayers and residents to stop and discuss Council matters.*

#### **(k) Ensuring that expenses and facilities are commensurate with industry standards and community expectations about Councillors' visibility across the region.**

*In developing this policy, Council has benchmarked expenses and facilities provided by like Councils (e.g. regional councils with similar road length and number of elected members, nearby category 3 councils).*

#### **What expenses and facilities for Councillors are permitted?**

Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government and the community.

This includes:

- Attending or preparing for Ordinary or Special Meetings, Standing Committees or Advisory Committees, briefings, deputations and inspections;
- Advocacy to other tiers of government;
- Council community engagement activities including advisory committees, town meetings representation on community committees as a Council representative and project specific engagement activities;
- Council civic and ceremonial events;
- Professional development;
- Deputations or meetings with residents of the local government area about Council matters;
- Council/Councillor representation at local government events;

- Council sponsored events (directly or through a Council sponsored organisation) and attending in a Councillor capacity;
- Industry events or community initiated and arranged events where a Councillor is invited in an official capacity (as a Councillor) and the invitation is sent to Maranoa Regional Council;
- Matters otherwise resolved by Council.

Civic and ceremonial events are events that are primarily for the residents of the region (where organised by Council), including:

- Anzac Day ceremonies
- Australia Day ceremonies and/or celebrations
- Remembrance Day ceremonies
- Official openings of Council projects
- Citizenship ceremonies
- Council arranged events to recognise citizens' contributions to the region (e.g. Launch of Volunteer Week, Seniors Week).

The format of the event's proceedings may:

- Include dignitaries and other invited guests, including representatives of the Federal and State Government;
- In whole or part be governed by the Federal or State Government.

## Expenses

This section pertains to payments made by Council for Councillors' reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed, paid for via a Council credit card issued to a Councillor, or paid directly by Council. The term 'reasonable' refers to what would be perceived as prudent, responsible and acceptable to the community. The term includes what the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds.

Expenses are not included in remuneration as set by the Local Government Remuneration Commission or equivalent.

Type of expense	Policy detail
Accommodation	<p>Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the region, Council will book and pay for accommodation at a local service provider.</p> <p>All Councillor accommodation for Council Business will generally be booked and paid for by Council through the Elected Members and Community Engagement Officers.</p> <p>Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts – e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit.</p> <p>Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.</p> <p>Accommodation may also be made available for Councillors when attending to Council Business if it is impractical to return home for that evening or where travel is required the day before.</p>

Community engagement	<p>Councillors may incur expenses for the purpose of conducting community engagement activities relevant to the business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).</p> <p>Each Councillor has an allocation for conducting community engagement activities of \$3,000 per annum (any unspent funds cannot be carried forward to the subsequent financial year).</p>
Flights and frequent flyer points	<p>Payment for all flights will be made by the officer delegated by the Chief Executive Officer, or via a Council issued credit card. Other than in the case of an after-hours emergency, personal or non-Council credit cards or accounts/funds are not to be used for the purposes of airfares for Council Business if reimbursement is sought.</p> <p>In the case of airfares, generally Economy fares as a cost effective option will be used unless otherwise resolved by Council. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council Business.</p> <p>Due to the time of commencement or completion of Council Business the Council may elect to travel on the day prior to and/or return on the day after the Council Business.</p> <p><b>Frequent flyer points</b></p> <p>Where a Councillor identifies in the Options Form, a record will be maintained with the Elected Members Support &amp; Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights. Redemption of points for Council Business will be through either:</p> <ul style="list-style-type: none"> <li>a) points plus pay (by the Councillor using the Council credit card); or</li> <li>b) via the website for reward seats, booked by the Elected Members Support &amp; Community Engagement Officer in consultation with the Councillor (to facilitate access to the site).</li> </ul> <p>The Councillor selecting a) will ensure that the Elected Members Support &amp; Community Engagement Officer has copies of records in relation to the award redemption.</p>
Food, drink and incidentals	<p>Councillors may claim for the actual (and reasonable) cost of meals and beverages (excluding alcohol) when travelling outside the region for Council Business. For the purposes of this policy, the reasonable amount claimable will be:</p> <ul style="list-style-type: none"> <li>• for the breakfast, lunch or dinner that falls within the time of day from the commencement of the travel to the end of the travel.</li> <li>• using Table 1 of the Australian Taxation Office Determination (TD 2018/11 or current equivalent). At the time of policy adoption, the amounts were:             <ul style="list-style-type: none"> <li>- Breakfast - \$27.55</li> <li>- Lunch - \$31.00</li> <li>- Dinner - \$52.80</li> <li>- Incidental - \$19.70 (each day of travel)</li> </ul> </li> </ul> <p>Reimbursement will be made through the Elected Members &amp; Community Engagement Officers upon presentation of an official tax invoice, provided:</p> <ul style="list-style-type: none"> <li>• The Councillor incurs the cost personally;</li> <li>• The meal was not provided as part of registration costs of an activity, or during a funded flight;</li> </ul> <p>Expenses associated with alcohol, including alcohol from the minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.</p>



Inappropriate conduct (suspected) including investigation costs	<p>In accordance with the example Investigation Policy (template) as provided by the Department of Local Government, Racing and Multicultural Affairs:</p> <p><i>Council must pay any reasonable expenses of <b>Council</b> associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:</i></p> <ul style="list-style-type: none"> <li>• the president of the Tribunal in undertaking an investigation for Council</li> <li>• a mediator engaged under this investigation policy</li> <li>• a private investigator engaged on behalf of or by the investigator</li> <li>• travel where the investigator needed to travel to undertake the investigation or to interview witnesses</li> <li>• seeking legal advice</li> <li>• engaging an expert.</li> </ul> <p><i>Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.</i></p> <p><i>Any costs incurred by <b>complainants</b> or the subject <b>Councillors</b> will not be met by Council.</i></p>
Legal costs	<p>Council will pay:</p> <ul style="list-style-type: none"> <li>• Through its relevant insurance policy, costs incurred through Council inquiry, investigation, hearings or legal proceedings into the conduct of a Councillor where arising out of, or in connection with the Councillor's performance of his/her Councillor functions. Where it has been found that the Councillor breached the provisions of the <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council.</li> <li>• Legal costs that are required by Maranoa Regional Council (rather than for individual councillor enquiries), when sought by resolution, and provided to all Councillors.</li> </ul>
Professional development	<p>Council will reimburse expenses incurred for:</p> <ul style="list-style-type: none"> <li>• Mandatory Professional Development; and</li> <li>• Discretionary Professional Development.</li> </ul> <p>Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.</p> <p>Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.</p> <p>Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.</p>
Transport / transfer costs (excluding flights)	<p>Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. hire cars, taxis, trains, taxis, buses and ferry fares).</p> <p>Toll fees will be reimbursed or paid for by Council.</p> <p>Any costs for additional travel expenses for personal reasons that may be incurred while out of the region for Council Business must be met by the Councillor.</p>
Other expenses / events	<p>From time to time, Councillors (in their official capacity), may be invited to industry events or community initiated and arranged events.</p> <p><b>Industry events</b></p> <p>Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.</p>



### Community initiated and arranged events

Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.

## Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

Administrative support for elected members	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <ul style="list-style-type: none"> <li>• Registering into Council's records management system, copies of public records sent to or from the Councillor group e-mail or Councillors;</li> <li>• Ad-hoc photocopying;</li> <li>• Ad-hoc printing of documents;</li> <li>• Arranging secure disposal of copies of confidential papers;</li> <li>• Coordinating diary catch-up / calendar management;</li> <li>• Facilitating the reimbursement of expenses and other arrangements under this policy;</li> <li>• Processing payments:               <ul style="list-style-type: none"> <li>- made for or on behalf of Councillors;</li> <li>- to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor);</li> </ul> </li> <li>• Arranging invoices to Councillors where reimbursement of ancillary personal expenses is permitted under this policy (only where incurred concurrently in the performance of a Councillor's responsibilities – e.g. travel, event bookings where a councillor is accompanied by their spouse);</li> <li>• Assisting with professional development arrangements and resources for elected members;</li> <li>• Ensuring that individual councillor profiles are sought and periodically reviewed for the Council website and publications;</li> <li>• Preparing speech notes where the request is received from the Councillor in sufficient time to enable information to be collated in business hours;</li> </ul> <p>These tasks will usually be undertaken by the Elected Members and Community Engagement Officers.</p>
Administrative and technical support for council meetings, policy development, and decision-making	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <p><b>Agenda and minutes</b></p> <ul style="list-style-type: none"> <li>• Notice of meetings</li> <li>• Agenda coordination (Council and committee meetings)               <ul style="list-style-type: none"> <li>◦ Printed; or</li> <li>◦ Online with LG Hub</li> </ul> </li> <li>• Minute taking</li> <li>• Use of Council's agenda software for entering of Councillors' requests for agenda reports;</li> </ul> <p><b>Attendance records</b></p> <ul style="list-style-type: none"> <li>• Collating Councillors' attendance records for the purpose of fulfilling Council's legislative reporting obligations.</li> </ul> <p><b>Location</b></p> <ul style="list-style-type: none"> <li>• Meeting room bookings and setup coordination</li> </ul>

	<b>Technology support</b> <ul style="list-style-type: none"> <li>• Video and livestreaming (as required)</li> <li>• Computer set up, projector and screen</li> <li>• Agenda and minutes software access</li> </ul> <b>Transport</b> <ul style="list-style-type: none"> <li>• Council meeting and inspection coordination</li> </ul>
Civic and ceremonial support	This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks: <ul style="list-style-type: none"> <li>• Organisation of citizenship ceremonies and liaison with the Mayor and Australian Government's Department of Home Affairs;</li> <li>• Organisation of official openings;</li> </ul>
Community engagement including deputations	This includes making Council administrative officers available to organise whole-of-Council initiatives to engage with the community as part of its decision making about policies and priorities – e.g. inform, consult, involve, collaborate, empower (depending on the type of decision) <sup>IAP2</sup> .
Councillor correspondence including letterhead and associated clerical support	<p>Council administrative officers and letterhead for elected members are provided solely for the purpose of:</p> <ul style="list-style-type: none"> <li>• invitations to individual community engagement initiatives;</li> <li>• congratulatory or thank-you messages;</li> <li>• advocacy to other tiers of government for Council Business reflecting Council's position on matters;</li> <li>• acknowledging letters/e-mails for correspondence to the Elected Members' Office;</li> </ul> <p>Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to customer requests, internal reviews (complaints) and Council meeting correspondence.</p> <p>Letters of support on Council letterhead for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor) provided that:</p> <ul style="list-style-type: none"> <li>• the content is consistent with the role of a Councillor;</li> <li>• an individual Councillor is not speaking for or on behalf of Council;</li> <li>• the letter does not indicate or provide Council in-kind or financial support;</li> <li>• the letter of support requested is not for application to a program administered by or the outcome approved by Council (e.g. RADF);</li> <li>• the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council.</li> </ul> <p>If Council is in receipt of a request that does not fall clearly within the above categories then an email can be circulated to all Councillors to seek input as to the appropriateness of Council support and potential benefits to the region.</p> <p>Nothing in this policy prevents someone who is elected to public office to provide a personal letter of support or recommendation as a private citizen, provided that Council related information and resources are not used.</p>
Credit card facility	Councillor will be provided with a Council issued credit card (upon request). Use will be in accordance with Council's Credit Card Policy. The card will be subject to limits and tax invoices will be required as part of the reconciliation process.
E-mail addresses	As some government correspondence (e.g. from Ministers) and residents prefer to send correspondence electronically to Council and Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence: <p>Office of the Mayor <a href="mailto:mayor@maranoa.qld.gov.au">mayor@maranoa.qld.gov.au</a>          Mayor and Councillors <a href="mailto:councillors@maranoa.qld.gov.au">councillors@maranoa.qld.gov.au</a></p>

	<p>Multiple Council officers will have access to the above e-mail accounts to help ensure the continuity of service delivery to Council in accordance with this policy.</p> <p>A copy of requests from customers for a service, information or action, received through the above e-mail addresses will be acknowledged and managed in accordance with Council's adopted Customer Request Policy, for example, the request will be forwarded to: <a href="mailto:customer.service@maranoa.qld.gov.au">customer.service@maranoa.qld.gov.au</a></p> <p>A copy of correspondence from customers in relation to something that Council or one of its representatives has done or failed to do will be acknowledged and managed in accordance with Council's adopted Complaint Management Policy &amp; Process. Administrative action complaints, for example, will be forwarded to: <a href="mailto:internal.review@maranoa.qld.gov.au">internal.review@maranoa.qld.gov.au</a></p> <p>Complaints passed onto an individual Councillor will be managed in the same way. Contact in relation to the investigation of a complaint will occur directly with the complainant by the relevant officer under the policy. Where a Councillor requests information about a complaint (verbally or in writing) the request for information will be forwarded to: <a href="mailto:S170A@maranoa.qld.gov.au">S170A@maranoa.qld.gov.au</a></p> <p>Whilst progress updates can be provided, the final outcome cannot be determined or communicated until the Internal Review is completed.</p>
Information and Communication Technology (ICT) equipment	<p>Councillors will be provided with the following ICT equipment and mobile communication:</p> <ul style="list-style-type: none"> <li>• Mobile phone handset and protective case</li> <li>• Mobile phone monthly plan (voice, data, shared data services)</li> <li>• iPad monthly plan (voice, data, shared data services)</li> <li>• iPad Pro hardware (with sim)</li> <li>• iPad software</li> <li>• Hardware to enhance mobile voice and data communication services (booster unit, antenna, cable, roof mount)</li> <li>• Printers and consumable for Council printers.</li> </ul> <p>If any Councillors wish to use their personal mobile phone or iPad (as selected on the Councillor Options Form), they will be entitled to reimbursement equivalent to what Council is currently paying for a Council device.</p> <p>Council will only pay for the purchase and arrange installation and support of software applications ('apps') or individually priced services that are required to conduct official Council Business.</p> <p>Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external users).</p>
Insurance	<p>In accordance with Section 107 of the <i>Local Government Act 2009</i>, Council will take out professional indemnity and public liability insurance. Further, Council will take out Workers Compensation insurance cover and Directors and Officers Liability insurance cover for Councillors while carrying out their legislative responsibilities.</p> <p>Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business).</p> <p>If a Councillor is found to have breached the provisions of the <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council.</p>

Office space, access to meeting rooms	<p>Council provides an individual office for the Mayor, and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.</p> <p>While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:</p> <ul style="list-style-type: none"> <li>• Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support &amp; Community Engagement Officers);</li> <li>• Photocopier/scanner, and paper shredding arranged through the Elected Members Support &amp; Community Engagement Officers.</li> </ul>
Stationery and other office supplies (excluding caretaker period)	<p>Council will supply and pay for associated postage for reasonable quantities of the following items where used for official (Council) purposes and arranged through the Elected Members Support &amp; Community Engagement Officers:</p> <ul style="list-style-type: none"> <li>• Business cards</li> <li>• Councillor letterhead</li> <li>• Certificates of appreciation, congratulations, recognition</li> <li>• Customer service cards</li> <li>• Diary</li> <li>• Paper for printing</li> <li>• Pens</li> <li>• Notepaper</li> <li>• Thank-you cards</li> <li>• Internal review cards</li> <li>• Computer backpack / briefcase</li> </ul> <p>Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out Councillor responsibilities.</p> <p>Stationery does not include any form of advertising by Council.</p>
Uniforms	<ul style="list-style-type: none"> <li>• Name badges</li> <li>• Council branded shirts (upon request)</li> <li>• Council branded jacket (upon request)</li> <li>• Personal protective equipment (PPE) as required for the discharge of Councillor responsibilities.</li> </ul>
Vehicles	<p><b>Ad-hoc use for Council Business</b></p> <p>Mayor and Councillors will have access to a pool vehicle for ad-hoc use, subject to availability and prior booking (e.g. travel within or outside the region for business use, transporting dignitaries). For hosting of dignitaries or visitors to the region, bookings should occur with 48 hours' notice to provide time for vehicle cleaning and fuelling.</p> <p><b>Use of own private vehicle</b></p> <p>(a) An allowance paid for reimbursement of Council Business use (88 cents per kilometre) – log book maintained and copies provided as part of the reimbursement request.</p> <p><b>OR</b></p> <p>(b) The Councillor seeks no reimbursement through this policy, in which case the Councillor may be entitled to claim associated costs through the taxation system.</p> <p>Note: If Councillors elect to use their private vehicle for Council Business, a Certificate of Currency for comprehensive motor vehicle insurance is to be provided annually.</p>

	<p>In the case of damage, Council's Motor Vehicle Fleet insurance policy will provide cover for the loss of any No Claim Bonus or payment of the policy excess.</p> <p>If the Councillor's motor vehicle is not otherwise insured, the Council's Motor Vehicle Fleet insurance policy will cover damage to a limit of \$50,000 or market value whichever is lesser, but only in circumstances where the damage/loss occurs whilst the councillor was using their private vehicle for Council Business.</p>
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## General conditions

- Councillors are to complete their preferred options (via the Councillor Options Form) within 14 days of the policy adoption.
- Payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval of costs (by resolution) for travel outside the region and budget provisions.
- Councillors accept full responsibility for the accuracy of each expenses reimbursement claim – with payment forms / copies of receipts or other supporting documentation to be signed by the requesting Councillor. Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may represent corrupt conduct and be referred to the Crime and Corruption Commission after a preliminary assessment.
- Councillors are responsible for providing public records (i.e. documents about Council Business) received or generated to the Elected Members and Community Engagement Officers for registering in Council's records management system.
- In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.
- All Customer Requests and/or Complaints are to be administered in accordance with the policies adopted by Council.
- Clerical support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.
- In accordance with section 186 of the *Local Government Regulation 2012*, Council's Annual Report must contain the particulars of the expenses incurred by, and the facilities provided to, each Councillor during the financial year under this policy.
- When travelling, Council recognises that in some instances Councillors may wish to remain at the travelled location for a further time. As such, Council accepts that Councillors may remain provided it incurs no additional costs for flights, transport / transfers or accommodation.  
  
This extends to ensuring any airline / transit fares are no more than what would have been incurred had the Councillor returned at the end of the official business. Should the costs be additional to what Council would ordinarily be responsible for these costs must be borne by the Councillor.
- To remove any doubt, at no time is administrative support provided pursuant to this policy to be used to direct or facilitate the direction of Council employees (Section 170 of the *Local Government Act 2009*); nor is a Councillor to seek to direct staff in contravention of this policy.

- A Councillor's letterhead or individual e-mail addresses are not to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.
- All fines incurred while travelling in either Council or privately owned vehicles when attending to Council Business, will be the responsibility of the Councillor incurring the fine.
- Spouses, partners, family members or associates of Councillors are not entitled to:
  - reimbursement of expenses; or
  - use of Facilities (as defined in this policy) allocated to Councillors unless expressly permitted in accordance with this policy and paid for by the Councillor.

In the instance of spouses, partners, family members or associates of Councillors wishing to accompany the Councillor to community or industry events and/or travel outside the region with the Councillor, such attendance will not include participation in Council Business (other than ancillary social events) and will be at no cost to Council. Whichever is the most practical in the circumstances, arrangements for such attendance will be as follows:

- (a) The Councillor or other person will book and pay for the event participation directly to the relevant organisation/business; or
- (b) Payment will be made concurrently with the normal administrative processes for this policy where advised by the Councillor prior to the RSVP date, with the cost of such attendance reimbursed to Council via a Council invoice.

Where a Councillor is accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor attending (e.g. airfares, meals, accommodation - number or size of rooms) where the amount is reasonably practical to quantify.

- Any use of personal ICT devices is subject to management of Council applications and associated data for information security purposes.

#### **End of Policy**

***[Council further discussed potential arrangements regarding Councillor pool vehicles located potentially in the towns of Mitchell, Surat, Injune and Roma]***

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

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

<b>Responsible Officer</b>	<b>Director - Corporate &amp; Community Services / Lead Officer – Elected Members &amp; Community Engagement</b>
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**Resolution No. GM/06.2020/53**
**Moved Cr McMullen**
**No Seconder**

**That Council seek a report to base a designated car in towns if required.**

MOTION WITHDRAWN

*[Cr McMullen withdrew the draft motion following further discussion and a comment from Cr O'Neil suggesting consideration of this element not proceed until options are selected by individual Councillors based on the adopted policy]*

**LATE VERBAL ITEM**
**Item Number:**
**L.1**
**File Number: N/a**
**SUBJECT HEADING:**
**ADDITIONAL COUNCILLOR BUDGET BRIEFING**
**Councillor's Title:**
**Cr. Wendy Taylor**
**Executive Summary:**

*Cr Taylor proposed that Council hold an additional Councillor Budget Briefing in the lead up to the 2021/21 Budget being adopted.*

**Resolution No. GM/06.2020/54**
**Moved Cr Taylor**
**Seconded Cr Hancock**

**That Council hold a Budget Briefing on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month commencing at 9.30am, scheduled through until the 2020/21 budget is adopted.**

*[Wording amended by Cr Taylor from her original motion following further discussion regarding timing of the additional briefing]*

CARRIED

9/0

**Responsible Officer**
**Chief Executive Officer / Lead Officer –  
Elected Members & Community Engagement**
**Item Number:**
**14.1**
**File Number: D20/52627**
**SUBJECT HEADING:**
**EXTRA SERVICES FOR THE MARANOA  
ROMA NEIGHBOURHOOD CENTRE**
**Councillor's Title:**
**Mayor**
**Executive Summary:**

*Mayor Golder requested that the former Roma Neighbourhood Centre premises be made available for the community as a shared space for local services.*

*This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.*

**Resolution No. GM/06.2020/55**
**Moved Cr Golder**
**Seconded Cr Edwards**

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

MOTION WITHDRAWN



No vote was taken on the draft motion, with Mayor Golder withdrawing the motion, and in its place proposed the following motion:

**Resolution No. GM/06.2020/56**

**Moved Cr Golder**

**Seconded Cr Birkett**

**[That] the past resolutions on this matter be circulated to Councillors**

**CARRIED**

**9/0**

**Responsible Officer**

**Manager - Facilities (Land, Buildings & Structures)**

## **CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 6.51PM.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 24 June 2020, at Ernest Brock Room, Roma Cultural Centre.**

.....  
Mayor.

.....  
Date.



## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 26 May 2020

**Item Number:** 11.1

**File Number:** D20/45684

**SUBJECT HEADING:** Amendment to Local Law No 2 (Animal Management) and Subordinate Local Law No 2 (Animal Management) - Cat Registration

**Classification:** Open Access

**Officer's Title:** Manager - Community Safety

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### **Executive Summary:**

A report has been prepared for Council to consider the commencement of the local law making process to amend *Local Law No.2 (Animal Management) 2011* and *Subordinate Local Law No.2 (Animal Management) 2011*, to remove mandatory cat registration.

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

That Council do not commence the local law making process to amend *Local Law No 2 (Animal Management) 2011* and *Subordinate Local Law No 2 (Animal Management) 2011* to remove mandatory cat registration.

### **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).

No

### **Acronyms:**

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

Acronym	Description
LGA	Local Government Area
AMCAD	Animal Management (Cats & Dogs) Act
MRC	Maranoa Regional Council

### **Context:**

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

Report was requested as detailed in Resolution No. OM/05.2020/01 included below:

*That a report to be prepared for an upcoming Council Meeting to commence the local law making process to amend Local Law No.2 (Animal Management) 2011 and Subordinate Local Law No.2 (Animal Management) 2011, to remove mandatory cat registration.*

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

A brief commentary is provided below in date order, providing the history of Maranoa Regional Council and actions taken in relation to cat management and registration.

The *Animal Management (Cats & Dogs) Act 2008* (AMCAD) was introduced with provisions for registration requirements for both dogs & cats, this was then amended by the State Government to provide LGA's the option to opt out of mandatory cat registration.

At a Council meeting 23 October 2013 – GM/10.2013/36 – Council resolved to not continue registration of cats.

On 16 April, 2018 – Mayor Golder submitted a report to the Budget Submissions & Financial Planning Standing Committee on including a Feral Cat Campaign into the next budget, which was voted to be included in budget preparations – BUD04.2018/33.

Subsequently on May 14 2018, a report was prepared, submitted and endorsed by the Budget Submissions & Financial Planning Standing Committee on Cat Management. (copy attached). Budget allocated for this project was \$21380.

The following is an extract from this report:

*The number of unwanted domestic, stray and feral cats appears to be increasing.*

*Concerns have been raised by Councillors, community members and local businesses in relation to this issue. The focus on responsible pet ownership has had a greater emphasis on dogs than cats in recent times, however our legislation provides guidance for managing both dogs and cats. Currently MRC does not have the ability to impound stray cats and has not focused on effective cat management. This is largely due to the lack of available and sustainable resources, both human and educational.*

*Council has offered the free hire of cat traps to assist with some of the issues, however this has had a mixed response from community members in relation to its effectiveness, cost and animal welfare concerns.*

*Research has indicated that catch and kill programs of unowned cats in urban areas is unlikely to result in any significant long-term improvement unless high removal rates are achieved over a long period of time. This is normally not achievable due to the lack of sufficient and sustained resources.*

*Stray and unwanted cats create many issues for the local community including wildlife predation, community nuisance, and disease transmission.*

*It is recommended that MRC consider an active role in the future in promoting and enforcing responsible cat ownership. The key elements to responsible cat ownership are:*

- *Containment*
- *Identification*
- *De-sexing*
- *Registration*

The presented reported detailed both short and long term initiatives which included:

SHORT TERM

- Development and implementation of a responsible cat ownership program, including educational resources and a subsidized de-sexing campaign
- Encouraging local veterinary practices, boarding kennels and rescue organisations to become active stakeholders in managing the issue
- Upgrade the existing pound facility to enable cats to be impounded if required
- Provide training and education to community safety officers on cat behavior and handling
- Set aside funding to assist community members with the cost of euthanising stray (semi-feral) cats in the urban areas

LONGER TERM

- Develop a cat management strategy
- Consider implementing mandatory cat registration
- Consider implementing mandatory de-sexing of impounded animals

The budget was not fully expended in the 18/19 financial year and was carried over to the 19/20 financial year. Funds are expected to be depleted by June 30, 2019.

In June 2019, as part of the longer term cat management strategy Council resolved to propose to make to make an amendment to the LL No 2 (Animal Management) and Sub LL No 2 (Animal Management) to introduce mandatory cat registration.**(GM/06.2019/02).**

The summary in the report is as follows:

*Council is committed to encouraging and promoting responsible pet ownership within the Maranoa. Registration plays a critical part in this process. To enable Council to gain a better understanding of the number of domestic cats residing within the Maranoa, and to support responsible pet ownership, it is recommended that mandatory cat registration be introduced. This will align registration requirements for both dog and cat owners within the region.*

*To encourage cat owners to register their pet, it is recommended that:*

- *registration be offered free of charge for the financial year 2019/20; and*
- *advisory notices only (no fines) be issued on detection of non-compliance from introduction to 30 June 2020;*

*to provide ample time for the community to become aware of the change.*

The process to propose the amendment to the Local Law commenced. In September 2014 – Resolution GM\09.2014\47 details the adopted Local Law making process which has been included for your information in the Council Policy section of this report. This process can take some weeks as each step has specific timeframes.

The cost to undertake this activity was \$6,017.

On 13 November 2019, the amendment to the local law making process was finalised - Resolution No. GM/11.2019/03.

### **Other relevant information**

There was a very low take up rate of cat registration in the region prior to commencement of mandatory cat registration. Prior to November 2019 – there were 9 registered cats in Councils database. At the time of this report there are 208.

Should Council decide to endorse the commencement of the local making process to remove mandatory cat registration, the cost to undertake this process would need to be included in the budget deliberations for 2020/21.

### **Cat Management Statistics**

To assist the new Councillors, I have collated the following statistics to provide supporting information that reinforces the actions that both Council and community safety have undertaken in response to the management of stray and feral cats.

#### **Cat Registration**

*Prior to November 2019, cat registration was voluntary. Figures below represent numbers of registered cats in councils database for last three financial years to date.*

Year	Number
2017/18	6
2018/19	9
2019/20*	208

(\*up until 31/5/2020)

#### **Desexing Program**

*Programs are conducted in May & July to coincide with our communication plan topics for these months. May – Responsible Cat Ownership and July – National Desexing Month. All vouchers are to the value of \$100. Vouchers in May are available for cats only, with July being open to both cats and dogs.*

Program Date	Vouchers Available	Vouchers Issued
April – June 2019	80	60
July 2019	20	20
May 2020	40	20*

(\*up until 15/6/2020)

#### **Cat Trap Hire**

*Up until July 2018, cat traps were available to hire from council free of charge, with the responsibility for the trapped cat remaining with the hirer of the trap. Due to the allocation of funds in the 2018/19 budget, Council opted to cover the cost of disposal of cats trapped as part of approved cat trapping programs.*

*Cat trapping programs have been conducted in both residential, CBD & commercial estates in Roma, Mitchell, Wallumbilla, and Yuleba*

Year	No of Hires
2017/18	33
2018/19	50
2019/20*	46

(\*up until 31/5/2020)

## Cat impound and euthanasia

The community safety team commenced the impoundment of cats in January 2019. All cats impounded prior to this date were the result of feral cat trapping.

Year	Total No. Impounded	No. of Feral cats	No of Domestic cats	Euthanised	Return to Owner	Rehomed
2018/19	56	56	0	56	0	0
2019/20*	121	99	22	101	5	15

(\*up until 31/5/2020)

## Customer requests (Stray/Feral Cats)

The community safety team has received a low number of customer requests in relation to stray and feral cats, compared with similar requests for dogs, with an increase in requests this financial year. Trap hire is relatively consistent over this timeframe.

Year	No of requests
5/9/2018 – 30/6/2019	27
1/7/2019 – 31/5/2020	47

New customer request system implemented 5/09/2018

## 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 2 (Animal Management) 2011

#### Division 3A Registration of Cats

##### 7A Registration obligation

- (1) This section does not apply to—
  - (a) the operator of a pound or shelter; or
  - (a) the owner of a cat less than 12 weeks old.
- (2) An owner of a cat must comply with section 7B to register the cat within 14 days after starting to keep the cat in the local government area unless the person has a reasonable excuse.
- (3) A person who becomes an owner of a cat must comply with section 7B to register the cat in the local government area within 14 days unless the person has a reasonable excuse.
- (4) It is a defence to a prosecution for an offence against subsection (2) or (3) for the defendant to prove that the cat is of a class of cat prescribed under a subordinate local law.

##### 7B What the owner of a cat must do

To register a cat with the local government, the owner of the cat must—

- (a) give the local government a registration form for the cat that complies with section 7C; and
- (b) ensure the registration form is accompanied by—

- (i) *the registration fee for the cat; and*
- (ii) *if the cat is desexed — a signed veterinary surgeon's certificate stating, or other evidence, that it has been desexed; and*
- (c) *if a written notice is given to the owner under section 7D — give the chief executive officer of the local government any other information or documents required to be given in the notice.*

#### **7H Renewal of registration**

- (1) *This section applies if—*
  - (a) *a cat has been registered by the local government; and*
  - (b) *the local government has given the owner of the cat a registration notice.*
- (2) *The local government must give the owner notice (a **renewal notice**) to renew the registration for the cat.*
- (3) *The renewal notice must comply with requirements prescribed by subordinate local law.*

#### **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)*

#### **Resolution No. GM/09.2014/04**

##### **Local Law Making Process**

That Council, under section 29(1) of the *Local Government Act 2009*, adopt a process for making each Local Law of Council as detailed below.

The process applies unless the local government has begun, but not completed, its process for making a local law before the commencement of the *Local Government and Other Legislation Amendment Act 2012*.

The process:

- (a) applies to the making of
  - (i) each local law that incorporates a model local law; and
  - (ii) each local law that is a subordinate local law; and
  - (iii) each other local law; but
- (b) does not apply to a local law that is an interim local law.

#### **Making a local law that incorporates a model local law:**

The process (model local law making process) stated in this resolution must be used to make a local law that incorporates a model local law into the local laws of the local government.

Step 1 By resolution, propose to incorporate the model local law.

- Step 2 If the model local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions.
- Step 3 If there is an existing local law about a matter in the model local law that would be inconsistent with the matter in the model local law - amend or repeal the existing local law so that there is no inconsistency.
- Step 4 By resolution, incorporate the model local law.
- Step 5 Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.
- Step 6 As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.
- Step 7 Within 14 days after the notice is published in the gazette, give the Minister:
- (a) a copy of the notice; and
  - (b) a copy of the local law in electronic form; and
  - (c) if the local law contains 1 or more anti-competitive provisions –
    - (i) advice of each anti-competitive provision; and
    - (ii) the reasons for their inclusion.
- Step 8 Update the local government's register of its local laws.

**Making an “other” local law:**

The process (other local law making process) stated in this resolution must be used to make a local law (a proposed local law) other than –

- (a) a model local law; or
- (b) an interim local law; or
- (c) a subordinate local law.

- Step 1 By resolution, propose to make the proposed local law.
- Step 2 Consult with relevant government entities about the overall State interest in the proposed local law.
- Step 3 Consult with the public about the proposed local law for at least 21 days (the consultation period) by -
- (a) publishing a notice (a consultation notice) about the proposed local law at least once in a newspaper circulating generally in the local government's area; and

- (b) displaying the consultation notice in a conspicuous place at the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and
- (c) making a copy of the proposed local law available for inspection at the local government's public office during the consultation period; and
- (d) making copies of the proposed local law available for purchase at the local government's public office during the consultation period.

**The consultation notice must state the following –**

- (a) the name of the proposed local law; and
- (b) the purpose and general effect of the proposed local law; and
- (c) the length of the consultation period and the first and last days of the period; and
- (d) that written submissions by any person supporting or objecting to the proposed local law may be made and given to the local government on or before the last day of the consultation period stating –
  - (i) the grounds of the submission; and
  - (ii) the facts and circumstances relied on in support of the grounds.

If the local government decides, by resolution, that the proposed local law only amends an existing local law to make an insubstantial change, the local government may proceed to step 6 without satisfying step 3 or step 5.

**Step 4** If the proposed local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 3, and this step 4, may be undertaken contemporaneously.

**Step 5** Accept and consider every submission properly made to the local government.

A submission is properly made to the local government if it –

- (a) is the written submission of any person about the proposed local law; and
- (b) states -
  - (i) the grounds of the submission; and
  - (ii) the facts and circumstances relied on in support of the grounds; and
- (c) is given to the local government on or before the last day of the consultation period.

**Step 6** By resolution, decide whether to –

- (a) proceed with the making of the proposed local law as advertised; or
- (b) proceed with the making of the proposed local law with amendments; or
- (c) make the proposed local law as advertised; or
- (d) make the proposed local law with amendments; or
- (e) not proceed with the making of the proposed local law.

If the local government resolves to proceed with the making of the proposed local law with amendments, and the amendments are substantial, the local government may again -



- (a) consult with the public at step 3; and
- (b) accept and consider every submission properly made to the local government at step 5.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.

- Step 7            Let the public know that the local law has been made, by publishing a notice of the making of the local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.
- Step 8            As soon as practicable after the notice is published in the gazette, ensure that a copy of the local law may be inspected and purchased at the local government's public office.
- Step 9            Within 14 days after the notice is published in the gazette, give the Minister-
- (a) a copy of the notice; and
  - (b) a copy of the local law in electronic form; and
  - (c) if the local law contains 1 or more anti-competitive provisions -
    - (i) advice of each anti-competitive provision; and
    - (ii) the reasons for their inclusion.
- Step 10           Update the local government's register of its local laws.

#### **Making a subordinate local law:**

The process (subordinate local law making process) stated in this resolution must be used to make a subordinate local law (a proposed subordinate local law).

The local government may start the process for making a subordinate local law even though the process for making the local law (including a model local law) on which the subordinate local law is to be based (the proposed authorising law) has not finished.

The local government may use steps 1 to 5 of the subordinate local law making process (other than actually making the subordinate local law) before the proposed authorising law is made if -

- (a) in making the proposed authorising law, the local government has to satisfy—
  - (i) the model local law making process; or
  - (ii) the other local law making process; and
- (b) if the proposed authorising law is made under the other local law making process - the notice about the subordinate local law under step 2 of the subordinate local law making process is published no earlier than the notice about the proposed authorising law under step 3 of the other local law making process is published.

For the avoidance of doubt, a subordinate local law made by the local government using the process detailed in this resolution may provide for the local government to, from time to time, by resolution, reference or incorporate information.

For example, under the Local Government Regulation 2012 -

- (a) the identification guidelines for the identification of anti-competitive provisions are a document made by the department and available for inspection on the department's website; and

- (b) the public interest test procedures are a document made by the department and available for inspection on the department's website.

Step 1 By resolution, propose to make the proposed subordinate local law.

Step 2 Consult with the public about the proposed subordinate local law for at least 21 days (the consultation period) by –

- (a) publishing a notice (also a consultation notice) about the proposed subordinate local law at least once in a newspaper circulating generally in the local government's area; and
- (b) displaying the consultation notice in a conspicuous place in the local government's public office from the first day of the consultation period until the end of the last day of the consultation period; and
- (c) making a copy of the proposed subordinate local law available for inspection at the local government's public office during the consultation period; and
- (d) making copies of the proposed subordinate local law available for purchase at the local government's public office during the consultation period.

The consultation notice must state the following -

- (a) the name of the proposed subordinate local law; and
- (b) the name of -
  - (i) the local law allowing the proposed subordinate local law to be made; or
  - (ii) if the local government has started the process for making a subordinate local law even though the process for making the proposed authorising law on which the subordinate local law is to be based has not finished — the proposed authorising law; and
- (c) the purpose and general effect of the proposed subordinate local law; and
- (d) the length of the consultation period and the first and last days of the period; and
- (e) that written submissions by any person supporting or objecting to the proposed subordinate local law may be made and given to the local government on or before the last day of the consultation period stating -
  - (i) the grounds of the submission; and
  - (ii) the facts and circumstances relied on in support of the grounds.

If the local government decides, by resolution, that the proposed subordinate local law only amends an existing subordinate local law to make an insubstantial change, and the amendment does not affect an anti-competitive provision, the local government may proceed to step 5 without satisfying any of step 2 to step 4 inclusive.

Step 3 If the proposed subordinate local law contains an anti-competitive provision, comply with the procedures prescribed under a regulation for the review of anti-competitive provisions. For avoidance of doubt, step 2, and this step 3, may be undertaken contemporaneously.

Step 4 Accept and consider every submission properly made to the local government.

A submission is properly made to the local government if it -

- (a) is the written submission of any person about the proposed subordinate local law; and
- (b) states -
  - (i) the grounds of the submission; and
  - (ii) the facts and circumstances relied on in support of the grounds; and

(c) is given to the local government on or before the last day of the consultation period.

Step 5 By resolution, decide whether to -

- (a) proceed with the making of the proposed subordinate local law as advertised; or
- (b) proceed with the making of the proposed subordinate local law with amendments; or
- (c) make the proposed subordinate local law as advertised; or
- (d) make the proposed subordinate local law with amendments; or
- (e) not proceed with the making of the proposed subordinate local law.

If the local government resolves to proceed with the making of the proposed subordinate local law with amendments, and the amendments are substantial, the local government may again –

- (a) consult with the public at step 2; and
- (b) accept and consider every submission properly made to the local government at step 4.

For the avoidance of doubt, if an amendment changes an anti-competitive provision, the local government must again comply with the procedures prescribed under a regulation for the review of anti-competitive provisions for the amended anti-competitive provision.

Step 6 Let the public know that the subordinate local law has been made, by publishing a notice of the making of the subordinate local law in accordance with the requirements of section 29B(1) to (4) inclusive of the Local Government Act 2009.

Step 7 As soon as practicable after the notice is published in the gazette, ensure that a copy of the subordinate local law may be inspected and purchased at the local government's public office.

Step 8 Within 14 days after the notice is published in the gazette, give the Minister:

- (a) a copy of the notice; and
- (b) a copy of the subordinate local law in electronic form; and
- (c) if the subordinate local law contains 1 or more anti-competitive provisions -
  - (i) advice of each anti-competitive provision; and
  - (ii) the reasons for their inclusion.

Step 9 Update the local government's register of its local laws.

### **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 views/feedback have been sourced for inclusion in this report. All parties listed below are in support of mandatory cat registration.

Community Safety Manager – Samantha Thrupp

Community Safety Investigator - Jason Scott

Community Safety Officers - Dian Mackay, Peta Reiser, Darren Thompson

### **Local Veterinary Practices:**

- **Maranoa Veterinary Surgery**

- Roma Vet Clinic

(email correspondence 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)

Not applicable

**This Financial Year's Budget:**

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

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

This report or decision will not have an impact on the 2019/20 financial year 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)*

Should council decide to proceed with the amendment of the local law, the following impacts to the budget should be considered:

- the cost of undertaking the Local Law amendment process
  - *(cost to undertake this process to include mandatory cat registration in 2019/20 financial year – legal fees and advertisement in the gazette - \$6,017)*
- the likelihood of reduced revenue from a decrease in cat registration
  - *(unable to forecast as do not have any historical data, for the purpose of this exercise an estimation has been made - 300 cats @ average \$10/cat - \$3000)*
- the cost of updating council publications
  - *(Responsible cat ownership fact sheet update and printing costs - approx. \$600)*
- the cost of refunds of cat registration paid by animal owners should the requirement to register cats be amended
  - *(This will include the impact on resources to process the refunds in the work areas of customer service, community safety and accounts processing.)*

Total forecasted impact approximately \$9, 617 plus registration refunds *(unknown impact as depends on number of registered cats in council systems at a future point in time).*

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

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

(Interested Parties Analysis - IS9001:2015)

Other than the financial impacts forecasted, non-financial impacts would include:

- **additional workload for officers impacted by the change** – this would include activities such as preparing and processing the necessary documents over the 12 week timeframe; which includes conducting interest checks, public consultation, updating resources, informing relevant stakeholders and training of relevant team members. The functional areas affected are community safety, governance, corporate communications and customer service.
- **Council reputation** – community perception of indecision, cost to rate payers to reverse the decision. It may be perceived that council places a lower value on cats than dogs as a companion animal.
- **Morale of community safety officers** – officers have shown a high level of commitment to education of animal owners since November 2019 and hold strong beliefs that reversing this decision is not in the best interests of responsible animal ownership and the Maranoa community
- **Reduction of education or enforcement activities** – due to inability to identify ownership, provides limited options for officer to identify owners to enable discussions, education or enforcement action to be undertaken.
- **Animal owners** – perception of disparity in relation to responsible animal ownership obligations – dogs vs cats.
- **Euthanasia rates** – likelihood to increase as cats trapped may not be identified as domestic or owned or owner may not be able to identified, therefore increasing number of unclaimed cats.

**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)

Listed above in section titled impacts.

**Advice to Council:**

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

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

With the implementation of mandatory cat registration and the provision of free cat registration for the implementation period, council have seen a fantastic take up by the community. To date, I have only received positive feedback in relation to this matter.

In general animal owners are accepting that there are obligations relating to owning a pet and are eager to undertake any steps that may increase the likelihood of them being reunited with their furry friend if they are lost. On the other side of the argument are the customers that are lodging the concerns relating to stray cats. The feedback received is that finally council are making cat owners accountable. By enforcing microchipping and registration – council are able to educate animal owners and then if necessary enforce compliance to both state and local legislation to improve the live ability for residents in the Maranoa.

The community safety team deal with two common issues relating to cats. These are issues relating to feral or unowned cats causing nuisance including noise and smell to which council provides a cat trapping service. The second issue relates to domestic cats wandering at night, causing barking complaints, odour and other noise related issues. Without enforcing registration and microchipping, owners being held accountable for the behavior of their animals is almost impossible.

I have worked in this role for just over 3 years and during this time council have set a small fee for cat registration, making registration optional. The take up rate was extremely low as exhibited by the statistics in this report until the change in local law and the offer of free registration. Going forward the rates for registration are very affordable with fees as low as \$2.50 for a pensioner desexed cat to a maximum of \$10 for an entire cat.

My advice is that Council should not amend the local law and continue to monitor the take up rate over the next 12 months.

The money and time expended to modify the law would be far better spent on desexing, trapping and education programs.

**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 do not commence the local law making process to amend *Local Law No 2 (Animal Management) 2011* and *Subordinate Local Law No 2 (Animal Management) 2011* to remove mandatory cat registration.

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

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

No

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.1 Animal control and community safety

**Supporting Documentation:**

- |   |                          |  |           |
|---|--------------------------|--|-----------|
| 1 | <a href="#"><u>↓</u></a> | Budget Submissions & Financial Planning Standing Committee Meeting - 14 May 2018 - Cat Management Plan | D18/32915 |
| 2 | <a href="#"><u>↓</u></a> | Roma Vet Clinic - Will Nason - Feedback on cat registration  | D20/55203 |
| 3 | <a href="#"><u>↓</u></a> | Maranoa Vet Surgery - Joanne Hanssens - Feedback on Cat Registration - Council Report Attachment       | D20/55851 |

**Report authorised by:**

Director - Corporate & Community Services

**NEW INITIATIVE, SERVICE OR PROJECT SUBMISSION**

**Meeting:** Budget Submissions &  
Financial Planning Standing Committee  
14 May 2018

**Date:** 2 May 2018

**Item Number:** 8.6

**File Number:** D18/32915

**SUBJECT HEADING:** Cat Management Plan

**Classification:** Closed Access

Local Government Regulation 2012 Section  
275(c) the local government budget.

**Officer's Title:** Manager - Community Services

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**Executive Summary:**

To enable more effective cat management across the Maranoa Region by implementing a combination of both short and long term initiatives.

In the short term:

- Development and implementation of a responsible cat ownership program- including educational resources and a subsidised de-sexing campaign
- Encouraging local veterinary practices, boarding kennels and rescue organisations to become active stakeholders in managing the issue
- Upgrade the existing pound facility to enable cats to be impounded if required
- Provide training and education to Community Safety Officers on cat behaviour and handling
- Set aside funding to assist community members with the cost of euthanising stray (semi-feral) cats in the urban areas

In the longer term it is recommended that Council:

- Develop and promote a Cat Management Strategy
- Consider implementing mandatory cat registration
- Consider implementing mandatory de-sexing of impounded animals

**Officer's Recommendation:**

That the Budget Submissions & Financial Planning Standing Committee consider the project as presented for inclusion in the 2018/2019 Budget.

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

Acronym	Description
LL	Local Law
AMCAD	Animal Management Cats & Dogs Act 2008



PPID	Prescribed permanent identification device (micro-chip)
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**Description of Budget Proposal (New Initiative/Service/Project):**

Cat Management Plan – New Initiative/Project

**Reasons - (Why do you believe this initiative / project should be considered for inclusion in the 2018/19 Operational Plan & Budget?):**

The number of unwanted domestic, stray and feral cats appears to be increasing.

Concerns have been raised by Councillors, community members and local businesses in relation to this issue. The focus on responsible pet ownership has had a greater emphasis on dogs than cats in recent times, however our legislation provides guidance for managing both dogs and cats. Currently MRC does not have the ability to impound stray cats and has not focused on effective cat management. This is largely due to the lack of available and sustainable resources, both human and educational.

Council has offered the free hire of cat traps to assist with some of the issues, however this has had a mixed response from community members in relation to its effectiveness, cost and animal welfare concerns.

Research has indicated that catch and kill programs of unowned cats in urban areas is unlikely to result in any significant long-term improvement unless high removal rates are achieved over a long period of time. This is normally not achievable due to the lack of sufficient and sustained resources.

Stray and unwanted cats create many issues for the local community including wildlife predation, community nuisance, and disease transmission.

It is recommended that MRC consider an active role in the future in promoting and enforcing responsible cat ownership. The key elements to responsible cat ownership are:

- Containment
- Identification
- De-sexing
- Registration

In the short term it is recommended that Council increase the focus on responsible cat ownership through:

- Development and implementation of a responsible cat ownership program- including educational resources and a subsidised de-sexing campaign
- Encouraging local veterinary practices, boarding kennels and rescue organisations to become active stakeholders in managing the issue
- Upgrade the existing pound facility to enable cats to be impounded if required

- Provide training and education to Community Safety Officers on cat behaviour and handling
- Set aside funding to assist community members with the cost of euthanising stray (semi-feral) cats in the urban areas

In the longer term it is recommended that Council:

- Develop and promote a Cat Management Strategy
- Consider implementing mandatory cat registration
- Consider implementing mandatory de-sexing of impounded animals

**If a project, what type? (*Renewal / Upgrade / New – Refer Budget Approach definitions*)**

New project

**Expected Benefits:**

By improving cat owner education and promoting and facilitating responsible cat ownership including desexing before sexual maturity, the number of both feral and stray cats should decrease.

Preventing cats from roaming has the potential not only to prevent reproduction, but also to prevent wildlife predation, reduce community nuisance, minimise disease (toxoplasmosis) transmission, and decrease the risk of cats becoming injured or killed from traffic, fighting, dogs and human cruelty.

Over the longer term – a cat management strategy should be developed to target this issue over a sustained period (i.e. 3 – 5 years) with funding being allocated in the operational budget each year to support this initiative.

How would you describe the priority of the project?"

1. Must Have (Legislative or Critical Safety Issue)
2. High Priority
3. Nice to Have

I would rate the priority of this project as a 2 – 3 as it is largely dependent on Council Resources and triaging of Animal Management issues. Animal attacks are our highest priority and any initiatives that affect the outcome should receive a higher priority than those that do not. The stray cat issue is increasing and if no action is taken will increase in priority over time.

**Corporate Plan – Is this type of initiative/project incorporated I, or consistent with Council's 5 Year Corporate Plan? (If so, where/how? :**

5.5 Environmental Health (5.5.7 - Pound)

Upgrade, maintain & administer pound facilities for lost and wandering animals

## 5.8 Compliance (5.8.1 - Information & Education)

Develop and distribute a range of fact sheets and education programs to assist community members in complying with State Government and Council standards established for the safety and benefit of the community at large through the newly structured Be Healthy & Safe Maranoa program.

### **Background – Has anything already happened in relation to this initiative or project?:**

There has been no official community consultation conducted at this point in time. Feedback has been received by local veterinary practices, pet rescue groups, residents and small businesses about the increase of stray cats and their effects on the community as well as the frustration that council does not offer any programs to reduce the number of stray cats within the region.

Currently the vets are providing a cat rehoming program to a limited extent and are trying to encourage microchipping to enable stray cats to be reunited with their owners.

### **Legislation, Local Laws & Other Regulatory Requirements – Are there any legislative requirements applicable to this budget submission? Or other statutory instruments? (Quote/insert the relevant sections and description within the report)**

#### **Animal Management (Cats & Dogs) Act 2008 –**

This is State legislation applicable to all Local Government Areas within Queensland. It is the Local Governments responsibility to enforce this act on behalf of the state in their Local Government area. This act outlines responsibilities in regard to microchipping and registration requirements, promoting the responsible ownership of cats and dogs, responsible breeding of dogs and the effective management of regulated dogs.

#### **Local Law No 2 – Animal Management/ Subordinate Local Law No 2 – Animal Management**

This legislation outlines responsibilities in relation to animal control issues such as wandering and stray animals, prohibited animals, excess animals, impound, release and destruction of animals.

#### **Animal Care & Protection Act 2001**

Animal providers have a legal duty of care to take all reasonable steps to provide for the needs of their animals in a way that is appropriate. This includes the provision of food and water, appropriate accommodation, the treatment of injury and disease and handling animals appropriately.

### **Input into the Budget Submission – Have others' views or input been sourced in developing this budget submission? (i.e. other than the report author?) What did each say?**

The following resources and stakeholders are in support of the points outlined in this paper:

- Discussion Paper produced by the RSPCA on Identifying Best Practice Cat Management
- Community Safety Team
- Director Corporate Community & Commercial Services – Sharon Frank

**Revenue & Costs (Budget Estimates) – Will the initiative / project impact how much Council collects in income or how much it will spend? How much (\$)?**  
**In the case of a project, is there any external funding that can be obtained to reduce the amount required from Council?**

Currently Council have impound release fees in our Fees & Charges however due to our inability to impound cats, Council are not currently receiving income from this area.

The impound release fee for cats are as follows:

Registered and microchipped	\$30
Registered and non-microchipped	\$95.50 (\$30 release/\$65.50 microchip fee)
Unregistered and microchipped	\$60
Unregistered and non-microchipped	\$60 plus microchip (\$65.50) & registration
Sustenance	\$15

Predicted income based on impound of 4 cats per week – \$120 - \$140 per week plus sustenance.

Costs associated with this activity would need to be confirmed, however an approximate cost has been provided to enable consideration for inclusion at this stage of the budgetary process:

- Increase storage capacity existing pound (initially shelving, however a shipping container may need to be sourced) and add ventilation and air conditioning to the existing storage room to enable cats to be kept in this area **\$3000 (without container) - \$5000 (with container)**
- Cat Transport Equipment – **\$280** (4 x cat carrier @ \$70 each)
- Cat food and other cat care products such as kitty litter, bedding, cat handling equipment – enabling us to impound up to 5 cats - **\$1500**
- Euthanasia fees for any unclaimed cats - \$68 per cat – (**\$3400** = approx. 50 cats)
- Increase resource demand for Community Safety Officers and Corporate Communications team – responding to requests and developing and uploading content in relation to impounds and responsible cat ownership
- Training costs for cat behaviour and handling for Community Safety Team (could approach local vets to reduce cost – average daily training fee is **\$1200**)
- Development of Education Resources on Responsible Cat Ownership – Design and Printing (content development and design could be done in house) **\$2000**

- Implement a subsidised desexing program - \$80 discount per cat - **\$5000** (approx. 62 cats) **\$8000** (100 cats). *(Please note average cost to desex a female cat is between \$190 - \$205)*

**Option A - \$21,380**

Adopt all suggestions at maximum amount *(including \$5000 allocation storage/\$8000 desexing)*

**Option B – \$16,380**

Adopt all suggestions at minimum amount *(including \$3000 allocation storage/\$5000 desexing)*

**Option C – \$10,000**

Implement education (\$2000) and desexing program (\$8000) and defer impoundment and subsidised trapping.

Other options can be calculated and confirmed at Councillors requests.

**Future Years' Budgets – Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure if approved by Council? How much (\$)?** (E.g. estimate of additional maintenance or operating costs for a new or upgraded project)

Unable to predict at this time. An annual review would be recommended and applicable budget proposed based on results and future needs.

**Impact on Other Individuals or Interested Parties – Is there anyone who is likely to be particularly interested in or impacted by this budget submission if approved? What would be their key interests or concerns?**  
*(Interested Parties Analysis - IS9001:2015)*

Not applicable

**Major Risks – What could go wrong if Council includes this item in the budget?**  
*(Risk Assessment – IS9001:2015)*

Not applicable

**Major Risks – What could go wrong if Council doesn't include this item in the budget?**  
*(Risk Assessment – IS9001:2015)*

Not applicable

**Advice to Council – What advice would you give Council about this proposal, based on your skills, qualifications and experience, your knowledge of this and related matters, and the information contained in the report?**

After just over 12 months in this role I recommend that at a minimum an increased focus on responsible cat ownership is required and that a subsidised desexing program should be considered. The results of both programs should be reviewed 12 months after implementation and further research conducted with other Councils to

find out what methods have and have not worked in similar local government areas. Impounding of cats is inevitable, however the right equipment and training should be obtained prior to commencement. The results of any programs will rely heavily on the ability to recruit suitable team members.

**Link to Corporate Plan:**

Corporate Plan 2014-2019

Strategic Priority 5: Essential Infrastructure & Services

5.8 Compliance

5.8.1 Information and education

**Supporting Documentation:**

Nil

**Report authorised by:**

Director - Corporate, Community & Commercial Services

## **Maranoa Regional Council Cat Registration**

I have been asked to comment on the proposed change to the cat registration process. I think there are definite advantages and disadvantages to mandatory cat registration & micro-chipping in the MRC area.

### **Disadvantages to registration/micro-chipping**

- Increased cost to cat-owning residents however very small
- Increased administration cost to MRC which will obviously be offset by registration fees

### **Advantages to registration/micro-chipping**

- Increased revenue to police cat ownership & the feral cat population that carries disease including FIV (incurable and fatal viral disease spread by fighting)
- Easily identify owned cats from feral cats, allowing better trap and euthanasia programs (and conviction when making decisions)
- Allow cats that are lost to be re-united with owners quicker and more easily. This will most often will be done by the community and vet practices (this already occurs with dogs where 90% of dogs are re-united with owners with no need of council assistance).
- A much more equitable split in contributing to animals in the Maranoa. At the moment dog owners contribute all funds towards council animal control officers and animal control. Cat owners should contribute to this as well.
- As mentioned above, ability to euthanase feral cats with conviction and reduce disease in feral cat populations and therefore spill over into domestic cats

In my professional opinion, I believe cat registration and micro-chipping is a good policy. The advantages far outweigh the disadvantages and it will increase cat welfare and responsible ownership. If a small fee for registration discourages cat ownership, are these the type of people who will look after cats well and responsibly?

Will Nason

Roma Veterinary Clinic

148-154 Northern Rd

Roma 4455

(07) 46221015

### **Samantha (Sam) Thrupp**

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**From:** Joanne Hanssens <admin@maranoavetsurgery.com.au>  
**Sent:** Tuesday, 26 May 2020 5:00 PM  
**To:** Samantha (Sam) Thrupp  
**Subject:** Re: cat registration

Hi Sam,

Thank you for your enquiry about cat registrations, I think it is a great idea to have cats registered. I'll try to keep this short and to the point.

- **Other areas do it, Why not Maranoa? Does the Maranoa undervalue cats as pets and their impact they have on our region?**
  - o Coming from Goondiwindi where cat registration is compulsory, I and many others ( who have moved from other regions such as Toowoomba where compulsory registration is the norm) are used to having to register cats. After arriving in Roma in 2012 I was surprised to learn when I went to register my pets, that cats did not require registration. I have had negative comments by a number of clients over the years who have moved to the region re: Cat registration- they should be compulsory. I fear lack of registration demonstrates undervaluing cats! Cats are an important family pet, and they should be valued and treated the same as dogs. After all cat overpopulation can cause huge problems for the community and native wildlife. I feel the council should been seen to value cats as important pets (same as dogs) so people will treat them with the same respect (limit 2 per household).
- **Responsible pet ownership**
  - o Compulsory cats registrations fosters responsible pet ownership especially through enforced microchipping  
Registration will encourage desexing- people are more likely to own 1-2 cats, hopefully reducing the overpopulation.
  - o Compulsory cat registration will facilitate community safety team members
    - reunite cats back to their owners sooner ;
    - or conduct cat population reduction programs

I see a lot of positives with compulsory cat registrations (listed above). The only negatives I can see are:

- I'm not an advocate for cats wearing collars (or the rego tags). I have seen a number of injuries caused by collars.
- Resistance to change- some residence may complain about this policy. People will get used to it; attitude will change towards valuing cats as companions

Good luck Sam

Kind Regards  
Joanne Hanssens

**MARANOVA VETERINARY SURGERY**

32 Quintin St, Roma, Qld. 4455  
P: 07 4622 4477 | F: 07 4622 1228  
[www.maranoavetsurgery.com.au](http://www.maranoavetsurgery.com.au)





## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 15 June 2020

**Item Number:** 11.2

**File Number:** D20/55980

**SUBJECT HEADING:** Investment Register as at 31 May 2020

**Classification:** Open Access

**Officer's Title:** Contractor - Finance Systems Support

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### **Executive Summary:**

The purpose of this report is to present to Council the Investment Report (including the Trading Limits Report) as at 31 May 2020.

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

That the Investment Report as at 31 May 2020 be received and noted.

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

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

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

Maranoa Regional Council

### **Acronyms:**

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

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

Acronym	Description
QTC	Queensland Treasury Corporation
APRA	Australian Prudential Regulation Authority
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)
BBSW	Bank Bill Swap reference rate (Interest rate benchmarking)

### **Context:**

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

The purpose of this report is to present the Investment Report (including the Trading Limits Report) as at 31 May 2020.

## Background:

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

(Succinct overview of the relevant facts, without interpretation)

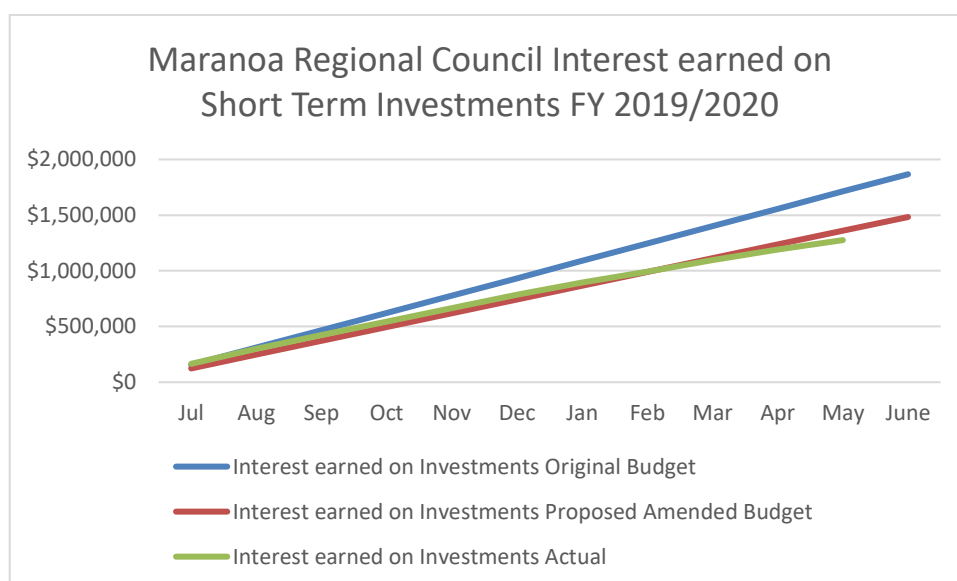
This report tables the Investment Report, which incorporates an Investment Trading Limits Report as at 31 May 2020.

For the eleven months' ended 31 May 2020, actual interest earned on investments totalled \$1,276,006. This represents 68.3% of the original annual budget with 91.67% of the year elapsed.

With market interest rates continually dropping a proposed budget amendment has been incorporated in the March quarter review as per table below:-

### Interest earned on Investments

	Original Budget	Proposed Amended Budget	Actual
Jul	\$155,583	\$123,583	\$165,259
Aug	\$311,166	\$247,166	\$299,321
Sep	\$466,749	\$370,749	\$425,049
Oct	\$622,332	\$494,332	\$543,158
Nov	\$777,915	\$617,915	\$665,039
Dec	\$933,498	\$741,498	\$785,032
Jan	\$1,089,081	\$865,081	\$893,794
Feb	\$1,244,644	\$988,664	\$992,705
Mar	\$1,400,248	\$1,112,247	\$1,097,602
Apr	\$1,555,831	\$1,235,830	\$1,192,184
May	\$1,714,414	\$1,359,413	\$1,276,006
June	\$1,866,997	\$1,483,000	



As per the May Trade limits report total investments with Macquarie Bank exceeded council's policy limits on individual institutions by \$1.5M due to a crossover of investment when trying to lock in higher investment returns where the market is predicted to decline further. This will be rectified with \$2m returning from Macquarie Bank in June.

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

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

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

***Statutory Bodies Financial Arrangements Act 1982***

***Section 47 Statutory body to try to invest at most advantageous rate***

*(1) A statutory body must use its best efforts to invest its funds –*

- (a) At the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and*
- (b) In a way it considers is most appropriate in all the circumstances.*

*(2) The statutory body must keep records that show it has invested in the way most appropriate in all the circumstances.*

**Council Policies or Asset Management Plans:**

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

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

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

Council has adopted an Investment Policy with a contemporary approach to investments based on an assessment of market and liquidity risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007*.

The sections of the Investment Policy relevant to this report are the Investment Guidelines and in particular the Portfolio Investment parameters and credit requirements.

It should be noted that unrated deposit taking institutions are regulated by the Australian Prudential Regulation Authority (APRA). Investments up to \$250,000 with any one of these institutions are guaranteed by the Australian Government; which ensures they are more secure than A1+ institutions.

Council's maximum investment with any one unrated institution is limited to the guaranteed amount by the Australian Government of \$250,000 - with the total across all institutions in this category limited to 10% of Council's Portfolio.

*(The Australian Prudential Regulation Authority (APRA) is an independent statutory authority established by the Australian Government on 1 July 1998 which supervises institutions across banking, insurance and superannuation.*

*The authority is responsible for maintaining the safety and soundness of financial institutions, such that the community can have confidence that they will meet their financial commitments under all reasonable circumstances. APRA is accountable to the Australian Parliament.)*

The following table shows the credit ratings and counterparty limits for Council: Short Term Rating (Standard & Poor's) or equivalent	Individual Counterparty Limit	Total Limit (Max % of Portfolio)	Maximum Funds (Any one institution)
A1+	25%-35%	100%	\$8M
A1	10%-20%	50%	\$8M
A2 – Financial Institutions only	5%-15%	30%	\$4M
A3 – Financial Institutions only	2%-7%	10%	\$4M
All other approved deposit taking institutions regulated by APRA.	\$250,000 (government guarantee only)	10%	\$250,000
QIC/QTC Pooled Cash Management Funds	100%	100%	Unlimited

Council's Investment Portfolio is the result of investments made with deposit taking institutions based on policy parameters and the best rates available on the day funds are invested.

As a government entity investing substantial funds with each transaction, Council's investments are made to achieve the best possible rate, consistency of returns and reduce potential risk of fraud; by locking down where funds can be deposited to and having specific authorizers nominated by the banks.

Each bank nominates where and how Council is to deposit investment funds with them. This is usually made directly with a bank's treasury department or specific section. Where Council has invested with institutions which have a local presence – each local branch has referred Council to their treasury department / nominated section for receiving investment deposits.

#### **Input into the Report & Recommendation:**

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

Director Corporate & Community Services

#### **Funding Bodies:**

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

Not applicable.

### This Financial Year's Budget:

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

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

2019/20 Budgeted Investment Income - \$1,867,000

2019/20 Actual Investment Income Year to Date - \$1,276,006

### Future Years' Budgets:

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

N/A

### Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

For information purposes only.

### Risks:

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

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

### Advice to Council:

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

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

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

### Recommendation:

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

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

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

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

*If so, for what reason?*

No.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

**Supporting Documentation:**

1 [↓](#) Investment Register as at 31 May 2020

D2020/0055949

2 [↓](#) Investment Trading Limits Report As at 31 May 2020

D2020/0055953

**Report authorised by:**

Director - Corporate & Community Services



# Investment Report Pack

Maranoa Regional Council

1 May 2020 to 31 May 2020



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1. Securities Held By Trading Book Maturing Post 31 May 2020
2. Interest and Distribution Income Received For 1 May 2020 to 31 May 2020
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5. Portfolio Valuation As At 31 May 2020
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## 1. Securities Held By Trading Book Maturing Post 31 May 2020

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Maranoa Regional Council												
LC88624	31 May 2020	Queensland Treasury Corporation		1 Jun 2020		0.72	Nil	At Call	S&P AA+	40,948,101.27	40,948,101.27	40,948,101.27
LC82085	2 Dec 2019	AMP Bank Ltd		2 Jun 2020	2 Jun 2020	1.90	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,009,421.92
LC73485	4 Jun 2019	Defence Bank Ltd		3 Jun 2020	3 Jun 2020	2.35	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,046,613.70
LC88008	14 May 2020	86400 Limited		12 Jun 2020	12 Jun 2020	1.60	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,186.30
LC82090	19 Dec 2019	AMP Bank Ltd		16 Jun 2020	16 Jun 2020	1.80	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,008,087.67
LC82088	17 Dec 2019	AMP Bank Ltd		17 Jun 2020	17 Jun 2020	1.80	Maturity	TD	S&P ST A2	800,000.00	800,000.00	806,549.04
LC77559	26 Sep 2019	MyState Bank Ltd		22 Jun 2020	22 Jun 2020	1.72	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,011,686.58
LC85558	30 Mar 2020	Gateway Bank Ltd		1 Jul 2020	1 Jul 2020	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,828.08
LC81930	8 Jan 2020	BankVic		6 Jul 2020	6 Jul 2020	1.65	Maturity	TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,013,019.18
LC83617	19 Feb 2020	Macquarie Bank		8 Jul 2020	8 Jul 2020	1.60	Maturity	TD	Moody's ST P-1	2,000,000.00	2,000,000.00	2,008,942.46
LC76073	17 Jul 2019	QPCU LTD t/a QBANK		16 Jul 2020	16 Jul 2020	2.05	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,017,916.44
LC82275	20 Jan 2020	Australian Unity Bank		20 Jul 2020	20 Jul 2020	1.62	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,005,858.63
LC85548	3 Mar 2020	Macquarie Bank		21 Jul 2020	21 Jul 2020	1.70	Maturity	TD	Moody's ST P-1	4,000,000.00	4,000,000.00	4,016,580.84
LC84993	24 Mar 2020	Heritage Bank Ltd		24 Jul 2020	24 Jul 2020	1.90	Maturity	TD	Moody's ST P-2	2,000,000.00	2,000,000.00	2,007,079.46
LC84866	13 Mar 2020	Macquarie Bank		24 Jul 2020	24 Jul 2020	1.70	Maturity	TD	Moody's ST P-1	500,000.00	500,000.00	501,839.73
LC79726	14 Nov 2019	ING Bank Australia Limited		14 Aug 2020	14 Aug 2020	1.60	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,008,723.29
LC82086	11 Dec 2019	Illawarra Credit Union Ltd		9 Sep 2020	9 Sep 2020	1.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,120.55
LC84003	26 Feb 2020	Macquarie Bank		11 Sep 2020	11 Sep 2020	1.60	Maturity	TD	Moody's ST P-1	2,000,000.00	2,000,000.00	2,008,328.76
LC85578	25 Mar 2020	The Capricornian Limited		23 Sep 2020	23 Sep 2020	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,917.81
LC85557	25 Mar 2020	Hunter United Credit Union		23 Sep 2020	23 Sep 2020	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,917.81
LC86048	1 Apr 2020	South West Credit Union		30 Sep 2020	30 Sep 2020	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,821.92
LC86047	14 Apr 2020	Bank of Sydney Ltd		14 Oct 2020	14 Oct 2020	1.70	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,547.26
LC86097	15 Apr 2020	Arab Bank Australia Ltd		14 Oct 2020	14 Oct 2020	1.85	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,582.88
LC88070	19 May 2020	AMP Bank Ltd		17 Nov 2020	17 Nov 2020	1.65	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,001,084.94
LC88260	26 May 2020	AMP Bank Ltd		23 Nov 2020	23 Nov 2020	1.65	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,000,226.03
LC88259	26 May 2020	AMP Bank Ltd		24 Nov 2020	24 Nov 2020	1.65	Maturity	TD	S&P ST A2	600,000.00	600,000.00	600,135.62
LC88262	26 May 2020	Warwick Credit Union		24 Nov 2020	24 Nov 2020	1.45	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,049.66
LC82087	13 Dec 2019	Defence Bank Ltd		11 Dec 2020	11 Dec 2020	1.70	Maturity	TD	S&P ST A2	500,000.00	500,000.00	503,958.91
LC85553	17 Mar 2020	MyState Bank Ltd		16 Dec 2020	16 Dec 2020	1.75	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,003,595.89
LC85551	16 Mar 2020	MyState Bank Ltd		16 Dec 2020	16 Dec 2020	1.75	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,003,643.84
LC86821	5 May 2020	AMP Bank Ltd		2 Mar 2021	2 Mar 2021	1.60	Maturity	TD	S&P ST A2	500,000.00	500,000.00	500,569.87
LC85556	18 Mar 2020	Queensland Country Bank Ltd		18 Mar 2021	18 Mar 2021	1.70	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,006,893.16



Investment Report Pack  
Maranoa Regional Council  
1 May 2020 to 31 May 2020

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
LC85576	25 Mar 2020	Southern Cross CU		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,917.81
LC85579	25 Mar 2020	Geelong Bank		25 Mar 2021	25 Mar 2021	2.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,917.81
LC85313	27 Mar 2020	ING Bank Australia Limited		26 Mar 2021	26 Mar 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,003,027.40
LC85561	30 Mar 2020	Bank of us t/as B&E Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,828.08
LC85563	30 Mar 2020	Maitland Mutual Building Society Ltd		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,828.08
LC85560	30 Mar 2020	Railways CU Ltd t/as myMOVE		30 Mar 2021	30 Mar 2021	1.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,828.08
LC85429	1 Apr 2020	Macquarie Bank		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	Moody's ST P-1	1,000,000.00	1,000,000.00	1,002,794.52
LC85421	1 Apr 2020	ING Bank Australia Limited		1 Apr 2021	1 Apr 2021	1.70	Maturity	TD	S&P ST A1	1,000,000.00	1,000,000.00	1,002,794.52
LC86210	20 Apr 2020	AMP Bank Ltd		20 Apr 2021	20 Apr 2021	1.85	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,002,078.08
LC87661	11 May 2020	ING Bank Australia Limited		12 May 2021	12 May 2021	1.35	Maturity	TD	S&P A	1,000,000.00	1,000,000.00	1,000,739.73
LC88145	22 May 2020	Judo Bank		21 May 2021	21 May 2021	1.60	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,098.63
LC88582	29 May 2020	Bank of Queensland Ltd		28 May 2021	28 May 2021	1.25	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,000,068.49
										80,598,101.27	80,598,101.27	80,811,750.71
Total										80,598,101.27	80,598,101.27	80,811,750.71
Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.												



## 2. Interest and Distribution Income Received For 1 May 2020 to 31 May 2020

Security ISIN	Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	AMP 1.9 19 May 2020 183DAY TD	AMP Bank Ltd	IEI110246	19 May 2020	2,000,000.00	19,052.05	Security Coupon Interest	Maranoa Regional Council
	MYS 1.65 21 May 2020 126DAY TD	MyState Bank Ltd	IEI110925	21 May 2020	1,000,000.00	5,695.89	Security Coupon Interest	Maranoa Regional Council
	JUDO 2.7 22 May 2020 364DAY TD	Judo Bank	IEI121302	22 May 2020	250,000.00	6,731.51	Security Coupon Interest	Maranoa Regional Council
	AMP 1.9 26 May 2020 181DAY TD	AMP Bank Ltd	IEI110244	26 May 2020	1,000,000.00	9,421.92	Security Coupon Interest	Maranoa Regional Council
	AMP 1.9 26 May 2020 182DAY TD	AMP Bank Ltd	IEI110245	26 May 2020	800,000.00	5,684.38	Security Coupon Interest	Maranoa Regional Council
	Warwick CU 2.5 26 May 2020 369DAY TD	Warwick Credit Union	IEI95366	26 May 2020	250,000.00	6,318.49	Security Coupon Interest	Maranoa Regional Council
	QTC Maranoa CF At Call	Queensland Treasury Corporation	IEI122527	31 May 2020		20,751.93	Bank Interest	Maranoa Regional Council
						73,656.17		



### 3. Acquisitions, Disposals and Maturities Between 1 May 2020 and 31 May 2020

Security	Issuer	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC87676	Acquisition	1 May 2020	1 May 2020	700,000.00	700,000.00	1.00000000	100.000	0.000	100.000	700,000.00
AMP 1.6 02 Mar 2021 301DAY TD	AMP Bank Ltd		LC86821	Acquisition	5 May 2020	5 May 2020	500,000.00	500,000.00	1.00000000	100.000	0.000	100.000	500,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC87677	Acquisition	6 May 2020	6 May 2020	700,000.00	700,000.00	1.00000000	100.000	0.000	100.000	700,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC87678	Disposal	7 May 2020	7 May 2020	2,700,000.00	2,700,000.00	1.00000000	100.000	0.000	100.000	(2,700,000.00)
ING 1.35 12 May 2021 366DAY TD	ING Bank Australia Limited		LC87661	Acquisition	11 May 2020	11 May 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC87739	Acquisition	11 May 2020	11 May 2020	1,700,000.00	1,700,000.00	1.00000000	100.000	0.000	100.000	1,700,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC87851	Disposal	12 May 2020	12 May 2020	700,000.00	700,000.00	1.00000000	100.000	0.000	100.000	(700,000.00)
86400 1.6 12 Jun 2020 29DAY TD	86400 Limited		LC88008	Acquisition	14 May 2020	14 May 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	250,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88009	Disposal	14 May 2020	14 May 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88010	Disposal	14 May 2020	14 May 2020	1,800,000.00	1,800,000.00	1.00000000	100.000	0.000	100.000	(1,800,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88072	Acquisition	18 May 2020	18 May 2020	2,100,000.00	2,100,000.00	1.00000000	100.000	0.000	100.000	2,100,000.00
AMP 1.9 19 May 2020 183DAY TD	AMP Bank Ltd		LC82080	Maturity	19 May 2020		2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	(2,000,000.00)
AMP 1.65 17 Nov 2020 182DAY TD	AMP Bank Ltd		LC86070	Acquisition	19 May 2020	19 May 2020	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	2,000,000.00
MYS 1.65 21 May 2020 126DAY TD	MyState Bank Ltd		LC82498	Maturity	21 May 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88174	Disposal	21 May 2020	21 May 2020	900,000.00	900,000.00	1.00000000	100.000	0.000	100.000	(900,000.00)
JUDO 2.7 22 May 2020 364DAY TD	Judo Bank		LC72569	Maturity	22 May 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
JUDO 1.6 21 May 2021 364DAY TD	Judo Bank		LC88145	Acquisition	22 May 2020	22 May 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	250,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88258	Acquisition	25 May 2020	25 May 2020	450,000.00	450,000.00	1.00000000	100.000	0.000	100.000	450,000.00
Warwick CU 2.5 26 May 2020 369DAY TD	Warwick Credit Union		LC73215	Maturity	26 May 2020		250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(250,000.00)
AMP 1.9 26 May 2020 181DAY TD	AMP Bank Ltd		LC82078	Maturity	26 May 2020		1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	(1,000,000.00)
AMP 1.9 26 May 2020 182DAY TD	AMP Bank Ltd		LC82079	Maturity	26 May 2020		600,000.00	600,000.00	1.00000000	100.000	0.000	100.000	(600,000.00)
AMP 1.65 24 Nov 2020 182DAY TD	AMP Bank Ltd		LC88259	Acquisition	26 May 2020	26 May 2020	600,000.00	600,000.00	1.00000000	100.000	0.000	100.000	600,000.00
AMP 1.65 23 Nov 2020 181DAY TD	AMP Bank Ltd		LC88260	Acquisition	26 May 2020	26 May 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
Warwick CU 1.45 24 Nov 2020 182DAY TD	Warwick Credit Union		LC88262	Acquisition	26 May 2020	26 May 2020	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	250,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88484	Acquisition	26 May 2020	26 May 2020	400,000.00	400,000.00	1.00000000	100.000	0.000	100.000	400,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88485	Disposal	27 May 2020	27 May 2020	800,000.00	800,000.00	1.00000000	100.000	0.000	100.000	(800,000.00)
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88583	Acquisition	28 May 2020	28 May 2020	300,000.00	300,000.00	1.00000000	100.000	0.000	100.000	300,000.00
BOQ 1.25 28 May 2021 364DAY TD	Bank of Queensland Ltd		LC88582	Acquisition	29 May 2020	29 May 2020	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00



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Security	Issuer	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88584	Acquisition	29 May 2020	29 May 2020	7,800,000.00	7,800,000.00	1.00000000	100.000	0.000	100.000	7,800,000.00
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88623	Acquisition	31 May 2020	31 May 2020	20,751.93	20,751.93	1.00000000	100.000	0.000	100.000	20,751.93
QTC Maranoa CF At Call	Queensland Treasury Corporation		LC88624	Disposal	31 May 2020	31 May 2020	20,751.93	20,751.93	1.00000000	100.000	0.000	100.000	(20,751.93)
													8,750,000.00

## Notes

1. The maturity of 'MBS' type securities are excluded from the above list
2. At maturity, securities are assumed to be priced at capital price = 100, accrued interest = 0
3. To avoid misleading maturity data, the reporting period should start immediately after a month end and the reporting period should be kept small (e.g. 1 month).



#### 4. Interest Income Accrued As At 31 May 2020

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC82085	AMP 1.9 02 Jun 2020 183DAY TD	2 Jun 2020	2 Dec 2019		2 Jun 2020	181	1.9000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,009,421.92	9,421.92
LC73485	DFB 2.35 03 Jun 2020 365DAY TD	3 Jun 2020	4 Jun 2019		3 Jun 2020	362	2.3500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,046,613.70	46,613.70
LC88008	86400 1.6 12 Jun 2020 29DAY TD	12 Jun 2020	14 May 2020		12 Jun 2020	17	1.6000		Maturity	250,000.00	250,000.00	250,000.00	250,186.30	186.30
LC82090	AMP 1.8 16 Jun 2020 180DAY TD	16 Jun 2020	19 Dec 2019		16 Jun 2020	164	1.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,008,087.67	8,087.67
LC82088	AMP 1.8 17 Jun 2020 183DAY TD	17 Jun 2020	17 Dec 2019		17 Jun 2020	166	1.8000		Maturity	800,000.00	800,000.00	800,000.00	806,549.04	6,549.04
LC77559	MYS 1.72 22 Jun 2020 270DAY TD	22 Jun 2020	26 Sep 2019		22 Jun 2020	248	1.7200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,011,686.58	11,686.58
LC85558	GCU 1.95 01 Jul 2020 93DAY TD	1 Jul 2020	30 Mar 2020		1 Jul 2020	62	1.9500		Maturity	250,000.00	250,000.00	250,000.00	250,828.08	828.08
LC81930	BVIC 1.65 06 Jul 2020 180DAY TD	6 Jul 2020	8 Jan 2020		6 Jul 2020	144	1.6500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,013,019.18	13,019.18
LC83617	MACQ 1.6 08 Jul 2020 140DAY TD	8 Jul 2020	19 Feb 2020		8 Jul 2020	102	1.6000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,008,942.46	8,942.47
LC76073	Qld Police 2.05 16 Jul 2020 365DAY TD	16 Jul 2020	17 Jul 2019		16 Jul 2020	319	2.0500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,017,916.44	17,916.44
LC82275	AUBANK 1.62 20 Jul 2020 182DAY TD	20 Jul 2020	20 Jan 2020		20 Jul 2020	132	1.6200		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,005,858.63	5,858.63
LC85548	MACQ 1.7 21 Jul 2020 140DAY TD	21 Jul 2020	3 Mar 2020		21 Jul 2020	89	1.7000		Maturity	4,000,000.00	4,000,000.00	4,000,000.00	4,016,580.84	16,580.82
LC84993	HBS 1.9 24 Jul 2020 122DAY TD	24 Jul 2020	24 Mar 2020		24 Jul 2020	68	1.9000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,007,079.46	7,079.45
LC84866	MACQ 1.7 24 Jul 2020 133DAY TD	24 Jul 2020	13 Mar 2020		24 Jul 2020	79	1.7000		Maturity	500,000.00	500,000.00	500,000.00	501,839.73	1,839.73
LC79726	ING 1.6 14 Aug 2020 274DAY TD	14 Aug 2020	14 Nov 2019		14 Aug 2020	199	1.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,008,723.29	8,723.29
LC82086	CACU 1.8 09 Sep 2020 273DAY TD	9 Sep 2020	11 Dec 2019		9 Sep 2020	172	1.8000		Maturity	250,000.00	250,000.00	250,000.00	252,120.55	2,120.55
LC84003	MACQ 1.6 11 Sep 2020 198DAY TD	11 Sep 2020	26 Feb 2020		11 Sep 2020	95	1.6000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,008,328.76	8,328.77
LC85578	CAP 2 23 Sep 2020 182DAY TD	23 Sep 2020	25 Mar 2020		23 Sep 2020	67	2.0000		Maturity	250,000.00	250,000.00	250,000.00	250,917.81	917.81
LC85557	Hunter CU 2 23 Sep 2020 182DAY TD	23 Sep 2020	25 Mar 2020		23 Sep 2020	67	2.0000		Maturity	250,000.00	250,000.00	250,000.00	250,917.81	917.81
LC86048	SWCU 2 30 Sep 2020 182DAY TD	30 Sep 2020	1 Apr 2020		30 Sep 2020	60	2.0000		Maturity	250,000.00	250,000.00	250,000.00	250,821.92	821.92
LC86047	SYD 1.7 14 Oct 2020 183DAY TD	14 Oct 2020	14 Apr 2020		14 Oct 2020	47	1.7000		Maturity	250,000.00	250,000.00	250,000.00	250,547.26	547.26
LC86097	ARA 1.85 14 Oct 2020 182DAY TD	14 Oct 2020	15 Apr 2020		14 Oct 2020	46	1.8500		Maturity	250,000.00	250,000.00	250,000.00	250,582.88	582.88
LC88070	AMP 1.65 17 Nov 2020 182DAY TD	17 Nov 2020	19 May 2020		17 Nov 2020	12	1.6500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,001,084.94	1,084.93
LC88260	AMP 1.65 23 Nov 2020 181DAY TD	23 Nov 2020	26 May 2020		23 Nov 2020	5	1.6500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,226.03	226.03
LC88259	AMP 1.65 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	5	1.6500		Maturity	600,000.00	600,000.00	600,000.00	600,135.62	135.62
LC88262	Warwick CU 1.45 24 Nov 2020 182DAY TD	24 Nov 2020	26 May 2020		24 Nov 2020	5	1.4500		Maturity	250,000.00	250,000.00	250,000.00	250,049.66	49.66
LC82087	DFB 1.7 11 Dec 2020 364DAY TD	11 Dec 2020	13 Dec 2019		11 Dec 2020	170	1.7000		Maturity	500,000.00	500,000.00	500,000.00	503,958.91	3,958.90
LC85553	MYS 1.75 16 Dec 2020 274DAY TD	16 Dec 2020	17 Mar 2020		16 Dec 2020	75	1.7500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,595.89	3,595.89
LC85551	MYS 1.75 16 Dec 2020 275DAY TD	16 Dec 2020	16 Mar 2020		16 Dec 2020	76	1.7500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,643.84	3,643.84
LC86821	AMP 1.6 02 Mar 2021 301DAY TD	2 Mar 2021	5 May 2020		2 Mar 2021	26	1.6000		Maturity	500,000.00	500,000.00	500,000.00	500,569.87	569.86
LC85556	QCCU 1.7 18 Mar 2021 365DAY TD	18 Mar 2021	18 Mar 2020		18 Mar 2021	74	1.7000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,006,893.16	6,893.15
LC85576	SCC 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	67	2.0000		Maturity	250,000.00	250,000.00	250,000.00	250,917.81	917.81
LC85579	Geelong B 2 25 Mar 2021 365DAY TD	25 Mar 2021	25 Mar 2020		25 Mar 2021	67	2.0000		Maturity	250,000.00	250,000.00	250,000.00	250,917.81	917.81



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Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC85313	ING 1.7 26 Mar 2021 364DAY TD	26 Mar 2021	27 Mar 2020		26 Mar 2021	65	1.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,003,027.40	3,027.40
LC85561	B&E 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	62	1.9500		Maturity	250,000.00	250,000.00	250,000.00	250,828.08	828.08
LC85563	MMB 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	62	1.9500		Maturity	250,000.00	250,000.00	250,000.00	250,828.08	828.08
LC85560	RCU 1.95 30 Mar 2021 365DAY TD	30 Mar 2021	30 Mar 2020		30 Mar 2021	62	1.9500		Maturity	250,000.00	250,000.00	250,000.00	250,828.08	828.08
LC85429	MACQ 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	60	1.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,794.52	2,794.52
LC85421	ING 1.7 01 Apr 2021 365DAY TD	1 Apr 2021	1 Apr 2020		1 Apr 2021	60	1.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,794.52	2,794.52
LC86210	AMP 1.85 20 Apr 2021 365DAY TD	20 Apr 2021	20 Apr 2020		20 Apr 2021	41	1.8500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,002,078.08	2,078.08
LC87661	ING 1.35 12 May 2021 366DAY TD	12 May 2021	11 May 2020		12 May 2021	20	1.3500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,739.73	739.73
LC88145	JUDO 1.6 21 May 2021 364DAY TD	21 May 2021	22 May 2020		21 May 2021	9	1.6000		Maturity	250,000.00	250,000.00	250,000.00	250,098.63	98.63
LC88582	BOQ 1.25 28 May 2021 364DAY TD	28 May 2021	29 May 2020		28 May 2021	2	1.2500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,000,068.49	68.49
										<b>39,650,000.00</b>	<b>39,650,000.00</b>		<b>39,863,649.44</b>	<b>213,649.41</b>

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





## 5. Portfolio Valuation As At 31 May 2020

Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit											
QTC Maranoa CF At Call	S&P AA+		40,948,101.27	40,948,101.27	100.000		0.000	40,948,101.27	50.67%	0.72%	
			40,948,101.27	40,948,101.27				40,948,101.27	50.67%		0.72%
Term Deposit											
86400 1.6 12 Jun 2020 29DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.075	250,186.30	0.31%	1.60%	
AMP 1.9 02 Jun 2020 183DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.942	1,009,421.92	1.25%	1.90%	
AMP 1.8 16 Jun 2020 180DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.809	1,008,087.67	1.25%	1.80%	
AMP 1.8 17 Jun 2020 183DAY TD	S&P ST A2		800,000.00	800,000.00	100.000		0.819	806,549.04	1.00%	1.80%	
AMP 1.65 17 Nov 2020 182DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.054	2,001,084.94	2.48%	1.65%	
AMP 1.65 23 Nov 2020 181DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.023	1,000,226.03	1.24%	1.65%	
AMP 1.65 24 Nov 2020 182DAY TD	S&P ST A2		600,000.00	600,000.00	100.000		0.023	600,135.62	0.74%	1.65%	
AMP 1.6 02 Mar 2021 301DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.114	500,569.87	0.62%	1.60%	
AMP 1.85 20 Apr 2021 365DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.208	1,002,078.08	1.24%	1.85%	
ARA 1.85 14 Oct 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.233	250,582.88	0.31%	1.85%	
AUBANK 1.62 20 Jul 2020 182DAY TD	S&P ST A2		1,000,000.00	1,000,000.00	100.000		0.586	1,005,858.63	1.24%	1.62%	
BOQ 1.25 28 May 2021 364DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.007	1,000,068.49	1.24%	1.25%	
SYD 1.7 14 Oct 2020 183DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.219	250,547.26	0.31%	1.70%	
B&E 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.331	250,828.08	0.31%	1.95%	
BVIC 1.65 06 Jul 2020 180DAY TD	Moodys ST P-2		2,000,000.00	2,000,000.00	100.000		0.651	2,013,019.18	2.49%	1.65%	
DFB 2.35 03 Jun 2020 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		2.331	2,046,613.70	2.53%	2.35%	
DFB 1.7 11 Dec 2020 364DAY TD	S&P ST A2		500,000.00	500,000.00	100.000		0.792	503,958.91	0.62%	1.70%	
GCU 1.95 01 Jul 2020 93DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.331	250,828.08	0.31%	1.95%	
Geelong B 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.367	250,917.81	0.31%	2.00%	
HBS 1.9 24 Jul 2020 122DAY TD	Moodys ST P-2		2,000,000.00	2,000,000.00	100.000		0.354	2,007,079.46	2.48%	1.90%	
Hunter CU 2 23 Sep 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.367	250,917.81	0.31%	2.00%	
CACU 1.8 09 Sep 2020 273DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.848	252,120.55	0.31%	1.80%	
ING 1.6 14 Aug 2020 274DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.872	1,008,723.29	1.25%	1.60%	
ING 1.7 26 Mar 2021 364DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.303	1,003,027.40	1.24%	1.70%	
ING 1.7 01 Apr 2021 365DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.279	1,002,794.52	1.24%	1.70%	
ING 1.35 12 May 2021 366DAY TD	S&P ST A1		1,000,000.00	1,000,000.00	100.000		0.074	1,000,739.73	1.24%	1.35%	
JUDO 1.6 21 May 2021 364DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.039	250,098.63	0.31%	1.60%	
MACQ 1.6 08 Jul 2020 140DAY TD	Moodys ST P-1		2,000,000.00	2,000,000.00	100.000		0.447	2,008,942.46	2.49%	1.60%	
MACQ 1.7 21 Jul 2020 140DAY TD	Moodys ST P-1		4,000,000.00	4,000,000.00	100.000		0.415	4,016,580.84	4.97%	1.70%	
MACQ 1.7 24 Jul 2020 133DAY TD	Moodys ST P-1		500,000.00	500,000.00	100.000		0.368	501,839.73	0.62%	1.70%	





Investment Report Pack  
Maranoa Regional Council  
1 May 2020 to 31 May 2020

Security	Security Rating	ISIN	Face Value Original	Face Value Current	FI Cap Price/ Unit Price/ Share Price	Unit Count/ Share Count	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
MACQ 1.6 11 Sep 2020 198DAY TD	Moodys ST P-1		2,000,000.00	2,000,000.00	100.000		0.416	2,008,328.76	2.49%	1.60%	
MACQ 1.7 01 Apr 2021 365DAY TD	Moodys ST P-1		1,000,000.00	1,000,000.00	100.000		0.279	1,002,794.52	1.24%	1.70%	
MMB 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.331	250,828.08	0.31%	1.95%	
MYS 1.72 22 Jun 2020 270DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		1.169	1,011,686.58	1.25%	1.72%	
MYS 1.75 16 Dec 2020 274DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.360	1,003,595.89	1.24%	1.75%	
MYS 1.75 16 Dec 2020 275DAY TD	Moodys ST P-2		1,000,000.00	1,000,000.00	100.000		0.364	1,003,643.84	1.24%	1.75%	
Qld Police 2.05 16 Jul 2020 365DAY TD	S&P ST A3		1,000,000.00	1,000,000.00	100.000		1.792	1,017,916.44	1.26%	2.05%	
QCCU 1.7 18 Mar 2021 365DAY TD	S&P ST A2		2,000,000.00	2,000,000.00	100.000		0.345	2,006,893.16	2.48%	1.70%	
RCU 1.95 30 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.331	250,828.08	0.31%	1.95%	
SWCU 2 30 Sep 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.329	250,821.92	0.31%	2.00%	
SCC 2 25 Mar 2021 365DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.367	250,917.81	0.31%	2.00%	
CAP 2 23 Sep 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.367	250,917.81	0.31%	2.00%	
Warwick CU 1.45 24 Nov 2020 182DAY TD	Unrated ST UR		250,000.00	250,000.00	100.000		0.020	250,049.66	0.31%	1.45%	
			39,650,000.00	39,650,000.00				39,863,649.44	49.33%		1.74%
Total Portfolio			80,598,101.27	80,598,101.27				80,811,750.71	100.00%		1.22%



## 6. Portfolio Valuation By Categories As At 31 May 2020

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	3,761,390.75	4.65%
A3	1,017,916.44	1.26%
A2	21,530,571.00	26.64%
A1	13,553,771.25	16.77%
Portfolio Total	39,863,649.44	49.33%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	40,948,101.27	50.67%
Portfolio Total	40,948,101.27	50.67%

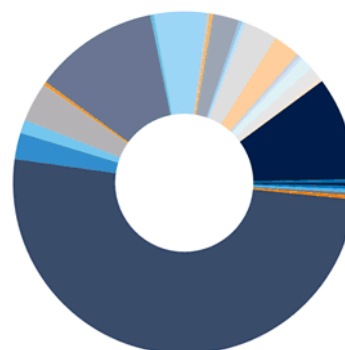
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
86400 Limited	250,186.30	0.31%
AMP Bank Ltd	7,928,153.16	9.81%
Arab Bank Australia Ltd	250,582.88	0.31%
Australian Unity Bank	1,005,858.63	1.24%
Bank of Queensland Ltd	1,000,068.49	1.24%
Bank of Sydney Ltd	250,547.26	0.31%
Bank of us t/as B&E Ltd	250,828.08	0.31%
BankVic	2,013,019.18	2.49%
Defence Bank Ltd	2,550,572.61	3.16%
Gateway Bank Ltd	250,828.08	0.31%
Geelong Bank	250,917.81	0.31%
Heritage Bank Ltd	2,007,079.46	2.48%
Hunter United Credit Union	250,917.81	0.31%
Illawarra Credit Union Ltd	252,120.55	0.31%
ING Bank Australia Limited	4,015,284.94	4.97%
Judo Bank	250,098.63	0.31%
Macquarie Bank	9,538,486.31	11.80%
Maitland Mutual Building Society Ltd	250,828.08	0.31%
MyState Bank Ltd	3,018,926.31	3.74%
QPCU LTD t/a QBANK	1,017,916.44	1.26%
Queensland Country Bank Ltd	2,006,893.16	2.48%
Queensland Treasury Corporation	40,948,101.27	50.67%
Railways CU Ltd t/as myMOVE	250,828.08	0.31%
South West Credit Union	250,821.92	0.31%
Southern Cross CU	250,917.81	0.31%
The Capricornian Limited	250,917.81	0.31%
Warwick Credit Union	250,049.66	0.31%
Portfolio Total	80,811,750.71	100.00%

Market Value by Issuer





Security Type	Market Value	% Total Value
At Call Deposit	40,948,101.27	50.67%
Term Deposit	39,863,649.44	49.33%
Portfolio Total	80,811,750.71	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	80,811,750.71	100.00%
Portfolio Total	80,811,750.71	100.00%

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

### Market Value by Term Remaining



■ 0 to < 1 Year



## 7. Performance Statistics For Period Ending 31 May 2020

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.11%	0.39%	1.77%	2.16%
Performance Index (2)	0.01%	0.16%	0.97%	1.55%
Excess Performance (3)	0.10%	0.23%	0.80%	0.61%

### Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Maranoa Regional Council	1.22



Investment Report Pack  
Maranoa Regional Council  
1 May 2020 to 31 May 2020

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Report Code: TEPACK020EXT-01.78  
Report Description: Investment Report Pack  
Parameters:  
Trading Entity: Maranoa Regional Council  
Trading Book: Maranoa Regional Council  
Settlement Date Base  
History Start Date: 1 Jan 2000  
Income Expense Status: Authorised  
FI Deal Status: Contract  
Exclude Cash  
Exclude Unallocated Cash  
Exclude Negative Unit Holdings



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

## 1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
86400 Limited	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
AMP Bank Ltd	BBB+ to BBB-		7,900,000.00	Book	8,000,000.00	AUD	8,000,000.00	99.00	1.00	100,000	0.00	0
Arab Bank Australia Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Australian Military Bank Limited	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Australian Unity Bank	BBB+ to BBB-		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Auswide Bank Limited	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Bananacoast Community Credit Union Ltd (a division of P&N Bank Limited)	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Bank of Queensland Ltd	A+ to A-		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Bank of Sydney Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of us t/as B&E Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankVic	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
BankWest Ltd	AA+ to AA-	Commonwealth Bank of Australia Ltd	0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Beyond Bank Australia Ltd	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
Commonwealth Bank of Australia Ltd	AA+ to AA-		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Defence Bank Ltd	BBB+ to BBB-		2,500,000.00	Book	4,000,000.00	AUD	4,000,000.00	63.00	37.00	1,500,000	0.00	0
G&C Mutual Bank Limited	BBB+ to BBB-		0.00	Book	3,000,000.00	AUD	3,000,000.00	0.00	100.00	3,000,000	0.00	0
Gateway Bank Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Geelong Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Heritage Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
Hunter United Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Illawarra Credit Union Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
ING Bank Australia Limited	A+ to A-		4,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	50.00	50.00	4,000,000	0.00	0
Judo Bank	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Macquarie Bank	A+ to A-		9,500,000.00	Book	8,000,000.00	AUD	8,000,000.00	100.00	0.00	0	19.00	1,500,000
Maitland Mutual Building Society Ltd	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Members Equity Bank Ltd	BBB+ to BBB-		0.00	Book	4,000,000.00	AUD	4,000,000.00	0.00	100.00	4,000,000	0.00	0
MyState Bank Ltd	BBB+ to BBB-		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
National Australia Bank Ltd	AA+ to AA-		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Police Credit Union	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
QPCU LTD t/a QBANK	BBB+ to BBB-		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Queensland Country Bank Ltd	BBB+ to BBB-		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0





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

## 1 Issuer Trading Limits

Issuer	Issuer Rating Group (Long Term)	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
Queensland Treasury Corporation	AA+ to AA-		40,948,101.27	Book	100.00	% of 80,598,101.27	80,598,101.27	51.00	49.00	39,650,000	0.00	0
Railways CU Ltd t/as myMOVE	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Slopes Credit Union Limited	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Southern Cross CU	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Summerland Credit Union Ltd	N/R		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
The Capricornian Limited	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Warwick Credit Union	N/R		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
			80,598,101.27				184,348,101.27			105,250,000		1,500,000
			(Excluding Parent Group Duplicates)									



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

## 2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value	Limit For Book or Notional Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AA+ to AA-	40,948,101.27	Book	100.00	% of 80,598,101.27	80,598,101.27	51.00	49.00	39,650,000	0.00	0
A1+	0.00	Book	100.00	% of 80,598,101.27	80,598,101.27	0.00	100.00	80,598,101	0.00	0
A1	13,500,000.00	Book	50.00	% of 80,598,101.27	40,299,050.64	34.00	66.00	26,799,051	0.00	0
A2	21,400,000.00	Book	30.00	% of 80,598,101.27	24,179,430.38	89.00	11.00	2,779,430	0.00	0
A3	1,000,000.00	Book	10.00	% of 80,598,101.27	8,059,810.13	12.00	88.00	7,059,810	0.00	0
N/R	3,750,000.00	Book	10.00	% of 80,598,101.27	8,059,810.13	47.00	53.00	4,309,810	0.00	0
	80,598,101.27				241,794,303.81			161,196,202		0

### Notes

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



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

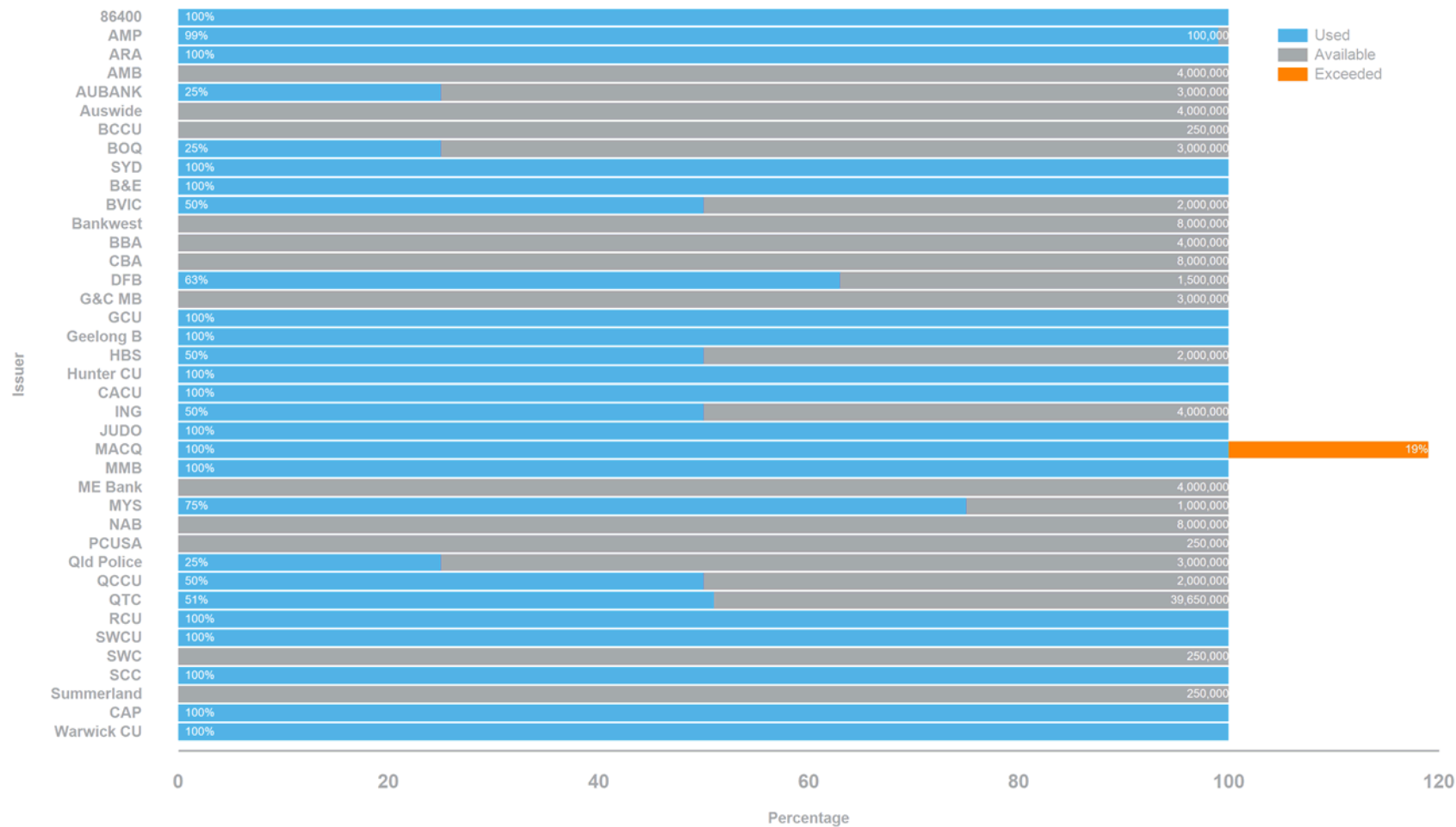
### 3 Term Group Trading Limits

Term Group	Already Traded Face Value	Limit For Book or Notional Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	80,598,101.27	Book	100.00	% of 80,598,101.27	80,598,101.27	100.00	0.00	0	0.00	0
	80,598,101.27				80,598,101.27			0		0



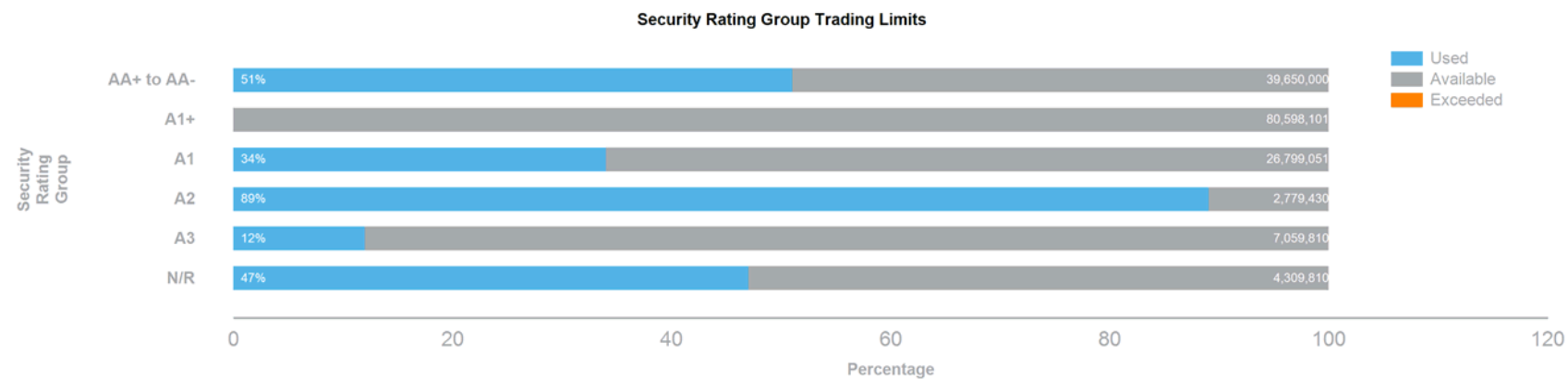
Trading Limit Report 125  
Maranoa Regional Council  
As At 31 May 2020

### Issuer Trading Limits



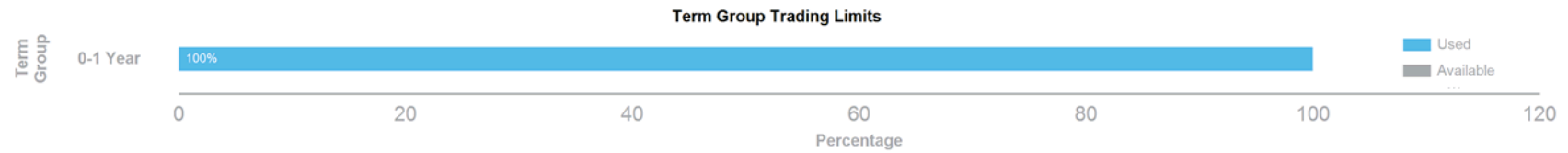


Trading Limit Report 125  
Maranoa Regional Council  
As At 31 May 2020





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





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

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Report Code: TBSBP125EXT-00.16  
Report Description: Trading Limit Performance As At Date  
Parameters:  
As At/Scenario Date: 31 May 2020  
Balance Date: 14 June 2020 (but 31 May 2020 used instead)  
Trading Entity: Maranoa Regional Council  
Trading Book: Maranoa Regional Council  
Report Mode: BalOnly  
Using Face Value  
Trading Entity and Book Limits  
Effects of Parent/Child Issuers Not Ignored

## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 15 June 2020

**Item Number:** 11.3

**File Number:** D20/56194

**SUBJECT HEADING:** Financial Report for the month of May 2020

**Classification:** Open Access

**Officers' Titles:** Contractor - Finance Systems Support  
Chief Executive Officer

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### **Executive Summary:**

The purpose of this report is for the Chief Executive Officer to present a monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the month of May 2020 (including year to date).

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

That the monthly financial report for the period ending 31 May 2020 be received and noted.

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

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

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

Maranoa Regional Council

### **Acronyms:**

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

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

Acronym	Description
Nil	Nil

### **Context:**

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

To present the financial report for the month of May 2020, in accordance with section 204 of the *Local Government Regulation 2012*.



**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

This report tables Operating Statement (revenue & expenditure) actuals vs budget, cash flow statement and balance sheet for the period ended 31 May 2020. For the eleven months ended 31 May 2020 total operating revenue was \$84.6M representing 98% of budget and total operating expenses was \$76M representing 91.4% of budget with 91.67% of the year elapsed.

Within total operating expenses employee costs were 83% of budget with materials & services 95.6%.

Interest expense on QTC loans for the month of May totaled \$43,482.

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

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

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

**Local Government Regulation 2012**

**204 Financial report**

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

**Council Policies or Asset Management Plans:**

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

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

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

N/A.

**Input into the Report & Recommendation:**

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

This report is for information purposes.

### Funding Bodies:

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

N/A

### This Financial Year's Budget:

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

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

The purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period 1 May 2020 to 31 May 2020.

### Future Years' Budgets:

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

This report is for information purposes.

### Impact on Other Individuals or Interested Parties:

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

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

### Risks:

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

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

### Advice to Council:

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

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

The presentation of monthly financial statements is a legislative requirement.

**Recommendation:**

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

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

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

That the monthly financial report for the period ending 31 May 2020 be received and noted.

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

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

No.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

**Supporting Documentation:**

1	<a href="#">Balance Sheet as at 31 May 2020</a>	D2020/0056161
2	<a href="#">Statement of Cash Flows as at 31 May 2020</a>	D2020/0056164
3	<a href="#">Total Council Actual V Budget as at 31 May 2020</a>	D2020/0056165
4	<a href="#">Office of the CEO Directorate Actual V Budget as at 31 May 2020</a>	D2020/0056166
5	<a href="#">Corporate &amp; Community Services Directorate Actual V Budget as at 31 May 2020</a>	D2020/0056167
6	<a href="#">Development Facilities &amp; Environmental Services Directorate Actual V Budget as at 31 May 2020</a>	D2020/0056168
7	<a href="#">Infrastructure Services Directorate Actual V Budget as at 31 May 2020</a>	D2020/0056169
8	<a href="#">Debtors Report May 2020</a>	D2020/0056170

**Report authorised by:**

Director - Corporate & Community Services

**Maranoa Regional Council****Actual as at 31 May 2020****STATEMENT OF FINANCIAL POSITION**

	<b>Actuals As at 31/05/2020</b>	<b>Revised budget As at 30/06/2020</b>
<b>Current Assets</b>		
Cash and Cash Equivalents	3,186,147	1,453,610
Investments	80,598,101	52,588,252
Trade & Other Receivables	6,937,108	8,880,562
Inventories - Realisable < 12 Months	1,795,663	1,794,367
	<b>92,517,019</b>	<b>64,716,791</b>
Non Current Assets Held For Sale	<b>0</b>	<b>0</b>
<b>Non-current Assets</b>		
Infrastructure Property Plant Equipment	736,077,287	884,938,325
Projects - capital	81,406,719	0
	<b>817,484,006</b>	<b>884,938,325</b>
<b>TOTAL ASSETS</b>	<b>910,001,025</b>	<b>949,655,116</b>
<b>Current Liabilities</b>		
Trade & Other Payables	(4,917,847)	(10,943,733)
Short Term Provisions	(7,483,134)	(3,317,924)
Suspense	(357,786)	0
Borrowings	(1,313,596)	(1,339,742)
	<b>(14,072,364)</b>	<b>(15,601,399)</b>
<b>Non-current Liabilities</b>		
Long Term Provisions	(26,992,022)	(2,266,780)
Long Term Borrowings	(15,110,756)	(16,147,796)
	<b>(42,102,778)</b>	<b>(18,414,576)</b>
<b>TOTAL LIABILITIES</b>	<b>(56,175,142)</b>	<b>(34,015,975)</b>
<b>NET COMMUNITY ASSETS</b>	<b>853,825,883</b>	<b>915,639,141</b>
<b>Community Equity</b>		
Asset Revaluation Reserve	(276,713,606)	(283,340,272)
Accumulated Surplus	(524,240,294)	(632,298,869)
Other Reserves	(52,871,984)	0
<b>TOTAL COMMUNITY EQUITY</b>	<b>(853,825,883)</b>	<b>(915,639,141)</b>



**Maranoa Regional Council**  
**Actuals as at 31 May 2020**  
**STATEMENT OF CASH FLOWS**

	Actuals for the month of May 2020
<b><u>Cash Flows from Operating activities</u></b>	
Receipts from Customers	6,459,844
Payments to Suppliers & Employees	6,707,325
	-247,481
<b>Receipts:</b>	
Interest Revenue Investments	83,821
Recurrent Grants, Subsidies & Contributions	11,051,440
Other	
<b>Payments:</b>	
Borrowing Costs	43,482
<b>Net Cash Operating Activities</b>	<b>10,844,298</b>
<b><u>Cash Flows from Investing activities</u></b>	
<b>Receipts:</b>	
Sale of Property Plant & Equipment	0
Capital Grants Subsidies & Contributions	1,643,646
<b>Payments:</b>	
Purchase of Property Plant & Equipment	3,877,487
<b>Net Cash Investing activities</b>	<b>-2,233,841</b>
<b><u>Cash Flows from Financing activities</u></b>	
<b>Payments:</b>	
Repayment of Borrowings	0
<b>Net Cash Financing Activities</b>	<b>0</b>
<b>Net Increase / Decrease in Cash &amp; Cash Equivalents</b>	<b>8,610,457</b>
<b>Cash &amp; Investments at beginning of month</b>	<b>75,173,790</b>
<b>Cash &amp; Investments at end of month</b>	<b>83,784,247</b>



**Maranoa Regional Council**  
**Actual vs. Budget for eleven months ended**  
**31 May 2020**

<b>TOTAL COUNCIL</b>				
	<b>Revised Budget 2019-2020</b>	<b>% of Year Elapsed - 91.67%</b>		<b>Comments</b>
		<b>Actual 31/05/2020</b>	<b>% Variance</b>	
<b>Operating Revenue</b>				
Rates and charges	(35,990,380)	(35,732,279)	99.3%	
Sale of goods and major services	(3,599,367)	(3,926,971)	109.1%	
Fees and charges - commercial	(9,762,843)	(8,851,857)	90.7%	
Fees and charges - statutory	(1,746,497)	(2,436,254)	139.5%	Refer Development Facilities & Environment directorate
Rental and levies	(819,214)	(538,134)	65.7%	
Investment income - interest	(1,867,000)	(1,276,006)	68.3%	Refer CC Directorate
Sales of contract and recoverable works	(6,329,000)	(6,662,599)	105.3%	Refer Infrastructure Directorate
Other Revenue	(2,466,108)	(2,897,119)	117.5%	Refer CC & Infrastructure Directorates
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(20,822,899)	(19,962,401)	95.9%	
Recovery of indirect expenses - external	(1,717,170)	(876,828)	51.1%	
Internal revenue - water from standpipe	(1,222,000)	(1,421,688)	116.3%	
<b>Total Operating Revenue</b>	<b>(86,342,478)</b>	<b>(84,582,135)</b>	<b>98.0%</b>	
<b>Operating Expenses</b>				
Employee costs	37,140,317	30,821,430	83.0%	
Materials and services	31,575,631	30,177,046	95.6%	Refer Infrastructure Directorate
Plant hire internal	(3,144,762)	(2,022,377)	64.3%	
Overhead recovery	(9,129,790)	(6,607,694)	72.4%	
Materials and services - contracts	6,692,558	5,380,197	80.4%	
Finance Costs	696,417	536,448	77.0%	
Depreciation Amortisation and Impairment	19,237,060	17,434,417	90.6%	
Other Expenses	101,168	131,229	129.7%	Refer CC Directorate
Internal expense - rates and charges	(17,280)	126,355	-731.2%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	(11,738)	0.0%	
<b>Total Operating Expenses</b>	<b>83,151,319</b>	<b>75,965,314</b>	<b>91.4%</b>	
<b>Reserve Transfers</b>				
Transfer to reserves for operational	1,441,627	1,250,000	86.7%	
Transfer from reserves for operational	(3,203,878)	0	0.0%	
Transfer to reserves for capital	1,669,148	0	0.0%	
Transfer from reserves for capital	(28,443,260)	0	0.0%	
<b>Operating (Surplus)/Deficit Before Capital Items</b>	<b>(31,727,522)</b>	<b>(7,366,821)</b>	<b>23.2%</b>	
<b>Capital Revenues and Expenses</b>				
Grants and subsidies (capital) - Federal	(9,327,158)	(5,719,398)	61.3%	
Grants and subsidies (capital) - State	(8,097,198)	(4,050,647)	50.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(14,204,543)	(12,726,138)	89.6%	
<b>Operating (Surplus)/Deficit After Capital Items</b>	<b>(63,356,421)</b>	<b>(29,863,003)</b>	<b>47.1%</b>	
<b>Sources and Applications of Capital Funding</b>				
<b>Capital Funding Sources</b>				
Loans Contra	(3,800,000)	0	0.0%	
Sale proceeds - trade ins/auctions	(2,353,000)	(480,037)	20.4%	
Funded depreciation	(19,237,060)	0	0.0%	
<b>Total Capital Funding Sources Used</b>	<b>(25,390,060)</b>	<b>(480,037)</b>	<b>1.9%</b>	
<b>Capital Funding Applications</b>				
Projects - capital	83,506,112	47,498,860	56.9%	
Loan repayments	1,274,250	960,170	75.4%	
<b>Total Capital Funding Applications</b>	<b>84,780,362</b>	<b>48,459,030</b>	<b>57.2%</b>	



**Maranoa Regional Council**  
**Actual vs. Budget for eleven months ended**  
**31 May 2020**

**OFFICE OF THE CEO DIRECTORATE**

	Revised Budget 2019-2020	% of Year Elapsed - 91.67%		Comments
		Actual 31/05/2020	% Variance	
<b>Operating Revenue</b>				
Rates and charges	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	0	0	0.0%	
Fees and charges - statutory	0	0	0.0%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(127,000)	(103,597)	81.6%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(23,500)	(51,457)	219.0%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	0	0	0.0%	
<b>Total Operating Revenue</b>	<b>(150,500)</b>	<b>(155,054)</b>	<b>103.0%</b>	
<b>Operating Expenses</b>				
Employee costs	1,613,243	1,252,597	77.6%	
Materials and services	841,400	821,224	97.6%	
Plant hire internal	28,954	2,846	9.8%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation and Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Internal expense - rates and charges	(149,981)	0	0.0%	
Indirect expenses - corporate	0	0	0.0%	
Internal expense	0	(3,534)	0.0%	
<b>Total Operating Expenses</b>	<b>2,333,616</b>	<b>2,073,133</b>	<b>88.8%</b>	
<b>Reserve Transfers</b>				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	0	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
<b>Operating (Surplus)/Deficit Before Capital Items</b>	<b>2,183,116</b>	<b>1,918,079</b>	<b>87.9%</b>	
<b>Capital Revenues and Expenses</b>				
Grants and subsidies (capital) - Federal	0	0	0.0%	
Grants and subsidies (capital) - State	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
<b>Operating (Surplus)/Deficit After Capital Items</b>	<b>2,183,116</b>	<b>1,918,079</b>	<b>87.9%</b>	
<b>Sources and Applications of Capital Funding</b>				
<b>Capital Funding Sources</b>				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	0	0	0.0%	
<b>Total Capital Funding Sources Used</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	
<b>Capital Funding Applications</b>				
Projects - capital	0	0	0.0%	
Loan repayments	0	0	0.0%	
<b>Total Capital Funding Applications</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	



**Maranoa Regional Council**  
**Actual vs. Budget for eleven months ended**  
**31 May 2020**

**CORPORATE & COMMUNITY SERVICES DIRECTORATE**

	Revised Budget 2019-2020	% of Year Elapsed - 91.67%		Comments
		Actual 31/05/2020	% Variance	
<b>Operating Revenue</b>				
Rates and charges	(25,277,508)	(24,733,913)	97.8%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(3,989,818)	(3,696,266)	92.6%	
Fees and charges - statutory	(150,804)	(174,811)	115.9%	
Rental and levies	0	0	0.0%	
Investment income - interest	(1,867,000)	(1,276,006)	68.3%	Unanticipated drop in short term interest rates
Sales of contract and recoverable works	0	(20,021)	0.0%	
Other Revenue	(437,800)	(655,682)	149.8%	Insurance recoveries
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(18,193,456)	(18,525,519)	101.8%	
Recovery of indirect expenses - external	(1,717,170)	(876,828)	51.1%	
Internal revenue - water from standpipe	0	0	0.0%	
<b>Total Operating Revenue</b>	<b>(51,633,556)</b>	<b>(49,959,046)</b>	<b>96.8%</b>	
<b>Operating Expenses</b>				
Employee costs	16,630,101	13,450,462	80.9%	
Materials and services	8,666,123	8,050,850	92.9%	
Plant hire internal	(9,440,561)	(7,232,839)	76.6%	
Overhead recovery	(9,129,790)	(6,607,694)	72.4%	
Materials and services - contracts	1,595,400	1,278,234	80.1%	
Finance Costs	155,026	101,260	65.3%	
Depreciation Amortisation and Impairment	2,402,287	2,075,525	86.4%	
Other Expenses	86,484	107,023	123.7%	Increased QTC admin fees due to higher than average QTC investments
Internal expense - rates and charges	0	0	0.0%	
Indirect expenses - corporate	(982,691)	(982,691)	100.0%	
Internal expense	0	(3,204)	0.0%	
<b>Total Operating Expenses</b>	<b>9,982,379</b>	<b>10,236,926</b>	<b>102.5%</b>	
<b>Reserve Transfers</b>				
Transfer to reserves for operational	237,812	1,250,000	525.6%	
Transfer from reserves for operational	(17,145)	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(7,291,880)	0	0.0%	
<b>Operating (Surplus)/Deficit Before Capital Items</b>	<b>(48,722,390)</b>	<b>(38,472,120)</b>	<b>79.0%</b>	
<b>Capital Revenues and Expenses</b>				
Grants and subsidies (capital) - Federal	(3,933,627)	(2,804,605)	71.3%	
Grants and subsidies (capital) - State	(1,841,483)	(1,798,983)	97.7%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	0	0	0.0%	
<b>Operating (Surplus)/Deficit After Capital Items</b>	<b>(54,497,500)</b>	<b>(43,075,708)</b>	<b>79.0%</b>	
<b>Sources and Applications of Capital Funding</b>				
<b>Capital Funding Sources</b>				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	(2,353,000)	(405,313)	17.2%	
Funded depreciation	(2,402,287)	0	0.0%	
<b>Total Capital Funding Sources Used</b>	<b>(4,755,287)</b>	<b>(405,313)</b>	<b>8.5%</b>	
<b>Capital Funding Applications</b>				
Projects - capital	20,633,182	13,024,898	63.1%	
Loan repayments	238,714	172,734	72.4%	
<b>Total Capital Funding Applications</b>	<b>20,871,896</b>	<b>13,197,632</b>	<b>63.2%</b>	





**Maranoa Regional Council**  
**Actual vs. Budget for eleven months ended**  
**31 May 2020**

**DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE**

	Revised Budget 2019-2020	% of Year Elapsed - 91.67%		Comments
		Actual 31/05/2020	% Variance	
<b>Operating Revenue</b>				
Rates and charges	(2,308,574)	(2,302,087)	99.7%	
Sale of goods and major services	0	0	0.0%	
Fees and charges - commercial	(1,581,091)	(1,056,001)	66.8%	
Fees and charges - statutory	(1,093,621)	(1,652,740)	151.1%	Waste Levy contribution
Rental and levies	(819,214)	(538,134)	65.7%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(348,519)	(464,463)	133.3%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(1,866,052)	(1,165,917)	62.5%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(47,000)	(4,043)	8.6%	
<b>Total Operating Revenue</b>	<b>(8,064,071)</b>	<b>(7,183,385)</b>	<b>89.1%</b>	
<b>Operating Expenses</b>				
Employee costs	6,174,882	5,322,462	86.2%	
Materials and services	10,977,117	7,650,640	69.7%	
Plant hire internal	820,055	684,623	83.5%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	1,314,336	1,184,340	90.1%	
Finance Costs	139,514	115,738	83.0%	
Depreciation Amortisation and Impairment	2,542,613	2,320,372	91.3%	
Other Expenses	7,660	7,508	98.0%	
Internal expense - rates and charges	40,000	43,654	109.1%	
Indirect expenses - corporate	152,385	152,385	100.0%	
Internal expense	0	(5,000)	0.0%	
<b>Total Operating Expenses</b>	<b>22,168,562</b>	<b>17,476,722</b>	<b>78.8%</b>	
<b>Reserve Transfers</b>				
Transfer to reserves for operational	71,666	0	0.0%	
Transfer from reserves for operational	(1,430,531)	0	0.0%	
Transfer to reserves for capital	130,000	0	0.0%	
Transfer from reserves for capital	(5,196,912)	0	0.0%	
<b>Operating (Surplus)/Deficit Before Capital Items</b>	<b>7,678,714</b>	<b>10,293,337</b>	<b>134.1%</b>	
<b>Capital Revenues and Expenses</b>				
Grants and subsidies (capital) - Federal	(500,000)	(500,000)	100.0%	
Grants and subsidies (capital) - State	(1,342,500)	(57,652)	4.3%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(130,000)	(56,195)	43.2%	
<b>Operating (Surplus)/Deficit After Capital Items</b>	<b>5,706,214</b>	<b>9,679,491</b>	<b>169.6%</b>	
<b>Sources and Applications of Capital Funding</b>				
<b>Capital Funding Sources</b>				
Loans Contra	(3,800,000)	0	0.0%	
Sale proceeds - trade ins/auctions	0	(74,724)	0.0%	
Funded depreciation	(2,542,613)	0	0.0%	
<b>Total Capital Funding Sources Used</b>	<b>(6,342,613)</b>	<b>(74,724)</b>	<b>1.2%</b>	
<b>Capital Funding Applications</b>				
Projects - capital	12,124,319	3,513,310	29.0%	
Loan repayments	413,066	312,153	75.6%	
<b>Total Capital Funding Applications</b>	<b>12,537,385</b>	<b>3,825,463</b>	<b>30.5%</b>	



**Maranoa Regional Council**  
**Actual vs. Budget for eleven months ended**  
**31 May 2020**

**INFRASTRUCTURE SERVICES DIRECTORATE**

	Revised Budget 2019-2020	% of Year Elapsed - 91.67%		Comments
		Actual 31/05/2020	% Variance	
<b>Operating Revenue</b>				
Rates and charges	(8,404,298)	(8,696,278)	103.5%	
Sale of goods and major services	(3,599,367)	(3,926,971)	109.1%	
Fees and charges - commercial	(4,191,934)	(4,099,590)	97.8%	
Fees and charges - statutory	(502,072)	(608,703)	121.2%	
Rental and levies	0	0	0.0%	
Investment income - interest	0	0	0.0%	
Sales of contract and recoverable works	(6,329,000)	(6,642,577)	105.0%	
Other Revenue	(1,552,789)	(1,673,378)	107.8%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(739,891)	(219,508)	29.7%	
Recovery of indirect expenses - external	0	0	0.0%	
Internal revenue - water from standpipe	(1,175,000)	(1,417,645)	120.7%	
<b>Total Operating Revenue</b>	<b>(26,494,351)</b>	<b>(27,284,650)</b>	<b>103.0%</b>	
<b>Operating Expenses</b>				
Employee costs	12,722,091	10,795,909	84.9%	
Materials and services	11,090,991	13,654,333	123.1%	Excess over budget offset by increased revenue Quarry & external works
Plant hire internal	5,446,790	4,522,993	83.0%	
Overhead recovery	0	0	0.0%	
Materials and services - contracts	3,782,822	2,917,623	77.1%	
Finance Costs	401,877	319,450	79.5%	
Depreciation Amortisation and Impairment	14,292,160	13,038,520	91.2%	
Other Expenses	7,024	16,697	237.7%	
Internal expense - rates and charges	92,701	82,701	89.2%	
Indirect expenses - corporate	830,306	830,306	100.0%	
Internal expense	0	0	0.0%	
<b>Total Operating Expenses</b>	<b>48,666,762</b>	<b>46,178,533</b>	<b>94.9%</b>	
<b>Reserve Transfers</b>				
Transfer to reserves for operational	1,132,149	0	0.0%	
Transfer from reserves for operational	(1,756,202)	0	0.0%	
Transfer to reserves for capital	1,539,148	0	0.0%	
Transfer from reserves for capital	(15,954,468)	0	0.0%	
<b>Operating (Surplus)/Deficit Before Capital Items</b>	<b>7,133,038</b>	<b>18,893,883</b>	<b>264.9%</b>	
<b>Capital Revenues and Expenses</b>				
Grants and subsidies (capital) - Federal	(4,893,531)	(2,414,793)	49.3%	
Grants and subsidies (capital) - State	(4,913,215)	(2,194,012)	44.7%	
Other capital grants and subsidies	0	0	0.0%	
Contributions - capital	(14,074,543)	(12,669,943)	90.0%	
<b>Operating (Surplus)/Deficit After Capital Items</b>	<b>(16,748,251)</b>	<b>1,615,135</b>	<b>-9.6%</b>	
<b>Sources and Applications of Capital Funding</b>				
<b>Capital Funding Sources</b>				
Loans Contra	0	0	0.0%	
Sale proceeds - trade ins/auctions	0	0	0.0%	
Funded depreciation	(14,292,160)	0	0.0%	
<b>Total Capital Funding Sources Used</b>	<b>(14,292,160)</b>	<b>0</b>	<b>0.0%</b>	
<b>Capital Funding Applications</b>				
Projects - capital	50,748,611	30,960,653	61.0%	
Loan repayments	622,470	475,282	76.4%	
<b>Total Capital Funding Applications</b>	<b>51,371,081</b>	<b>31,435,935</b>	<b>61.2%</b>	

Rates – May 2020	
No. of rate assessments	7855
No. of payment arrangements set up	206
Value of outstanding rates for which there is a payment arrangement in place	\$1,529,048.48
Percentage of rates arrears in payment arrangements	43.75%
No. of rate notices issued	N/A
Value of rate notices issued	N/A
Value of payments received	\$1,491,912.86
Value of rates outstanding - Total	\$3,494,940.63
Rates outstanding as a percentage of total annual levies	8.96%
No. of assessments with an outstanding balance	1010
No. of searches processed	16
No. of CRs processed	163
No. of Property Transfers processed	45
No. of Valuation changes received	18
No. of Applications for Rates Payment Arrangement received	11
Value of Rates adjustments due to changes in valuations/amalgamations/changes in services	\$14,809.44
<b>Revenue collected on behalf of others</b> State Emergency Services Emergency Management Levy collected, to be remitted to Queensland Fire and Emergency Services by 14/04/2020:	N/A
<b>Rural Fire Services:-</b> Amby Town Rural Fire Service Mungallala Rural Fire Services Orange Hill Rural Fire Brigade Yuleba Rural Fire Brigade	\$1,482.88 \$2,050.95 \$1,825.00 \$4,922.28
<b>Administration of Discounts, Remissions, Concessions</b>  Discount Granted  Community Organisation Concession  Pensioner Rebates  Hardship Concession Granted	\$590,091.52  \$5,422.36  N/A  N/A
Follow-up of Outstanding Rates Debts	Debt recovery has been paused due to COVID-19

Gas Billing - May 2020			Gas Utility Billing			
			No. of customers	572		
Reconnections	12		Industrial	15		
Disconnections	9		Commercial	59		
New Connections	0		Domestic	498		
Write Offs Processed	0					
			Invoiced	\$ 147,784.76		
Letters Issued			Value of gas accounts outstanding	\$ 51,180.78		
Reminders	79	COVID	Value of payments received	\$ 36,880.88		
Notice to disconnect	0		No. of payments received	195		
Final Demands	0					
Accept arrangement	1					
Total	80					
			Natural Gas Accounts outstanding			
				# Accounts	\$	
			Industrial	7	\$ 22,662.40	
			Commercial	16	\$ 6,840.69	
			Domestic	58	\$ 6,775.13	
			Disconnected accounts	44	\$ 14,902.56	(5 in legal process)
				125	\$ 51,180.78	
			Credit on accounts	100	-\$ 9,495.74	
			GL Trial balance		\$ 41,685.04	

## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 15 June 2020

**Item Number:** 11.4

**File Number:** D20/55780

**SUBJECT HEADING:** Revenue Policy 2020/21

**Classification:** Open Access

**Officer's Title:** Director - Corporate & Community Services

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### **Executive Summary:**

The purpose of this Revenue Policy is to set out the principles used by Council for:

- Levying rates and charges;
- Granting concessions for rates and charges;
- The recovery of unpaid rates and charges; and
- Cost recovery fees and methods.

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

That Council:

1. Receive and note the document titled "Revenue Policy 2020/21".
2. In accordance with Section 193 of *Local Government Regulation 2012* adopt the 2020/21 Revenue Policy.

---

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

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

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

This report applies to 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
LGR 2012	<i>Local Government Regulation 2012.</i>

**Context:**

*Why is the matter coming before Council?*

LGR 2012 Section 193(3) states a local government must review its Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The purpose of this Revenue Policy is to set out the principles used by Council for:

- Levying rates and charges;
- Granting concessions for rates and charges;
- The recovery of unpaid rates and charges; and
- Cost-recovery fees and methods;

The Revenue Policy states guidelines that will be used for preparing the Revenue Statement.

The *Local Government Act 2009* requires that the Revenue Policy be reviewed annually. Council is required to adopt the policy in sufficient time before the start of the financial year to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year.

**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)

LGR 2012 Section 193(3) - a local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

**Council Policies or Asset Management Plans:**

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

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

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

Revenue Policy 2019/20 **Resolution No. GM/02.2019/72**

**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)

Budget Submissions and Financial Planning Standing Committee Meeting 3 June 2020:

**Resolution No. BUD/06.2020/03**

*That the Committee:*

1. *Receive the draft document titled "Revenue Policy 2020/21".*
2. *Note the review of the Revenue Policy.*
3. *Refer the matter for consideration at the next Ordinary Meeting of Council on the 10<sup>th</sup> June 2020.*

**Funding Bodies:**

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

Not Applicable.

**This Financial Year's Budget:**

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

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

The adoption of a Revenue Policy is an essential prerequisite for the new year's budget.

**Future Years' Budgets:**

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

The Revenue Policy is reviewed and adopted each year.

**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)

Residents and ratepayers across the Maranoa Region.

**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
Legislative	Consideration and adoption of the policy now will help ensure Council's budget is compliant with one of our legislative obligations.

**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 review and adopt the Revenue Policy in accordance with section 193(3) of the *Local Government Regulation 2012* to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

**Recommendation:**

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

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

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

That Council:

1. Receive and note the document titled "Revenue Policy 2020/21".
2. In accordance with Section 193 of *Local Government Regulation 2012* adopt the 2020/21 Revenue Policy.

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

N/A

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.2 Revenue collection

2.2.5 Prepare, review and adopt revenue documents required by legislation (e.g. Revenue Policy, Revenue Statement, Fees and Charges Scheduled).

**Supporting Documentation:**

[1](#) Draft Revenue Policy 2020-21

D20/51048

**Report authorised by:**

Chief Executive Officer



## Revenue Policy 2020/21

*Local Government Regulation 2012*

*Section 169 – Preparation and content of budget*

- (2) *The budget must also include—*  
(c) *a revenue policy.*

# Revenue Policy 2020/21

## Purpose

To comply with the requirements of Chapter 4, Part 1 and Part 2 of the *Local Government Act 2009* and Section 169 (2) (c) and Section 193 of the *Local Government Regulation 2012* by setting out:

- (a) the principles which Council will apply during the 2020/21 financial year for:
  - levying rates and charges;
  - granting concessions for rates and charges;
  - the recovery of unpaid rates and charges;
  - cost-recovery fees and methods;
- (b) the purpose of the concessions; and
- (c) the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

## Scope

The Revenue Policy applies to revenue raised by rates, utility charges and fees and charges.

This policy applies to the making, levying, recovery and concessions for rates and utility charges and the setting of regulatory and commercial fees and charges for Council.

## Definitions

<b>Council</b>	Maranoa Regional Council
<b>Act</b>	<i>Local Government Act 2009</i>
<b>Pensioner</b>	a person who is the holder of a pensioner concession card issued by the department of the Commonwealth responsible for administering the <i>Social Security Act 1991</i> (Cwlth) or the <i>Veterans' Entitlement Act 1986</i> (Cwlth).
<b>Regulation</b>	<i>Local Government Regulation 2012</i>

All other definitions are as per the *Local Government Act 2009* and the *Local Government Regulation 2012*.

## 1. Details

### 1.1 Introduction

In accordance with the provisions of the *Local Government Act 2009* and *Local Government Regulation 2012*, Council is required to prepare and adopt by resolution a Revenue Policy.

Council's Revenue Policy is based on the following principles:

- (a) Fairness & Equity – by ensuring the consistent application of lawful rating and charging principles without bias;
- (b) Transparency - by communicating the Council's charging processes and each ratepayer's responsibility under the rating system;

- (c) Efficiency - by having a rating regime that is cost effective to administer;
- (d) Sustainability – to support the financial strategies for the delivery of infrastructure and services identified in Council's short, medium and long term planning.
- (e) Flexibility within agreed parameters - by providing payment arrangements to assist ratepayers in meeting their rate commitments

Council will apply these principles when:

- Making rates and charges;
- Levying rates and charges;
- Recovering rates and charges;
- Granting and administering rates and charges concessions;
- Charging for local government services and facilities;
- Charging for business activities (subject to the National Competition Policy);
- Funding Council infrastructure.

## 1.2 Making and Levying of Rates and Charges

Council's application of the above principles in making and levying of Rates and Charges for the 2020/21 financial year are detailed as follows:

### 1.2.1 General Rates

General rates are set each year to assist Council in raising sufficient revenue to provide services to the community (exclusive of water, sewerage and cleansing/waste management utilities).

Council recognises that different categories of land use will generate different needs and requirements for Council services and facilities. Council also recognises that it will incur a different level of resources expenditure to provide the necessary services and facilities and therefore has opted for a system of differential General Rating to meet its needs.

#### 1.2.1.1 Differential General Rates

Council considers that the use of differential general rates allows the following factors to be taken into account in determining how the general rate revenue is to be raised which would not be possible if only one general rate were adopted:

- (a) the relative effects of various land uses on the requirements for, level of, and the cost of providing Council facilities and services;
- (b) movements and variations in the Unimproved Capital Value (UCV) both within categories and between categories of land use which affect the level of rates and issues such as 'fairness' and 'equity';
- (c) location and access to services; and
- (d) amount of the Unimproved Capital Value (UCV) and the rate payable.

To ensure that owners of land across all differential categories contribute equitably to the cost of common services, Council will apply a minimum rate to each differential rating category.

### 1.2.2 Utility Charges – Water, Sewerage and Waste Management Services

In general, Council will be guided by the principle of user pays in the making of charges that relate to the provision of water, sewerage and waste management services.

Wherever possible, those receiving the benefits of a utility service will pay for the service received through the relevant utility charge. Council will annually review its utility charges and other fees for service to ensure that revenues are meeting intended program goals and are keeping pace with the cost of providing the service.

### 1.2.3 Special and Separate Rates and Charges

Council may consider levying special and separate rates and charges when appropriate, to recover the costs associated with a particular service, project or facility that provides direct or additional benefit to the ratepayers or class of ratepayer.

## 1.3 Granting of Rebates and Concessions

### 1.3.1 Guiding Principles

In accordance with Chapter 4 Part 10 of the *Local Government Regulation 2012* Council may grant a concession for rates and charges. In exercising these concession powers Council will be guided by the principles of equity and transparency by:

- Applying the same treatment to ratepayers with similar circumstances;
- Making clear the requirements necessary to receive concessions;

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

### 1.3.2 The Purpose of Concessions

In accordance with Section 120 (1) of the *Local Government Regulation 2012*, Council may grant a concession in 2020/21 for the owner categories, or in some circumstances occupier categories, and properties used for the listed purposes.

#### (a) Pensioner Concession

Eligible pensioners as defined in Schedule 8 of the *Local Government Regulation 2012* may be granted a concession on general rates.

#### (b) Non-Profit Community Organisation Concession

In accordance with Section 120 (1) (b) of the *Local Government Regulation 2012*, a concession may be granted if Council is satisfied that the land is used for community purposes and is operated on a not-for-profit basis.

The purpose of these concessions is to encourage and support not-for-profit and charitable organisations where the land use is considered to contribute to the health and well being of the community and the social enrichment of residents.

(c) **Hardship Concession**

Council may grant a concession where it can demonstrate that the payment of the rates or charges will cause hardship to the land owner.

(d) **Other Concessions**

Council will receive and consider applications from ratepayers where Council is satisfied that the application meets the eligibility criteria as provided for in Section 120 (1) of the *Local Government Regulation 2012*. Applications for concessions under this section will be considered and determined by Council on a case by case basis.

**1.4 Recovery of Unpaid Amounts of Rates and Charges**

Council will exercise its rates recovery powers pursuant to the provisions of Chapter 4 Part 12 of the *Local Government Regulation 2012* in order to reduce the overall rate burden on ratepayers, and will be guided by the principles of:

- Fairness & Equity - by treating all ratepayers in similar circumstances in the same manner; and by making every attempt to follow-up on outstanding rates and charges prior to taking legal action;
- Transparency – by making clear the obligations of ratepayers and the processes used by Council in assisting them meet their obligations;
- Efficiency – by making the process used to recover outstanding rates and charges simple to administer and cost-effective.
- Flexibility – by providing ratepayers with a number of options to meet their rate obligations.

**1.5. Charges for Local Government Services and Facilities**

With the exception of fees and charges associated with Council's Business Activities, there are broadly two types of fees and charges:

**1.5.1 Cost Recovery ('Regulatory') Fees and Charges (s97 of the *Local Government Act 2009*)**

These are fees under a local law or a resolution, which involve:

- (a) an application for the issue or renewal of a licence, permit, registration or other approval under a Local Government Act (an application fee); or
- (b) recording a change of ownership of land; or
- (c) giving information kept under a Local Government Act;

A cost recovery fee must not be more than the cost to Council of taking the action for which the fee is charged.

Whilst Council notes that, pursuant to Section 97 of the Local Government Act 2009, it may introduce a tax component into a regulatory fee in order to achieve a social or other objective, it is not Council's intention to encompass a tax in any regulatory fee.

Accordingly, Council will not recover more than the cost of administering the regulatory regime.

#### **1.5.2 Other ('Commercial') Fees & Charges**

Council will apply, as a minimum and as far as practicable, the principle of full cost recovery (including overheads) in setting charges for services and facilities, including community or non-profit organisations.

Council may give consideration to charging at less than the full cost of the service / facility when it considers it appropriate to do so in order to achieve social, economic or environmental goals.

When the service or facility supplied is of a commercial nature, then Council will give consideration to including a 'return on investment' element in the charge. Such consideration will be made on a case by case basis.

#### **1.6 Fees & Charges for Business Activities (Subject to National Competition Policy)**

In setting charges for a business under National Competition Policy reforms, Council's pricing strategy will apply full cost pricing principles whilst also meeting other economic, efficiency and social objectives. Full cost pricing means that on average, prices should fully recover all the relevant costs of supplying a product or service including:

- (a) direct costs;
- (b) indirect non-capital costs;
- (c) capital costs (includes return on capital, interest payments, debt guarantee fees and return of capital (depreciation));
- (d) tax equivalent adjustments; and
- (e) other competitive neutrality adjustments.

Council may decide to apply charges at less than full cost pricing in order to achieve social, economic, environmental or other objective. In making any such decision the reason for the decision will be clearly set out in the resolution together with the estimated amount of revenue to be foregone in the subject year.

When any such decision is applied to a Commercialised Business Unit, the direction to the Commercialised Business Unit will be recognised as a 'community service obligation' and a subsidy shall be paid to the Commercialised Business Unit and that subsidy shall be recognised in the accounts of the Commercialised Business Unit.

#### **1.7 Funding of New Development**

To minimise the impact of physical and social infrastructure charges on the efficiency of the local economy, Council will be guided by the principle of user pays in the making of physical and social infrastructure charges for new development, to the extent permissible by law. Council may depart from applying this principle if it is determined by Council that it is in the community interest to do so.

#### **Special Provisions**

N/A

**Related Policies and Legislation**

*Local Government Act 2009*  
*Local Government Regulation 2012*

**Associated Documents**

*Revenue Statement*  
*Community Organisations Rates & Charges Rebates  
& Concessions*  
*Fees and Charges Register*

## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 15 June 2020

**Item Number:** 13.1

**File Number:** D20/55783

**SUBJECT HEADING:** Growing Tourism Infrastructure (GTI) Fund  
2020/21

**Classification:** Open Access

**Officer's Title:** Regional Tourism Development Coordinator

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### **Executive Summary:**

The \$25 million Growing Tourism Infrastructure Fund 2020/21 is a key element of the Queensland Economic Recovery Strategy: Unite and Recover for Queensland Jobs which has been implemented to help accelerate the State's recovery from COVID-19.

The Fund aims to fast-track new and enhanced tourism infrastructure projects that will strengthen Queensland's tourism industry and deliver economic benefits across the State. DITID are now accepting Project Registrations.

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

That Council registers a project for Growing Tourism Infrastructure funding in 2020/21.

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

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

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

Nil

### **Acronyms:**

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

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

Acronym	Description
GTI	Growing Tourism Infrastructure
DITID	Department of Innovation and Tourism Industry Development



**Context:**

*Why is the matter coming before Council?*

In order to apply for this funding tourism projects must be registered by Wednesday 24 June 2020, therefore Council needs to decide if they would like to register a project.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The key objectives of the GTI Fund are to:

- 1) fast-track shovel-ready projects that can commence within two-three months of approval
- 2) create new jobs in both construction and on-going operational phases
- 3) build sustainable new and improved infrastructure and products that enhance tourism experiences
- 4) increase overnight visitor numbers and expenditure
- 5) deliver regional economic benefits.

A Project Registration must be submitted by an applicant between 10 and 24 June 2020, and successful projects will be invited to submit a Full Business Cases by 31 July 2020 for assessment.

Funding of \$500 000 up to a maximum of \$5 million is available. Given the major impact COVID-19 has had on tourism businesses, a matched funding contribution under this Fund is not mandatory however priority will be given to projects where grant recipients are able to provide a funding contribution.

**Eligible project activities may include:**

- capital construction costs (including all site works required as part of the construction)
- costs of construction-related labour (external contractors), materials, equipment hire
- detailed design works, e.g. production of final 'for construction' designs or equivalent
- project management costs (external contractors) for time directly related to managing the construction of approved works but excluding executive duties and overhead charges
- costs relating to the recording of progress, e.g. time-lapse video

**Applicants will need to demonstrate:**

- Construction can commence within 2-3 months of approval
- The project is technically, commercially and practically feasible and viable
- Forecast capital and operating costs, and expected project revenues
- Is able to be booked online and included in travel itineraries
- Extensive plans, sections and elevations of each element of the proposal in the context of a functional layout of the overall facility
- Quantity surveyor quote/s
- Feasibility studies
- Architectural sketches and/or detailed design drawings

- Engineer design
- Development approval

The three tourism projects currently identified by Maranoa Regional Council are:

- The Big Rig: Australian Oil, Gas and Energy Centre
- Calico Cottage, Wallumbilla
- Cobb&Co Park, Yuleba

Out of these three projects the only one that has forecast capital and operating costs, and expected project revenues, is able to be booked online and included in travel itineraries and has extensive plans, quantity surveyor quotes and building approvals is "The Big Rig: Australian Oil, Gas and Energy Centre Project".

This aspect of the project will expand, enhance and re-design the Oil Patch Museum, Interpret and preserve the nationally significant Big Rig Archive (Peter Keegan Museum), redesign and refurbishment of the café and Visitor Information Centre and retractable roof for The Night Show This aspect of the project is costed at \$3.4M.

**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)

Emails regarding the funding and the project options have been emailed to:  
Rob Hayward, Deputy CEO / Director, Development, Facilities & Environmental Services  
Cameron Hoffman, Deputy Director / Strategic Road Management, Program & Contract Management  
Ed Sims, Manager Community and Economic Development

**Funding Bodies:**

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

Maranoa Regional Council has already been granted \$2.858M in State Government Funding for the first stage of The Big Rig: Australian Oil, Gas and Energy Centre Project, which Council is still to resolve to commence construction of.

**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?**

Yes, the implementation of the entire Big Rig Australian Oil, Gas and Energy Centre Project would increase revenue generated through admission, merchandise and café rent at The Big Rig from approx. \$150,000 in 2019 to \$442,750, based on projected increased visitation. It is projected that operating costs at The Big Rig would increase from \$125,085 pa to \$255,653 over the same period as there will be additional tour guiding staff and maintenance.

### **Future Years' Budgets:**

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

The operation, including revenue, of The Big Rig will continually be included in Council's 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)

Given the major impact COVID-19 has had on local and regional tourism, hospitality and retail businesses across the Maranoa local businesses and advocacy groups will be interested to know if Council is going to apply for this funding aimed at increasing overnight visitors to the region.

### **Risks:**

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

Risk	Description of likelihood & consequences
Nil	

### **Advice to Council:**

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

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

Council consider registering The Big Rig: Australian Oil, Gas and Energy Centre Project for Growing Tourism Infrastructure funding in 2020/21. This project will expand, enhance and re-design the Oil Patch Museum, Interpret and preserve the nationally significant Big Rig Archive (Peter Keegan Museum), redesign and refurbishment of the café and Visitor Information Centre and retractable roof for The Night Show total project cost \$3.4M.

### **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?***

No relevant policy.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

**Supporting Documentation:**

1 [↓](#) GTIF-2020-21\_Industry\_Guidelines\_10-June-2020

D20/55787

**Report authorised by:**

Manager - Economic & Community Development

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

**Unite & Recover** 



# Growing Tourism Infrastructure Fund 2020/21

**Industry Guidelines**

June 2020



**Queensland**  
Government

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## 1. Fund overview

The \$25 million Growing Tourism Infrastructure (GTI) Fund 2020/21 is a key element of Queensland's Economic Recovery Strategy: *Unite and Recover for Queensland Jobs* to help accelerate the State's recovery from COVID-19.

This funding boost aims to fast-track the development of new and improved tourism infrastructure projects that will strengthen Queensland's tourism industry and deliver economic benefits to Queensland.

Project Registrations will be open for two weeks in June and then eligible entities will be required to submit their Full Business Cases by 31 July 2020 for assessment.

The key objectives of the GTI Fund are to:

- fast-track shovel-ready projects that can commence within two-three months of approval
- create new jobs in both construction and on-going operational phases
- build sustainable new and improved infrastructure and products that enhance tourism experiences
- increase overnight visitor numbers and expenditure
- deliver regional economic benefits.

## 2. Available funding

A total funding pool of \$25 million (excluding GST) is available for tourism infrastructure projects that are shovel-ready (can commence within two-three months of approval) and seeking minimum funding of \$500 000 up to a maximum of \$5 million.

Given the major impact COVID-19 has had on tourism businesses, a matched funding contribution under this Fund is not mandatory however priority will be given to projects where grant recipients are able to provide a funding contribution.

## 3. Eligibility

An eligible tourism infrastructure project must meet the eligibility criteria.

### 3.1 Applicant

To be eligible to apply for funding an organisation must:

- have an established operating base in Queensland with a tourism-related focus
- have an Australian Business Number (ABN), an Australian Company Number (ACN) or exemption from these
- be registered for GST.

In addition, an organisation must be one of the following:

- a private sector business (e.g. a for-profit)
- a not-for-profit organisation (e.g. a regional tourism organisation, economic development organisation, community organisation)
- a local government authority



- a state government agency, state government owned corporation, or statutory authority (certain conditions apply – state entities must contact the Department of State Development, Tourism and Innovation (DSDTI) prior to submitting an application.

Applicants that do not meet the mandatory requirements identified in these guidelines will be deemed ineligible.

If a consortium submits an application, one eligible organisation must be the lead partner and be responsible for contract milestones and project delivery. Evidence of involvement and support of consortium partners should be provided as part of any joint application.

### 3.2 Project works

Capital construction projects involving the development of new and improved tourism infrastructure that will deliver sustainable benefits to the region and Queensland are eligible. Extensions to existing infrastructure may be eligible where an applicant can demonstrate a significant increase in tourism benefits.

Project costs usually include a combination of eligible and ineligible expenditure (capital and non-capital). Applicants will be responsible for all ineligible project costs (non-capital) and any eligible (capital) project costs over and above the approved funding amount including any contribution proposed by the applicant.

Eligible project activities may include:

- capital construction costs (including all site works required as part of the construction)
- costs of construction-related labour (external contractors), materials, equipment hire
- detailed design works, e.g. production of final 'for construction' designs or equivalent
- project management costs (external contractors) for time directly related to managing the construction of approved works but excluding executive duties and overhead charges
- costs relating to the recording of progress, e.g. time-lapse video.

Ineligible activities may include:

- works that are deemed as maintenance for existing infrastructure
- activities that have commenced or been completed prior to approval of funding
- all preparatory work, such as planning, feasibility studies, conceptual design, obtaining regulatory approvals, community consultation, and processes undertaken to comply with regulatory requirements
- tender processes
- marketing, advertising and promotional activities
- engagement and hiring permanent employees not associated with the project
- buying or leasing real estate, including the land on which the infrastructure is constructed
- soft infrastructure, such as furniture and removable fixtures and equipment
- vehicle purchasing or leasing.

## 4. Application process

The Project Registration Form will be available on Smartygrants on DSDTI's website at [www.ditid.qld.gov.au](http://www.ditid.qld.gov.au).

To be considered under this Fund, all shovel-ready projects that can commence within two-three months of approval will be required to have a Project Registration submitted by an applicant between 10 and 24 June 2020.

A number of priority projects have been identified through previous Queensland Government grant assessment processes or by nomination from a Queensland Government agency, a Queensland Regional Tourism Organisation, or the Queensland Tourism Industry Council (QTIC).

Priority projects previously identified or nominated may be fast tracked for consideration if they are deemed to meet the eligibility criteria.

### 4.1 Project Registration

All shovel ready projects that meet these guidelines must submit a Project Registration through the Smartygrants portal.

To be considered under this Fund, projects must meet all the following key priorities:

- be shovel ready (i.e. commence construction within three months of approval and be fully completed by 30 June 2022)
- create new jobs in construction and ongoing operational phases
- build sustainable new and improved infrastructure and products that enhance the tourism experience
- increase overnight visitor numbers and expenditure
- deliver regional economic benefits.

The submission of a Project Registration does not guarantee invitation to submit a Full Business Case (FBC).

### 4.2 Full Business Case

Eligible applicants with registered projects that meet the program priorities may be invited to complete and submit an FBC application through the Smartygrants portal.

Applicants that have previously submitted an FBC, or equivalent, through other grant programs upon request by the applicant to DSDTI may be recognised as having submitted an FBC for this Fund. The project scope and location cannot be significantly varied from the information provided through a previous Queensland Government grant assessment or from government or industry organisations.

Applications will need to include:

- a detailed project plan which includes:
  - the project's objectives and identified opportunity, including economic, tourism and social benefits

- a cost benefit analysis or similar information on how the project will deliver a return on investment, including key metrics such as the Net Present Value, Internal Rate of Return and payback period
- a gantt chart or detailed delivery/works schedule showing timeframes for all project stages up to and including project completion
- cash flow forecast
- implementation methodology
- risk assessment and mitigation actions
- procurement plans, including intention to contract Indigenous businesses and/or start-ups
- asset maintenance/management plans, including how the infrastructure will be maintained in a viable and operational state for at least five years after construction
- evidence of capability to deliver projects of a similar value and scale.
- company financials for the past three years, signed by an approved auditor
- an indication of the level of any funding contribution towards the delivery of the project
- if applicable, letters confirming any financial contributions from other parties
- evidence that the project is shovel-ready and able to commence construction within three months of approval and be fully completed by 30 June 2022
- evidence of land ownership or land owner consent and, where applicable, Native Title. Applicants must disclose any land ownership/access issues, including Native Title to be resolved
- any further identified documentation that supports statements made in the application.

#### 4.3 Further information

The Queensland Government's decision in relation to an application is final and there is no process for appeal. DSDTI has established processes for dealing with complaints - if an applicant has any concern in relation to the application or assessment process, a formal complaint may be submitted to DSDTI through the website at [www.ditid.qld.gov.au](http://www.ditid.qld.gov.au).

#### 4.4 Privacy

The Queensland Government collects and collates information from the application form to assess applications for the Fund. Only authorised departmental officers and approved grant assessors have access to this information.

Applicants should note that broad details of successful proposals, agreed outcomes, progress and the level of funding awarded may be published by the Queensland Government. Some information may be used to promote funded projects.

Personal information will not be disclosed to any other third party without consent, unless required by law or for the purposes of *Information Privacy Act 2009*.

For audit purposes, the Queensland Government is required to retain the applications and other supplied supporting material.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of the Queensland Government.

## 5. Assessment Process

Projects will be assessed by a panel chaired by DSDTI, comprising representatives from QTIC and Tourism and Events Queensland.

The assessment panel may seek expert and tourism advice from other government agencies and regional tourism organisations during the assessment process.

Consideration will be given to alignment with Queensland Government strategies and plans e.g. environmental sustainability, the nature and level of engagement with Aboriginal and Torres Strait Islander businesses and communities as relevant to the project.

Both applicants and projects will be subject to independent due diligence, including financial and economic assessments.

All applicants will be notified in writing of the outcome of their Project Registration and FBC.

### 5.1 Assessment

All applications submitted through the Project Registration and FBC, including supporting documentation submitted, will be assessed against the objectives of the Fund.

In the assessment process, preference may be given to projects that provide earlier delivery of the Fund's objectives:

- the project can commence as soon as possible, to create new jobs
- the project can be delivered sooner than 30 June 2022, to more rapidly increase overnight visitor numbers and expenditure, and deliver regional economic benefits.

#### 5.1.1 Project Registration Criteria

Through the Project Registration process, applicants will be required to demonstrate the project:

- is shovel-ready and be able to commence within three months of funding approval and be fully completed by 30 June 2022
- creates new jobs in both construction and on-going operational phases
- increases overnight visitor numbers and expenditure
- deliver regional economic benefits.

#### 5.1.2 Full Business Case Criteria

##### **Criteria 1: Economic value (40 per cent weighting)**

The application must demonstrate the proposed project:

- will deliver a value-for-money outcome to the State
- create jobs through construction and operational phases
- demonstrates innovation in tourism product and service delivery
- is technically, commercially and practically feasible and viable
- has sound project risk assessment and mitigation strategies
- forecast capital and operating costs, and expected project revenues

- is able to be booked online and included in travel itineraries
- could not proceed in the absence of government funding
- will extend the length of time visitors will spend in the region
- increased overnight visitor expenditure
- deliver regional economic benefits.

#### **Criteria 2: Project readiness (40 per cent weighting)**

The applicant must demonstrate the proposed project is construction ready (ie. can commence within three months) and that the following activities are completed or substantially progressed:

- extensive plans, sections and elevations of each element of the proposal in the context of a functional layout of the overall facility
- quantity surveyor quote/s
- land tenure (if not provided at Project Registration)
- feasibility studies
- architectural sketches and/or detailed design drawings
- engineer design
- development approval
- consideration of environmental impacts, including approvals where applicable to the project
- native title agreement with relevant stakeholders as required
- compliance with cultural heritage duty of care where applicable
- evidence of local authority economic development support for the project
- all other relevant approvals.

#### **Criteria 3: Risk and cost allocation (20 per cent weighting)**

The assessment panel will have regard to the balance of risk and cost proposed between government and the applicant, in determining whether a project presents an acceptable proposition to the State.

The application must demonstrate significant benefits to the State, in proportion to the level of risk and cost taken on.

Proposals which present a lower risk proposition to government will have a greater likelihood of successfully satisfying this criterion.

## **6. Funding agreement**

Successful applicants will receive a written offer of financial assistance.

If the applicant accepts the offer, they will be required to enter into a legally binding contract with DSDTI (acting on behalf of the State of Queensland).

The agreement will provide details on general and specific conditions associated with delivery of the approved project.

Key features of the agreement will include:

- the scope of the approved project
- milestone deliverables and dates
- funding amount and payment terms
- eligible and ineligible costs
- applicant's obligation to acknowledge Queensland Government support
- record-keeping requirements
- reporting requirements.

Note:

a) payments will be made on pre-determined dates for all projects funded, irrespective of individual project timelines

b) payments may be made in advance or as a reimbursement of eligible capital costs incurred and paid on the basis that any agreed matched cash amount has been contributed by the applicant at the time of payment claim.

An example of the terms and conditions of a standard DSDTI contract is available at the website <https://publications.qld.gov.au/dataset>.

Successful grant recipients will be required to commence the project within no later than three months from the date of approval and be fully completed by 30 June 2022.

## 7. Key dates

These dates are indicative only and subject to change as required.

Key dates below relate to a full application and assessment process. Dates may vary for individual project circumstances in line with these guidelines.

<b>Project Registrations open</b>	<b>Wednesday 10 June 2020</b>
<b>Project Registrations close</b>	<b>Wednesday 24 June 2020</b>
<b>FBC applications invited</b>	<b>By Wednesday 1 July 2020</b>
<b>FBC applications close</b>	<b>Friday 31 July 2020</b>



## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 15 June 2020

**Item Number:** 13.2

**File Number:** D20/55912

**SUBJECT HEADING:** QGAP Lead Agency Agreement 2020/2021 for Surat and Injune

**Classification:** Open Access

**Officer's Title:** Lead Librarian

---

### **Executive Summary:**

The Maranoa Regional Council currently provides Lead Agency services to the Injune and Surat communities through the Queensland Government Agency Program (QGAP) under the banner of Smart Service Queensland. The term of the current agreement expires on 30<sup>th</sup> June 2020.

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

That Council:

1. Endorse the continuation of the Lead Agency Agreement with Smart Service Queensland for 2020/2021.
2. Authorise the CEO to sign the 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).

N/A

### **Acronyms:**

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

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

Acronym	Description
QGAP	Queensland Government Agency Program

### **Context:**

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

The Maranoa Regional Council has received an offer to continue the provision of Lead Agency services to the Injune and Surat communities through the Queensland Government Agency Program (QGAP) under the banner of Smart Service Queensland for the 2020/2021 Financial Year.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Maranoa Regional Council has been providing support services through the Queensland Government Agency Program since 2001. The extent of the services provided under the Lead Agency Agreement with Smart Service Queensland is outlined in Schedule 3 (page 21).

The provision of these services offers access to government agency services in rural and remote communities.

The QGAP services are offered in the multi-purpose complexes in Injune and Surat with duties and responsibilities undertaken by Library staff. Council employees in these facilities are trained to ensure that the Services are delivered in accordance with the Smart Services Queensland Customer Service Standards.

Smart Services had been undertaking a Funding Review in the 2019/2020 financial year, in an effort to improve the QGAP model.

Due to the impact of COVID-19 and the re-allocation of Smart Service Staff, the QGAP Model Review has been delayed and any planned improvements will not be considered for the 2020/2021 Lead Agency Agreement period. As such, Lead Agency Agreements and current subsidy levels will remain unchanged.

Previous Council raised concerns with regards to the equity of payments received under this contract given the commitment of staff time and financial implications to Council. Smart Service will arrange to meet with the appropriate representatives from Council regarding options for the new QGAP model during the 2020/21 period.

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

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

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

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)

Edward Sims – Manager – Economic & Community Development  
Christopher Askew – Smart Services  
Injune & Surat Libraries – Library Services Officers



### 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?*

Under the terms of the agreement, the Maranoa Regional council receive revenue for provision of QGAP Services in Injune and Surat to the accumulative amount of \$31 350.00 per year. This subsidy amount being offered has not changed in the 2020/2021 financial year.

Centre	Lead Agency Subsidy
QGAP - Injune	\$ 13,000.00
QGAP - Surat	\$ 15,500.00
GST (if applicable)	\$ 2,850.00
<b>TOTAL</b>	<b>\$ 31,350.00</b>

### 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)

Smart Services had been undertaking a Funding Review in the 2019/2020 financial year, in an effort to improve the QGAP model.

Due to the impact of COVID-19 and the re-allocation of Smart Service Staff, the QGAP Model Review has been delayed and any planned improvements have not been considered for the 2020/2021 Lead Agency Agreement period.

Whilst Lead Agency Agreements and current subsidy levels will remain unchanged for this financial year, there may be changes in future financial years.

### Impact on Other Individuals or Interested Parties:

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

N/A

### Risks:

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

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

### Advice to Council:

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

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

The delivery of QGAP services in Injune and Surat has successfully provided ease of access to vital government agency services, in their respective communities, for many years.

It is recommended that Council endorse the continuation of the Lead Agency Agreement with Smart Service Queensland for 2020/2021 and authorise the CEO to sign the agreement.

### 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 continuation of the Lead Agency Agreement with Smart Service Queensland for 2020/2021.
2. Authorise the CEO to sign the agreement.

### Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries

### Supporting Documentation:

- |                     |  |           |
|---------------------|--|-----------|
| 1 <a href="#">↓</a> | Maranoa Regional Council QGAP Lead Agency Agreement 20-21 Correspondence | D20/55873 |
| 2 <a href="#">↓</a> | QGAP Lead Agency Agreement_2020/2021_Surat and Injune                    | L20/37    |

### Report authorised by:

Manager - Economic & Community Development

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



Queensland  
Government

Department of  
Housing and Public Works

Author code  
File number  
Directorate/Branch  
Phone Extension

4 June 2020

Ms Julie Reitano  
Chief Executive Officer  
Maranoa Regional Council  
PO Box 42  
Mitchell QLD 4455

Dear Julie,

#### **QGAP Model Review Update and 2020/21 Lead Agency Agreements**

Since our previous correspondence in April, the Queensland Government has continued to experience the impacts of COVID-19. As advised in this correspondence, due to these impacts and the re-allocation of Smart Service Queensland (Smart Service) staff, the QGAP Model Review has been delayed and any planned improvements cannot be considered for the 2020/21 Lead Agency Agreement period. As such, Lead Agency Agreements and current subsidy levels will remain unchanged.

Smart Service will arrange to meet with the appropriate representatives from your agency regarding options for the new QGAP model during the 2020/21 period. Smart Service will be in touch to discuss further when the time is appropriate to discuss meeting options, particularly considering current restrictions in the state.

Whilst Queensland has successfully slowed the rate of transmission, we must remain vigilant. For this reason, I encourage you to continue with the practical measures that have slowed COVID-19 transmission so far, which may have included limiting the number of customers admitted to QGAP offices, effective hygiene practices and social distancing.

I understand that in addition to the customer handling guidelines previously provided to your agency, contactless and appointment only procedures have now been provided to assist as interim measures until full opening of your site/s can occur. As always, we appreciate that you are responsible for the health and safety of your staff and these guidelines are not intended to override and existing policies or procedures you may have in place.

Please review the attached agreement at your earliest convenience. It would be appreciated if this could be returned to Smart Service by 19 June 2020 to allow time for signature and returned copies.

page 1 of 2

Level 5  
310 Ann Street  
GPO Box 10817 Brisbane Adelaide Street  
Queensland 4001 Australia

Telephone +617 3022 0623  
Website [www.hpw.qld.gov.au](http://www.hpw.qld.gov.au)

If you have any questions or concerns regarding the enclosed agreement, or any other concerns, please contact Mr Christopher Askew, Operations Manager for QGAP on 07 3022 0505 or via email at [Christopher.Askew@smartservice.qld.gov.au](mailto:Christopher.Askew@smartservice.qld.gov.au).

Yours sincerely

Michael Sayer  
**Director Customer Contact**  
**Smart Service Queensland**

# LEAD AGENCY AGREEMENT

BETWEEN

**STATE OF QUEENSLAND THROUGH THE DEPARTMENT OF  
HOUSING AND PUBLIC WORKS AND SMART SERVICE  
QUEENSLAND**

AND

**MARANOA REGIONAL COUNCIL  
(Injune and Surat QGAP)**

2020 – 2021



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**THIS AGREEMENT** is made:

**BETWEEN**

**STATE OF QUEENSLAND** through the **Department of Housing and Public Works** and **Smart Service Queensland (SSQ)**.

**AND**

**Maranoa Regional Council, PO Box 42 MITCHELL QLD 4465**

## **BACKGROUND**

- A) SSQ is responsible for the co-ordination of QGAP. QGAP is designed from a whole-of-Government perspective. Individual QGAP sites provide a broad cross-section of government services from processing transactions to accessing information from all departments on behalf of local residents.
- B) The Lead Agency has agreed to operate the QGAP sites set out in Schedule 1. The Lead Agency will be the principal representative of the Queensland Government in its QGAP site/s for the Service Agencies.
- C) The Lead Agency acknowledges that a QGAP site is provided principally for the benefit of the local community. In servicing their needs, the Lead Agency will act on behalf of all Service Agencies without favour ensuring the needs of the community are met in line with adopted client service standards.
- D) The Lead Agency has agreed to act as the agent of SSQ on the terms and conditions contained in this Agreement.

## **AGREED TERMS:**

### **1 DEFINITIONS AND INTERPRETATION**

In this Agreement the following definitions apply:

**“Agreement”** means this Agreement, and includes any Schedules or attachments to this Agreement;

**“QGAP”** means the Queensland Government Agent Program;

**“SSQ”** means Smart Service Queensland as the coordinating organisation for QGAP operations across the state of Queensland;

**“Lead Agency”** means the government department or organisation that is undertaking to operate the QGAP office/s in specific location/s;

**“Community”** means the resident of the town where the QGAP office is located;

**“Computer Equipment”** means any computers, printers, software, and related infrastructure used for delivery of the Services;



**“Document”** means any documents lodged by customers with the Lead Agency or produced in relation to the provision of the Services and any other documents required by the Financial Management Manual to be provided by the Lead Agency to the Service Agency or SSQ, and includes accountable forms system reports, bank deposits, and the like.

**“Revenues”** means the fees to be charged by the Lead Agency to customers for the Services as specified by the Service Agency;

**“Financial Management Manual”** means the Financial Management Manual for QGAP published by SSQ contained in Schedule 4;

**“Government Agent”** refers to the trained nominated person employed by the Lead Agency to operate the Queensland Government Agent office;

**“MIS”** means QGAP Management Information System;

**“SSQ-QGAP Service Delivery Systems”** means the QGAP-SSQ receipting and business management systems provided to the Lead Agency by SSQ for the purposes of this Agreement;

**“Term”** means the Term of this Agreement as set out in Item 1 of Schedule 1;

**“QGAP site/s or Queensland Government Agent Office/s”** means the sites or offices provided by the Lead Agency, at which the Services are provided;

**“Services”** mean the services to be provided by the Lead Agency through QGAP sites in accordance with this Agreement;

**“Service Agency”** refers to any government department or organisation that has entered an arrangement with SSQ for the delivery of its Services via QGAP sites;

**“SSQ Funding”** means funding provided to the Lead Agency under this Agreement, and includes the Lead Agency Subsidy, and additional funding provided under clauses 7 and 14 of this Agreement;

**“Subsidy”** means the sum provided by SSQ to the Lead Agency under this Agreement, in the amount as set out in Schedule 1.

## **2. TERM**

2.1 This Agreement will operate for the Term unless earlier terminated in accordance with this Agreement.

## **3. APPOINTMENT OF LEAD AGENCY**

3.1 The Lead Agency is appointed as the agent of SSQ, upon the terms and conditions of this Agreement, for the purposes of:

- a) supplying the Services; and
- b) collecting the Fees and the Documents.

3.2 The Lead Agency must manage all Revenues collected and all Documents created from supplying the Services in accordance with the Financial Management Manual.

- 3.3 Any monies payable pursuant to this clause and remaining unpaid by the Lead Agency constitute a debt due and payable by the Lead Agency to SSQ and may be recovered by SSQ in any court of competent jurisdiction.

#### **4 REVENUES TO BE HELD IN TRUST**

- 4.1 All Revenues collected by the Lead Agency are deemed, until they are remitted to SSQ in accordance with clause 3.2, to be held in trust for SSQ.

#### **5 GOVERNMENT AGENTS**

- 5.1 The Lead Agency must nominate a Government Agent who will operate the Queensland Government Agent office. The Lead Agency must nominate a person holding an appropriately senior and responsible position in the Lead Agency's operation.
- 5.2 The Lead Agency must notify SSQ in writing within 7 days of the resignation or replacement of the Government Agent.
- 5.3 The Lead Agency remains responsible for the actions of its employees or agents who are nominated as Government Agents and must ensure that they comply in all respects with the requirements of this Agreement.

#### **6 LEAD AGENCY TO COMPLY WITH DIRECTIONS OF SSQ**

- 6.1 The Lead Agency must comply strictly at all times with the directions and instructions issued from time to time to it by SSQ in relation to the operation of QGAP and in the absence of any such directions or instructions in relation to any particular matter will not act without first seeking the instructions of SSQ.
- 6.2 Without limiting the generality of clause 6.1, the Lead Agency must:
- a) Provide the Services as directed by SSQ and the Service Agencies.
  - b) Comply with the time-period requirements for notification and banking of transactions and disbursement of documentation set out in Service Agency agreements and procedures or as set out in the Financial Management Manual;
  - c) Keep and maintain throughout the Term accurate records and books of account in respect of the delivery of the Services in accordance with the Financial Management Manual;
  - d) Consider the viability of delivery of new Services;
  - e) Inform SSQ if there is significant demand for a service that is not currently provided by QGAP.
  - f) Develop and maintain a Business Continuity Plan for each of the QGAP office location under their administration.

#### **7 COMPUTER & GENERAL OFFICE EQUIPMENT**

- 7.1 SSQ will supply the Computer Equipment to the Lead Agency.

- 7.2 The Lead Agency must use, and ensure that the Government Agent uses, the SSQ-QGAP Service Delivery Systems for the delivery of the Services.
- 7.3 SSQ will, in addition to the Subsidy, provide additional funding as set out in Schedule 1 for IT costs related to the SSQ-QGAP Service Delivery Systems. This funding is provided for the purchase costs of Computer Equipment to be used for the delivery of the Services.
- 7.4 Computer Equipment purchased by the Lead Agency with SSQ Funding for the delivery of the Services will become the property of the Lead Agency while operating the QGAP site.
- 7.5 The Lead Agency must properly and adequately maintain the Computer Equipment purchased using SSQ Funding. The cost of maintenance will be funded by SSQ, subject to the Lead Agency obtaining prior written approval from SSQ.
- 7.6 The Lead Agency must not load anything other than QGAP specific software on this Computer Equipment without the prior written approval of SSQ.
- 7.7 Computer Equipment that is no longer used by the Lead Agency for the delivery of the Services must have all QGAP software and Government information removed.
- 7.8 The replacement Computer Equipment must meet any additional specifications required by SSQ to access SSQ-QGAP Service Delivery Systems.
- 7.9 Other office equipment, that is not Computer Equipment, used in the delivery of the Services (for example photocopier, fax, cordless telephone) purchased by the Lead Agency with SSQ funding will be the property of the Lead Agency while operating the QGAP site.
- 7.10 The Lead Agency must properly and adequately maintain office equipment at its own expense.
- 7.11 The Lead Agency must provide any other equipment necessary for the proper delivery of the Services at its expense.
- 7.12 Upon the termination or expiration of this Agreement, then all equipment less than 3 years of age and purchased with SSQ Funding must be dealt with by the Lead Agency in accordance with clause 24.5.

## **8 INFORMATION AND SERVICE REFERRALS**

- 8.1 If the Lead Agency receives a request for the delivery of a government service that is not included in the Services, then the Lead Agency must seek information about the government service provided by a Queensland Government department, and refer the person making the request to the relevant Government department.

## **9 SERVICE STANDARDS REQUIRED**

- 9.1 The Lead Agency must ensure that the Services are delivered in accordance with the SSQ Customer Service Standards.

## **10 ACCOMMODATION STANDARDS**

- 10.1 The QGAP site must:
- (a) be sited in proximity to the local business area;
  - (b) provide for easy access by the public, including the disabled;
  - (c) protect customer privacy;
  - (d) be cleaned regularly and well presented to Government standards;
  - (e) utilise material displays which must be regularly refilled;
  - (f) offer a comfortable and safe environment to the customer; and
  - (g) provide reasonable security against intrusion and theft of Service Agency documents and funds.

## **11 ROLE OF SSQ**

- 11.1 SSQ will develop training programs specific to QGAP such as the SSQ-QGAP Service Delivery Systems, business planning, marketing, and corporate image.
- 11.2 SSQ will maintain the List of Services on the SSQ-QGAP Service Delivery Systems.
- 11.3 SSQ will enter into agreements with the Service Agencies for the delivery of the Services through QGAP sites.
- 11.4 SSQ will be responsible for coordinating QGAP and directly managing:
- (a) new Services development;
  - (b) public information and generic marketing;
  - (c) evaluation, and
  - (d) QGAP/Service delivery training.

## **12 MONITORING OF SERVICES AND STANDARDS**

- 12.1 The Lead Agency must set up management systems to ensure that staff provide the Services in accordance with:
- (a) the Key Performance Indicators;
  - (b) the Financial Management Manual; and
  - (c) any standards specified by Service Agencies for the delivery of Services for the Service Agency, as notified in writing by SSQ to the Lead Agency.
- 12.2 If the Lead Agency considers that a service standard problem has arisen that requires advice and support from SSQ, it will advise SSQ in writing without delay. SSQ will provide the advice and support requested within a reasonable time of the request.

- 12.3 SSQ may monitor the compliance of the Lead Agency with service standards and operational procedures by:
- (a) QGAP site evaluation (advised in advance to the Lead Agency), which can include an audit of office standards, systems and processes undertaken by the Lead Agency;
  - (b) public consultation to discuss all aspects of services provided through the Lead Agency's QGAP site/s;
  - (c) on-going contact with the Lead Agency, Service Agencies, and the Community;
  - (d) reports of QGAP transaction activities undertaken at the QGAP site, gathered by the SSQ web-based service delivery systems;
  - (e) audits of Lead Agency financial reports (to be provided as reasonably requested by SSQ), which relate to receipting and disbursements to Service Agencies; and
  - (f) announced and unannounced audits relating to financial issues and service delivery.
- 12.4 SSQ, the Lead Agency and the Service Agencies may use information collected from MIS to monitor QGAP related activities for the QGAP site.
- 12.5 The Lead Agency must undertake audits of their QGAP operations to ensure compliance with the procedures and policies contained within the Financial Management Manual. The Lead Agency is required to provide SSQ with all audit issues it has identified at the moderate to high risk level at its QGAP Site(s) and within 14 days of receipt of the reported issues.
- 12.6 SSQ will evaluate performance of each QGAP site with the Lead Agency and the Community. After each evaluation, SSQ will de-brief the Lead Agency.
- 12.7 At any time, SSQ may request, and the Lead Agency must supply, information relating to the Services and service standards as well as financial details regarding current QGAP site operations.
- 12.8 The Lead Agency must permit an SSQ officer, and any other persons authorised in writing by SSQ, reasonable access to premises where records relating to Services are being held and must permit such authorised persons to inspect any such records or other material related to the delivery of QGAP Services.
- 12.9 The SSQ officer and any other person authorised by SSQ, when at the Lead Agency's premises, must comply with all rules, directions and procedures including those relating to security and to workplace health and safety in effect at the premises or in regard to the facilities as notified by the Lead Agency or QGAP Agent.

### **13 RESOLVING ISSUES**

- 13.1 If SSQ determines that there is a problem with the delivery of the Services by the Lead Agency, SSQ will advise the Lead Agency in writing of the problem. SSQ will in consultation with the Lead Agency develop an action plan to overcome the problem. The Lead Agency must adhere to the action plan.

- 13.2 If, in the opinion of SSQ, the problem with the delivery of the Services continues, SSQ may terminate the Agreement under clause 25.
- 13.3 Upon agreement that the Lead Agency will cease delivery of QGAP Services at a particular site, all Computer Equipment and office equipment purchased using SSQ Funding that is less than 3 years old, must be returned to SSQ and will, upon appointment of another Lead Agency, be transferred to that other Lead Agency.

## **14 FUNDING ARRANGEMENTS**

- 14.1 Funding of the QGAP site/s operated by the Lead Agency for the period of this Agreement will be derived from the following sources:
- a subsidy from SSQ, as indicated in Schedule 1
- 14.2 The Subsidy will be paid within 30 days of the Commencement Date, and thereafter will be paid annually as agreed between the parties.
- 14.3 The Lead Agency must manage normal increases in demand for the Services and costs of providing the Services within the Subsidy.
- 14.4 The Lead Agency may submit a bid to increase the Subsidy prior to the start of each financial year of the Term. If the SSQ-QGAP Service Delivery System data demonstrates an increase in the level of Services delivered, then SSQ may in its sole discretion agree to increase the amount of the Subsidy.
- 14.5 If the SSQ-QGAP Service Delivery System data demonstrates a substantial decrease in the level of Services delivered by the Lead Agency in a financial year, then SSQ may in its sole discretion decrease the amount of the Subsidy.
- 14.6 The Lead Agency must ensure that staff are aware of the QGAP Financial Management Manual and are fully conversant with their responsibilities in accordance with the QGAP operating procedures contained within the manual.
- 14.7 Where SSQ has installed EFTPOS facilities into a QGAP site, SSQ will be responsible for all merchant fees applied to EFTPOS payments for the delivery of QGAP Services.
- 14.8 Where SSQ is recognised as the merchant, it will accept responsibility when a customer disputes a payment or a “chargeback” is initiated. SSQ will make every reasonable effort to provide the financial institution with information to support a disputed payment within the relevant deadline. SSQ will then advise the Lead Agency, who must take appropriate action in accordance with section 4.2.7 of the QGAP Financial Management Manual.

## **15 NEW SERVICES DEVELOPMENT**

- 15.1 SSQ will advise the Lead Agency regarding any additional services to be provided at a QGAP site and any associated service delivery matters. If a new service is to be added, SSQ will advise the Lead Agency and, in conjunction with the Service Agency, arrange for the provision of necessary documents, forms and appropriate training.
- 15.2 Should any equipment be required to provide a specific service (eg. terminals and connection to the Service Agency system, safety or measuring equipment) the cost of providing this equipment or connectivity will be negotiated by SSQ

and the Service Agency. The Service Agency will be required to maintain the equipment and pay any operating costs (eg. data communication charges).

## **16 PUBLIC INFORMATION AND MARKETING**

- 16.1 SSQ will develop and implement a generic information and marketing strategy for QGAP. This will involve providing the Lead Agency with corporate image materials such as signage and displays. The costs will be paid directly by SSQ.
- 16.2 The Lead Agency must not conduct any marketing or publicity activities for QGAP without prior consultation and authorisation from SSQ.
- 16.3 The Lead Agency must develop a local QGAP business and marketing plan as directed by SSQ, which provides QGAP business analysis and proposed marketing initiatives for the year. SSQ will review the plans and provide a Subsidy for this purpose.
- 16.4 Subject to the approval of SSQ, the Lead Agency must spend the amount of the Subsidy designated for publicity and marketing on publicity and marketing of QGAP. The Lead Agency is to provide SSQ with evidence that the Marketing Subsidies have been expended according to the purposes intended by the end of July of each year.

## **17 TRAINING**

- 17.1 SSQ will coordinate the training of the Government Agent in respect of:-
- (a) SSQ-QGAP Service Delivery Systems and/or procedures required to deliver the Services under this Agreement, and
  - (b) all generic and agency specific training responsibilities and duties required in the delivery of QGAP Services (eg: Justice of the Peace and customer service standards).

SSQ will also co-ordinate all initial and on-going training required regarding the matters set out in clause 15.1.

- 17.2 The Lead Agency must ensure that each employee acting as a Government Agent undertakes service delivery system and basic QGAP training as directed by SSQ from time to time in relation to the delivery of the Services, such training to take place at such times and places and in such manner as nominated by SSQ from time to time.
- 17.3 The cost of specific skills training co-ordinated by SSQ will be met by SSQ. These costs include:
- (a) travel costs (where necessary);
  - (b) accommodation, meals and incidentals; and
  - (c) Justice of the Peace fees, associated with the purchasing of manuals and swearing in, are to be paid by the Lead Agency in the first instance and will be reimbursed by SSQ.
- 17.4 All travel, accommodation, meals and incidental costs associated with this training will be paid in accordance with Schedule B of the *Queensland Government Travel Directive No.10/06 – Domestic Travelling and Relieving Expenses*. (all travel arrangements will be made through SSQ)

- 17.5 The Lead Agency must continue to pay any salary costs for the Government Agent during training and for relief staff required during such periods of training.
- 17.6 Unless otherwise agreed, the Lead Agency must ensure that relief or support staff are available and trained by the Lead Agency to ensure continuity of delivery of the Services during periods of absence or leave by the Government Agent.
- 17.7 Non-specific QGAP training in areas such as staff development, general computer usage and general office procedures not provided for in the QGAP coordinated training schedule but required by the Lead Agency as good practice in the operation of an office is the responsibility of the Lead Agency.

## **18 WORKING TOGETHER TO DEVELOP QGAP**

- 18.1 The success of QGAP will largely rely on the positive working relationship that develops between the Lead Agency and SSQ. At all times, SSQ is ready to advise and support the Lead Agency in providing a high quality service to Queensland communities.
- 18.2 The relationship is intended to be one of mutual support, with the Lead Agency and SSQ working together to make the Services more effective and to be available to Queensland communities.
- 18.3 The Lead Agency and SSQ should work together to develop the potential of QGAP, including participation in training, as well as agent forums and Lead Agency meetings arranged by SSQ.

## **19 PRIVACY AND DISCLOSURE OF PERSONAL INFORMATION**

### **19.1 Personal Information**

In this clause, "Personal Information" means information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

- 19.2 The Lead Agency must in performing its obligations under this Agreement:
- (a) protect Personal Information against loss, unauthorised access, use, modification or disclosure and against other misuse;
  - (b) not use Personal Information other than for the purpose of performing the Services under this Agreement, unless required or authorised;
  - (c) not disclose Personal Information without the written authorisation of SSQ, unless required or authorised by law;
  - (d) ensure that the only Lead Agency's authorised personnel have access to Personal Information;
  - (e) immediately notify SSQ if it becomes aware that a disclosure of Personal Information is, or may be, required or authorised by law;
  - (f) ensure that its employees, agents and subcontractors are aware of the Lead Agency's obligations under this clause including, when requested by SSQ, requiring any of them to sign an undertaking in relation to Personal Information substantially in the form of this clause; and



- (g) comply with other privacy and security measures reasonably required in writing by SSQ from time to time.

**19.3 Indemnity for interference with an Individual's Privacy**

The Lead Agency indemnifies SSQ from and against any liability incurred or arising out of or in connection with a breach of this clause 20. 'Liability' means liability, loss or expense, and includes any amount paid by SSQ for compensation for an interference with the privacy of an individual, for which the Lead Agency would have been otherwise liable.

**19.4 Return and Destruction of Personal Information**

On the expiration or termination of this Agreement, or at any other time when requested in writing to do so by SSQ, the Lead Agency must immediately deliver to SSQ or destroy or permanently de-identify, as directed by SSQ, all forms of Personal Information in the Lead Agency's custody or control that relate to the Services, including but not limited to information contained in any documents, files, computer system or any other media whatsoever.

**20 HANDLING OF PRIVACY COMPLAINTS**

**20.1** The parties must handle any complaint alleging an interference with the privacy of an individual in accordance with the following procedure:

- (a) Where SSQ receives a complaint alleging an interference with the privacy of an individual by the Lead Agency or by the Lead Agency's employees, agents or subcontractors, SSQ will notify the Lead Agency and provide the Lead Agency with only details of the complaint as necessary to minimise any breach or prevent further breaches;
- (b) Where the Lead Agency receives a complaint alleging an interference with the privacy of an individual by the Lead Agency or by the Lead Agency's employees, agents or subcontractors, the Lead Agency must immediately notify SSQ of such complaint by giving only details of the complaint as necessary to minimise any breach or prevent further breaches;
- (c) After notice has been given in accordance with paragraph (a) or (b), the Lead Agency must provide SSQ with all necessary information, documents and assistance reasonably required by SSQ and SSQ may at its sole discretion investigate and handle such complaint;
- (d) Each party must keep the other party informed of the progress of the complaint; and
- (e) SSQ must give the Lead Agency 7 days written notice of SSQ's intention to assume a liability for any complaint.

**21 NOTICES**

**21.1** Notices under this Agreement may be given at the addresses of the parties set out in Schedule 1, or as may be notified by the parties from time to time.

## **22 INSURANCE**

22.1 The Lead Agency must take out and maintain for the term of this Agreement:

- (a) A Public Liability Insurance Policy in respect of each QGAP site, for the amount set out in Schedule 1, and
- (b) Workers' compensation insurance in accordance with the *Workers' Compensation and Rehabilitation Act 2003*.

22.2 The Lead Agency is to provide SSQ with copies of the current Public Liability and Workers Compensation policy for each QGAP site(s) with the return of the signed Lead Agency Agreement to SSQ and thereafter within 14 days of each policy renewal.

## **23 COMPLIANCE WITH LAWS**

23.1 The Lead Agency must comply with all relevant laws in providing the Services.

## **24 TERMINATION AND DEFAULT**

24.1 This Agreement may be terminated by either party giving the other party 90 days notice in writing.

24.2 SSQ may immediately terminate this Agreement by notice in writing to the Lead Agency if:

- (a) the Lead Agency has failed to remedy a breach of this Agreement within 14 days after a notice to remedy has been by SSQ given specifying the breach; or
- (b) the Lead Agency:
  - (i) becomes insolvent;
  - (ii) becomes subject to any form of external administration;
  - (iii) enters into an arrangement with its creditors or otherwise takes advantage of any laws in force in connection with insolvent debtors;
  - (iv) is wound up, voluntarily or involuntarily;
  - (v) abandons or refuses to proceed with the Services;
  - (vi) fails to comply with any of the provisions of clause 12 (Monitoring of Services and Standards);
  - (vii) fails to comply with the requirements of clause 17 (Training);
  - (viii) fails to comply with the requirements of clause 22 (Insurance); or
  - (ix) fails to comply with the requirements of clause 23 (Compliance with laws).

24.3 Termination of this Agreement will not affect any claim or action either party may have against the other by reason of any prior breach of this Agreement and will not relieve either party of any obligation under this Agreement which is expressed to continue after termination.

24.4 Upon termination of this Agreement neither party will be liable to pay any compensation to the other party.

24.5 Upon termination of this Agreement, the Lead Agency must:

- (a) repay a pro-rata portion of the Subsidy, and
- (b) return all QGAP Computer Equipment purchased using SSQ Funding.

## **25 DISPUTE RESOLUTION**

- 25.1 For the better management of the Agreement, and any disputes, the parties nominate the Contract Officers specified in Schedule 1.
- 25.2 A dispute or difference arising between the parties concerning the meaning or effect of, or anything to be done or a party's rights or obligations (express or implied) under this agreement, is to be determined in the way set out in this clause.
- 25.3 If an officer of a party believes there is a dispute or difference, the first party must give the other party a written notice reasonable detailing the existence and nature of the dispute or difference ("Dispute Notice").
- 25.4 The parties must then use all reasonable endeavours to resolve the issues identified in the Dispute Notice, and if the Contact Officers:
  - (a) agree upon resolution of the dispute or difference, they must immediately commit it to writing and their determination will take effect; or
  - (b) do not resolve the dispute or difference within twenty-one 21 days after the Dispute Notice is given, they must refer the matter immediately to the Chief Executive of each party for resolution.

## **26 TRANSFER/SUBCONTRACT**

- 26.1 The Lead Agency must not subcontract the delivery of the Services without the prior written approval of SSQ.
- 26.2 The Lead Agency must not transfer the management or operation of QGAP sites to another operator without the prior written approval of SSQ.

## **27 ENTIRE AGREEMENT**

- 27.1 This Agreement constitutes the entire Agreement between the parties and supersedes all prior representations, agreements, statements and understandings, whether verbal or in writing.

## **28 VARIATION OF AGREEMENT**

- 28.1 The Agreement may be varied at any time by an agreement in writing executed by both parties.
- 28.2 It will be sufficient evidence of any agreement to vary a Schedule to the Agreement if the parties execute and date a document purporting to be a substitute Schedule.

## **29 SEVERABILITY**

- 29.1 Each and every provision of this Agreement, and each and every part thereof shall, unless the context otherwise necessarily requires it, be read and

construed as a separate and severable provision, or as separate and severable parts thereof, so that if any provision, or part thereof, is void or otherwise unenforceable for any reason, then that provision, or part thereof, as the case may be, shall be severed and the remainder shall be read and construed as if the severable provision, or part thereof, had never existed.

### 30. APPLICABLE LAW

- 30.1 This Agreement shall be governed by and construed in accordance with the laws of Queensland and the parties agree that the courts of Queensland shall have jurisdiction to entertain any action in respect of, or arising out of, this Agreement and hereby submit themselves to the jurisdiction of those courts.

### 31. WAIVER

- 31.1 A waiver by either party in respect of a breach of a provision of this Agreement by the other party shall not be deemed to be a waiver in respect of any other breach and the failure of either party to enforce at any time a provision of this Agreement shall in no way be interpreted as a waiver of such provision.

### 32. CONFIDENTIALITY

- 32.1 All information obtained by the Lead Agency in the course of delivering the Services must be treated as confidential information and must not be used or disclosed or allowed by the Lead Agency to be used or disclosed by any person for any purpose other than for delivering the Services.

### 33. INDEMNITY

- 33.1 In this clause 33:

“SSQ” includes its officers, employees and agents;

“claim” includes any claim, action, proceeding, demand, liability, obligation, costs, loss, damages and expenses; and

“Lead Agency” includes its employees, agents or sub-contractors.

- 33.2 The Lead Agency releases, discharges and indemnifies SSQ against any claim which may be brought against or made upon or incurred by SSQ arising from an unlawful or negligent act or omission of the Lead Agency in the course of the supply or attempted or purported supply of the Services, except to the extent that any act or omission by SSQ caused or contributed to the claim.

### 34. CLAUSES TO SURVIVE TERMINATION

- 34.1 This clause 34 and the following clauses will survive termination of this Agreement:

- (a) Clause 19 – Privacy and Disclosure of Personal Information;
- (b) Clause 22 – Insurance;
- (c) Clause 30 – Applicable Law;
- (d) Clause 32 – Confidentiality; and
- (e) Clause 33 – Indemnity.

This Agreement has been executed by the parties on the dates below.

Signed for and on behalf of  
**THE STATE OF QUEENSLAND**

by Craig Newell

in the capacity as

General Manager  
Smart Service Queensland

this                      day of                      2020

in the presence of

**(Please print name)**

Signed by and on behalf of **Maranoa Regional  
Council**

by Julie Reitano (Chief Executive Officer)

23

this                      day of                      2020

in the presence of

**(Please print name)**

)  
)  
)  
) .....  
) signature

)  
) .....  
) signature of witness

)  
) .....  
) signature

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) .....  
) signature of witness

**SCHEDULE 1**

**Item 1:** TERM (clause 2): 01 July 2020 – 30 June 2021

**Item 2:** ANNUAL SUBSIDY (See table below): **\$31,350.00**

**Item 3:** ADDRESS FOR NOTICES (clause 21):  
Maranoa Regional Council  
PO Box 42 MITCHELL QLD 4465

**Item 4:** AMOUNT OF PUBLIC LIABILITY INSURANCE (clause 22):  
\$10 million

**Item 5:** LEAD AGENCY CONTACT OFFICER  
(clause 25.1):  
Joanna Weinert  
Lead Librarian  
PO Box 42  
MITCHELL QLD 4465  
council@maranoa.qld.gov.au

SSQ/DEPARTMENT OF HOUSING AND PUBLIC WORKS  
CONTACT OFFICER (clause 25.1):  
Christopher Askew  
QGAP Operations Manager  
Smart Service Queensland  
PO Box 10817  
Brisbane Adelaide Street QLD 4000

Centre	Lead Agency Subsidy
QGAP - Injune	<b>\$ 13,000.00</b>
QGAP - Surat	<b>\$ 15,500.00</b>
GST (if applicable)	<b>\$ 2,850.00</b>
<b>TOTAL</b>	<b>\$ 31,350.00</b>

**ACCUMULATIVE TOTAL:** **\$31,350.00**

**SCHEDULE 2****Performance Indicators**

These QGAP performance indicators are introduced in line with the QGAP service ethic of providing excellent customer service. These indicators, in association with SSQ Customer Service Standards, will serve as a guide to Government Agents and Lead Agencies in QGAP performance measures

<b>Strategic Performance Measure</b>	<b>Key Performance Indicators</b>	<b>Evaluation Methodology</b>	<b>Evaluation Tools</b>
<b>Ministerial Program Statement Deliverables</b>	SSQ meets its objectives as stated within the Ministerial Program Statement	Dependent on nature and type of program initiative on an annual basis	
<b>Service Agency Satisfaction</b>	No less than 80% of service agency representatives surveyed are satisfied with the Queensland Government Agency Program	Measured by feedback received through face-to-face consultation and stakeholder surveys conducted by SSQ	Renewed Service Agency Agreement.
<b>Lead Agency Satisfaction</b>	No less than 80% of Lead Agency representatives surveyed are satisfied with the Queensland Government Agent Program	Measured by feedback received through face-to-face consultation and/or stakeholder surveys conducted by SSQ	Renewed Lead Agency Agreement.
<b>Does the Model enhance Business Management?</b>	Information generated by QGAP Agents and MIS provides improved decision making data for participating agencies and from a whole-of-Government perspective	<ul style="list-style-type: none"> <li>• Reports</li> <li>• Service Agency Feedback</li> <li>• Dissemination of information across the public sector</li> </ul>	<ul style="list-style-type: none"> <li>• SSQ-QGAP Service Delivery System reports</li> <li>• Feed back from QGAP Service and Lead Agencies</li> </ul>
	QGAP-MIS data secure and financial and business processing accurate eg: risk of Fraud, Transaction Errors	<ul style="list-style-type: none"> <li>• SSQ-QGAP Service Delivery Systems</li> <li>• QGAP site evaluations by SSQ</li> <li>• QGAP office audits by Lead Agency</li> </ul>	<ul style="list-style-type: none"> <li>• SSQ-QGAP Service Delivery System reports</li> <li>• SSQ evaluation reports</li> <li>• Lead Agency feedback</li> </ul>
	System and processes reliable (eg: audit ability, recoverability and business continuity)	<ul style="list-style-type: none"> <li>• Quality Financial, Business &amp; MIS office and service delivery procedures</li> <li>• System Disaster Recovery Plan</li> </ul>	<ul style="list-style-type: none"> <li>• SSQ-QGAP Service Delivery System Audit Logs</li> <li>• SSQ operational reports to include errors analysis and trends</li> <li>• SSQ Business continuity plan</li> <li>• SSQ System</li> </ul>

Strategic Performance Measure	Key Performance Indicators	Evaluation Methodology	Evaluation Tools
			disaster recovery procedures
<b>Customers</b>			
<b>Increase in Customer Participation in Business Processes</b>	Does customer have improved access to Government information and services	<ul style="list-style-type: none"> <li>SSQ to review usage trend for business take-up rates measured against similar size offices, demographics and historical data.</li> <li>Bench mark best practice in other States</li> </ul>	<ul style="list-style-type: none"> <li>Review of operational reports to include:</li> <li>Usage by QGAP site</li> <li>Type of requests (eg: Information only, Referrals and Financial Transactions)</li> </ul>
<b>Customer Satisfaction</b>	Individual's information secure	Compliance with Privacy Regime SSQ evaluations of QGAP offices	<ul style="list-style-type: none"> <li>Complaints register – SSQ</li> <li>SSQ Evaluation visits</li> </ul>
	Reliability and quality of service	Consultation System availability Service Benchmark Customer feedback Services quality monitoring	<ul style="list-style-type: none"> <li>Review operational reports</li> <li>Customer surveys by SSQ</li> <li>SSQ Complaints register</li> <li>Quality monitoring reports</li> </ul>
	No less than 80% of community members satisfied with the services provided by the Queensland Government Agent Program offices	Measured by feedback received through face-to-face consultation and stakeholder surveys conducted by SSQ on the performance of the Queensland Government Agent Program	<ul style="list-style-type: none"> <li>SSQ Evaluation visits</li> <li>Customer surveys</li> </ul>
<b>Internal</b>			
<b>Efficient and Effective Processing of Services (information to payment)</b>	Quality of service provision through QGAP Agents compared with service levels by comparable organisations. (eg. Courthouses, Police, Service Agency)	<ul style="list-style-type: none"> <li>SSQ Evaluation of QGAP offices</li> <li>Service Agency satisfaction with MIS design and useability</li> <li>Comparison with agencies previous system/plans for system</li> </ul>	<ul style="list-style-type: none"> <li>SSQ Training results</li> <li>SSQ-QGAP Staff survey</li> <li>SSQ-QGAP Service Agency feedback/survey</li> </ul>
	Reduction in re-work Process efficiency gains	Service Agency Business assessment	<ul style="list-style-type: none"> <li>Non-compliance statistics</li> <li>Re-work statistics</li> <li>Number of flow</li> </ul>



Strategic Performance Measure	Key Performance Indicators	Evaluation Methodology	Evaluation Tools
			charts/manuals available through MIS
<b>System performance and functionality</b>	All agents using MIS to record data	Stakeholder feedback SSQ-QGAP Service Delivery System quality monitoring	<ul style="list-style-type: none"> <li>• SSQ-QGAP Service Delivery System reports</li> <li>• Banking reports</li> <li>• Transaction reports</li> <li>• Disbursement Reports</li> </ul>
	Is system availability meeting client requirements	System availability statistics	<ul style="list-style-type: none"> <li>• SSQ-QGAP Service Delivery System reports</li> </ul>
<b>Organisational Learning and Growth</b>			
<b>Benefits to Agencies justifying participation in QGAP</b>	Identified or demonstrated opportunities to promote Government policies and agenda	Cross agency information sharing and project participation	<ul style="list-style-type: none"> <li>• Case studies</li> <li>• Joint Project evaluation reports</li> </ul>
	Usefulness of management information	Access to management reports	<ul style="list-style-type: none"> <li>• SSQ-QGAP Service Delivery System reports</li> </ul>
	Greater presence and representation	Increased market share Community recognition	<ul style="list-style-type: none"> <li>• SSQ-QGAP evaluation</li> <li>• SSQ-QGAP Service Delivery System reports</li> </ul>
<b>Commitment to Continuous Improvement</b>	The SSQ, the Service Agency and the Lead Agency engage in continuous improvement	<ul style="list-style-type: none"> <li>• stakeholder participation in periodic discussions including issue resolution</li> <li>• establishment of standards to service as bench marks for performance measurement utilising the data from the SSQ-QGAP Service Delivery Systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Lead &amp; Service Agency meetings.</li> <li>• Updating of Service procedures, flowcharts and manuals</li> <li>• Review of QGAP and Service Agency training</li> </ul>
<b>Expansion of QGAP model processes across Government</b>	QGAP-MIS provide a platform to leverage more efficiency in the future	Plug and play architecture Re-useable functionality	<ul style="list-style-type: none"> <li>• Identification of common modules, processes and data tables</li> <li>• Interface to legacy systems</li> </ul>

Strategic Performance Measure	Key Performance Indicators	Evaluation Methodology	Evaluation Tools
	<ul style="list-style-type: none"> <li>Standardise business processes across QGAP offices</li> <li>Business process re-engineering</li> <li>Can processes be delivered more efficiently</li> </ul>	<ul style="list-style-type: none"> <li>SSQ Business process re-engineering methodology</li> <li>Standard service component framework</li> </ul>	Utilisation of common processes via SSQ
<b>Does QGAP effectively assist in delivering Government Policy, Services, Skilling Staff, Community access to Services/Information</b>	Does QGAP provide a cost effective method and improved access to Government services and information	<ul style="list-style-type: none"> <li>Broader, useful and accessible information to provide management information</li> <li>SSQ-QGAP Service Delivery System statistics being used in business cases</li> </ul>	<ul style="list-style-type: none"> <li>Service Agency feedback</li> <li>SSQ-QGAP Service Delivery System reports</li> <li>Management feedback</li> <li>Consumer surveys</li> </ul>
	Positive or negative impacts on regional/rural communities and services	Range of Services available through SSQ-QGAP	<ul style="list-style-type: none"> <li>SSQ-QGAP Service Delivery System reports</li> </ul>
	Positive or negative impacts on multi-cultural and disabled communities and services	Range of Services available through QGAP	<ul style="list-style-type: none"> <li>Feedback from agencies</li> <li>Community Surveys</li> </ul>

## **SCHEDULE 3**

The following services are reflective of the types of services delivered in QGAP sites throughout the State. The actual number of services available in any one particular QGAP office will vary depending on legislative requirements, staff training and community demand and agreed upon between the Client or Service Agency and SSQ in accordance with clause 6 of the Lead Agency Agreement. The complete list of services per QGAP site will be maintained within the SSQ-QGAP Service Delivery System.

### **QUEENSLAND GOVERNMENT DEPARTMENTS / AGENCIES**

#### **ALL STATE GOVERNMENT DEPARTMENTS**

- Provide information and referral services
- Stock publication material
- Promote services in local communities

#### **HOUSING**

- Home Loan Inquiries
- Rent collection for Public Housing
- Rent collection for Aboriginal and Torres Strait Islander Housing
- Bond loan repayment
- Loan repayment
- Change of household circumstances/income
- Public Housing Rental applications
- Succession of Tenancy for Public Rental Housing
- Bond loan application
- Bond loan approvals
- Maintenance
- Keys Management
- Tenancy Agreement for Public Rental Housing
- Tenancy Agreements for Aboriginal and Torres Strait Islander Housing
- Tenancy issues
- Property Inspection
- Property Settlement – loan payment
- Property Settlement – Sale
- Property Settlement – Department Advancing Funds

#### **ENVIRONMENT & RESOURCE MANANGEMENT**

- Collection of water charges
- Receipt of Waterworks Licence Permit application
- Receipt of water sample
- Receipt of GAB Bore application
- Receipt of Water Allocation Transfer application
- Receipt of Controlled Quarry Material and Royalty Collection application
- Leasehold Land payment
- Leasehold Application Fee
- Saleable products and publications
- Provision of Wildlife Permit
- Provision of Environment Licence
- National Parks Permits
- Desert Park Passes

- Damage Mitigation Permits

### **JUSTICE AND ATTORNEY-GENERAL**

- Accepting payment for Court fines prior to enforcement/due date
- SPER payments
- Bailiff Book
- Burial Assistance
- Convene a Court
- Coroners
- District Court Civil
- District Court Criminal
- Domestic Violence
- Family Law
- Magistrates Court Civil
- Magistrates Court Criminal and Quasi-Criminal
- Mediation Referrals
- Small Claims Tribunal
- Appeal Costs Fund Fees (Civil)
- Bail Forfeited/Cash Bail
- Court Suitors Fund

### **ELECTORAL COMMISSION OF QUEENSLAND**

- Assist Electors
- Complete Pre-Poll Returns
- Utilisation of premises for Polling Booth on Election Day and Training
- Report to and liaise with ECQ
- Enrolment Form
- Electoral Roll Search

### **LIQUOR LICENSING**

- General Purpose Permit - Receipt Application
- Forward application to regional office
- General Purpose Permit - Issue Permit
- Infringement Notice

### **MINES AND ENERGY**

- Receipt Leasehold rental – for mining leases
- Receipt of Drillers Licence application – for petroleum and gas drilling
- Receipt of Controlled Quarry Material and Royalty Collection application
- Leasehold Land payment – for mining tenures
- Leasehold Application fee – for mining tenures
- Search fees – for mining tenures
- Other fees – for mining tenures

### **FAIR TRADING**

- Business Name Application
- Renewal of Registration of a Business Name
- Notification of Changes
- Associations Fee
- Associations Kit/Application

- Application for a Security Provider's Licence
- Promote & Accept Applications - Training Courses
- Phone Listing
- Oversee Examinations for Auctioneers and Agents Licences
- Individual Licence
- Application for a Corporation Licence
- Application for Managers Licence
- Application for a Certificate of Registration
- Mutual Recognition Information
- Application for Appointment of Substitute Licensee
- Application for Renewal or Restoration of Licence - Individual or Director of a Corporation
- Application for Renewal or Restoration - Corporation Licence
- Application for Renewal or Restoration – Manager's Licence
- Addressing Meeting

### **GAMING REGULATION**

- Category 3 Game (Art Union/Calcutta Sweep)
- Penalty Infringement Notice
- Gaming Machine Site Licence or Machine Manager's Licence

### **PRIMARY INDUSTRIES**

- Weigh Bill application
- Instructing on pink HGP Free Cattle Tags
- Lodgement of property Registration Form
- Sale of Waybill Books
- Application for Brand and/or Earmark
- Transfer of Brand or Earmark
- Tick fever Vaccine
- Emergency Ear Tags

### **PUBLIC TRUSTEE**

- Will Instructions & Will Signing
- Funeral
- Funeral Payments
- Deceased Estate Preliminary Work
- Deceased Estate Client Information Form
- Deceased Estate Administration
- Property Management Activities
- Rent or Periodic Payment Collection
- EPA Instructions & EPA Signing
- EPA Signing - Revocation
- EPA Attendance outside Office
- Client Information for Persons with a Disability
- Public Trustee Investment Fund

### **QUEENSLAND OMBUDSMAN'S OFFICE**

- Assistance in complaint lodgement and process
- Interpreter and disability assistance
- Specialised assistance

## **TRANSPORT AND MAIN ROADS**

- Sale of "Your keys to driving in Queensland"
- Permit Fee (Disability Parking)
- Vehicle/Vessel Registration - New
- Vehicle/Vessel Registration - Renewal
- Vehicle/Vessel - Transfer
- Vehicle/Vessel - Cancellation
- Certificate Replacement Application
- Label Replacement Application
- Plate Replacement Application
- Permit (Registration)
- Change to Customer/Product record
- Traffic Offence and Camera Detected Offence
- Low Volume VIN Applications
- Release of Information Application
- Receipt of Monies to Customer Account
- Work Diaries
- Licence Renewal/Issue
- Learner's Permit (excluding test)
- Administer Written Test
- Driving Test Booking
- Driver Licence Transfer
- Licence Surrender
- Receipt of Fees for Recreational Ship Masters Licence

## **BIRTHS, DEATHS AND MARRIAGES**

- Application for Birth Certificate
- Application for Death Certificate
- Application for Marriage Certificate
- Application for Commemorative Birth Certificate
- Register a Birth
- Register a Birth – Late Fees
- Registration Search
- Marriage Booking - Lodgement of a Notice of Intended
- Marriage Ceremony
- Marriage Administration - shortening of period of notice of Intended Marriage

## **SENIORS CARD**

- First Time Applicant
- Renewal/Replacement for Lost/Destroyed Card
- Change of Address/Telephone Number/Other Details
- Deceased Advice
- Consumer Appeal

## **WORKPLACE HEALTH AND SAFETY**

- Workplace Registration Application
- Workplace Registration Renewal
- Certificate of Competency Application

**FEDERAL GOVERNMENT DEPARTMENTS / AGENCIES -**

General Enquiries, Information and Referral for –

- Department of Veterans' Affairs

## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 8 June 2020

**Item Number:** 13.3

**File Number:** D20/53591

**SUBJECT HEADING:** Mandandanji Airport Sign Request from Santos

**Classification:** Open Access

**Officer's Title:** Project Officer

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### **Executive Summary:**

A request has been received from Santos (GLNG) to construct an 11.7m long x 2.3m high sign behind the luggage carousel in the arrival area of the Roma Airport.

The sign will welcome visitors to Mandandanji land, acknowledge the traditional owners & tell a local indigenous story through the use of aboriginal artwork.

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

That Council provide "in principal" support to Santos to construct the sign in the arrival hall of the Roma Airport subject to Council approving final artwork.

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

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

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

Santos and Council will be recognized as a project partner on the signage.

### **Acronyms:**

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

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

Acronym	Description
<Insert Acronym>	<Provide details>

### **Context:**

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

A proposal has been received from Santos to construct a 11.7m long x 2.3m high sign behind the luggage carousel in the arrival hall of the Roma Airport.

The sign will acknowledge this as a joint project between the Maranoa Regional Council and Santos and feature Aboriginal Artwork to acknowledge the traditional owners of this area & tell a local Mandandanji story.



The three televisions that currently exist will remain & continue to display local attractions. These screens will complement the indigenous artwork.

Santos are proposing to 100% fund this project, however request permission from Council to locate it in a Council facility.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Quotes have been obtained & Santos are intending to utilize local businesses to undertake the works.

**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)

No implications

**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)

Ben Stewart; Manager Airports, who supports the proposal provided that we get to approve the artwork before it is committed.

**Funding Bodies:**

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

The project is solely funded by Santos.

**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)

Tourism bodies will have an interest.

**Risks:**

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

Risk	Description of likelihood & consequences
Nil	Nil

**Advice to Council:**

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

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

This sign has the potential to be a striking memorable feature of the Roma Airport. It is in an unsecure location of the airport and therefore can be viewed by all visitors. It has the potential to strengthen our tourism product for the region.

**Recommendation:**

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

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

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

That Council provide in principal support to Santos to construct the sign in the arrival hall at the Roma Airport subject to Council approving final artwork.

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

No like policy exists.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.4 Tourism

**Supporting Documentation:**

[1](#) Santos Roma Airport Mandandanji Signage Proposal

D20/55481

**Report authorised by:**

Manager - Economic & Community Development

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

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*Roma Airport Mandandanji Signage Proposal*


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**Objective**

With a large number of people seeing our region a big concept that goes unnoticed is the identification of Aboriginal Tribal Boundaries. Throughout a large portion, covering 20,000 square kilometres in the south west of Queensland is the Mandandanji People's land.

The proposal is to utilize existing wall space in the arrival terminal at the Roma airport. This is a prime location for visitors to see the respected artwork and display of the Mandandanji People's history in the Maranoa. Given that Santos is identified as the funding body of this project and the frequency of which Santos staff utilizing this facility, this a great opportunity for Santos to acknowledge the Traditional Custodians of the Roma area on a very public level.

**Project Scope**

It is proposed that a large sign 11.7 m long & 2.3m high will be located behind the luggage carousel at the in the arrival terminal at the Roma airport. The sign will acknowledge this as a joint project between the Maranoa Regional Council and Santos and feature Aboriginal Artwork to acknowledge the traditional owners of this area & tell a local Mandandanji story. The wording on the signage will incorporate both an acknowledgement to the Maranoa Region and the Mandandanji People. The artwork will work around and complement the three televisions that currently exist that feature images from around the region.

Works undertaken on site will be undertaken by Signasaurus and artwork will be commissioned locally.

**Cost**

Approved amount, \$15,550- Santos.

- Pending quotes from artist and Signasaurus.

**Endorsement**

Accompanying this proposal is a written endorsement statement and written clarification regarding the Mandandanji Peoples Negative Determination Native Title claim, stating; "it should also be noted, that irrespective of the Negative Native Title determination by consent, the claim (Mandandanji) boundaries will not change." Tim Klaas, Project Manager- Mandandanji Limited.

Also endorsing this initiative is Haydn Kreicbergs, Manger of Cultural Heritage for Santos, and a number of senior advisors within Santos internally. Awaiting the approval of senior advisors is the current stage of the approvals process, discussions will develop on from there with key stakeholders in association with this initiative moving forward.

This table is detailed with information to show the approvals that are required:

Santos	Maranoa Regional Council	Mandandanji Limited	Signasaurus	Deadly Way Mandandanji
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				Culture
<ul style="list-style-type: none"> <li>- Maranoa Regional Manager</li> <li>- Senior Advisor, Community</li> <li>- Manager Cultural Heritage</li> </ul>	Officers consulted: Deb Joppich (Tourism) (Endorsed) Ben Stewart (Airport manager) Full Council to be briefed	Mandandanji Board of Directors <ul style="list-style-type: none"> <li>- Keep updated with ongoing discussion</li> </ul> (Endorsed)	Manager	Lane Brookes, Founder, Director

**Timeframes:**

Pending council approval, this project will be implemented in the next three months.

## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 15 June 2020

**Item Number:** 13.4

**File Number:** D20/56049

**SUBJECT HEADING:** Removal of Outdoor Fitness Equipment

**Classification:** Open Access

**Officer's Title:** Regional Sport & Recreation Development Coordinator

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### **Executive Summary:**

Three pieces of outdoor fitness equipment with rubberised softfall, were removed from Shadys Lagoon in Roma, to allow construction of the off leash dog park. A small number of residents, who used the equipment on a regular basis, have enquired about the reinstatement of the equipment at this location or an alternative location along Adungadoo Pathway.

Council was consulted, and resolved to consider budget to replace the item under Resolution No. GM/08.2019/01. Following consultation with a group of local park users, an appropriate piece of equipment was purchased from Forpark Australia and a suitable location chosen near Shadys Lagoon.

This report seeks the approval of Council to use unspent budget from GL 2888.2253.2201 (Australia Day Operational) to install the equipment and softball.

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

That Council:

1. Approve use of unspent budget from GL 2888.2253.2201 (Australia Day Operational) to install the equipment and soft fall at an estimated cost of \$6,000 ex GST.

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

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

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

A small number of aged residents have requested reinstallation of the outdoor equipment, in particular the butterfly chest press.

### **Acronyms:**

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

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

Acronym	Description
Nil	

**Context:**

*Why is the matter coming before Council?*

The removal of the equipment has been raised with the previous term of Councillors by residents and, accordingly Councillor's have raised customer requests in Council's system, hence a decision from Council is sought on the best outcome for all.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

During construction of the off leash dog park situated near Shadys Lagoon, three pieces of aged outdoor fitness equipment were removed. The equipment had damage prior to removal and also sustained some damage during removal. Two of the three pieces have small dents and damage to them, with one piece having a broken cast foot plate that cannot be replaced or welded. The equipment is currently stored at Cartwright Street Depot.

The equipment was purchased during 2010 from Family Fitness and Playground Equipment (see quotation attached) and pieces were located in Roma, Injune, Mitchell, Surat, Wallumbilla and Yuleba. The equipment in the smaller towns is still in reasonable condition due to minimal use. The Roma equipment has endured more rigorous use and due to not being of a high quality commercial nature initially, has reached the end of its life.

Two of the three pieces with significant repairs undertaken by a local fabricating business could be returned to fair working condition, but there is no space on the current work stations along Adungadoo Pathway where there would be adequate softfall located underneath the pieces. Safety concerns for users would be high if there is no cushioning for falls off the equipment, with those residents requesting reinstatement of the equipment aged over 70 years of age.

At Council meeting held on the 28 August 2019, Council resolved the following:

**Resolution No. GM/08.2019/01**

**That Council:**

- 1. Not reinstate the original outdoor fitness equipment removed from Shady's Lagoon area, due to the age and condition of the equipment.**
- 2. Be provided a quotation to replace the equipment with items similar to those removed, with softfall, for budget consideration at the next quarterly review**

Since the General Meeting was held, a piece of equipment was selected and consultation occurred with a group of local residents to discuss the piece and location of the equipment. After the consulted residents were happy with the piece of equipment and location chosen, this piece of equipment which is called a butterfly press, was purchased from Forpark Australia at the cost of \$6,952.00.

**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)

Outdoor play equipment must comply with AS 4685.0:2017, Playground equipment and surfacing – Part 0: Development, installation, inspection, maintenance and operation. The objective of AS 4685.0 is to minimise the risk of injury to playground users. It provides designers, owners and operators of playgrounds with guidance on the development, installation, inspection, maintenance and operation of playgrounds.

Council also has a duty of care to protect the safety and well-being of the community.

**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)

Each piece of equipment must be manufactured and installed as per manufacturers recommendations. There will be an Australian Standard regarding the manufacture of equipment e.g. Exercise cycles AS 4092:1993. Maintenance and service should also comply with manufacturer's recommendations to ensure as far as reasonably practicable that the equipment is fit for purpose. Product Safety Australia is part of the Australian Competition and Consumer Commission, gives some high level guidance on products safety but the individual standard would be required to be consulted to form a specific recommendation on each piece of equipment and the appropriate method of installation.

**Input into the Report & Recommendation:**

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

Konrad Crawford-Team Coordinator - Roma Parks, Gardens & Regional Horticulturist  
Evan Woods-Manager, Construction  
Tanya Mansfield-Manager, Facilities  
Marian Vierveyzer-Operations Manager – Enterprise Risk, Quality, Safety & Environment  
Ed Sims-Manager, Economic and Community Development  
Rob Hayward-Deputy CEO / Director, Development, Facilities & Environmental Services  
Emma Boardman, Urban Play

**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?***

Budget is required to install the equipment and also install soft fall under the equipment. The estimated budget required is \$6,000.

Currently GL 2888.2253.2001 (Australia Day Operational) has an unspent allocation of \$6,190.00

### **Future Years' Budgets:**

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

### **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)

A small number of aged residents who were using the decommissioned equipment may be impacted due to the specific nature of one piece of equipment, being the butterfly press curls.

### **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)

<b>Risk</b>	<b>Description of likelihood &amp; consequences</b>
Safety for users if aged equipment is reinstated	Equipment that was removed has broken and damaged parts, which require replacement from a non-approved fabricator/contractor due to no original parts available. Equipment should be operated with some type of soft fall underneath, due to all ages and abilities using equipment. Safety audits are not undertaken on a regular basis to check equipment safety and to review end of life.

### **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)

I recommend that Council allow the use of funds from GL 2888.2253.2001 to install the piece of purchased outdoor equipment from Forpark Australia. This will allow the public use by residents who are keen to see the reinstallation of equipment that was removed for the dog park.

**Recommendation:**

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

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

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

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

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

That Council:

1. Approve use of unspent budget from GL 2888.2253.2201 (Australia Day Operational) to install the equipment and soft fall at an estimated cost of \$6,000 ex GST.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

4.12.4 Deliver sport and recreation facilities and infrastructure projects for the community as funding is approved, including engagement with key stakeholders.

**Supporting Documentation:**

[1](#) Forpark Australia - Tax Invoice: 45539

D20/31115

**Report authorised by:**

Manager - Economic & Community Development

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



**WA** PO Box 484, Cloverdale 6985 (08) 9472 1788  
**NSW/ACT** PO Box 6721, Baulkham Hills NSW 2153 (02) 8851 7630  
**QLD/NT** PO Box 876, Capalaba 4157 (07) 3390 2188  
**Email** accounts@forparkaust.com.au

Hansen Pty Ltd as trustee for the Hansen Family Trust trading as Forpark Australia A.B.N. 70 826 677 041

### TAX INVOICE

INVOICE TO:			INVOICE DATE	7/04/2020	
MARANOA REGIONAL COUNCIL			INVOICE NO.	45539	
PO BOX 620			ACCOUNT NO.	MARA13	
Roma Qld 4455			JOB NO.	76571	
LOCATION:			CONTACT NO.		
			CUSTOMER ORDER NO.	153895	
			EMAIL	accounts@forparkaust.com.au	
PRODUCT CODE	PRODUCT GROUP	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
	19	QSPF-369 STRUCTURE + FREIGHT/DELIVERY	1.00	6,320.00	6,952.00

Payments may be made by EFT into the following Hansen Pty Ltd ANZ Bank account. Please ensure you quote the above Account No.

**BSB: 016 286 Account: 2545-14159**

All goods & services supplied by Forpark Australia ABN 70 826 677 041 are supplied under the Forpark Australia Terms and Conditions, which are found at our website: [www.forparkaust.com.au](http://www.forparkaust.com.au) or by calling (08) 9472 1788.

#### COMMENTS:

ACCOUNT DUE IN 30 DAYS. PROMPT PAYMENT PLEASE

<b>SUB TOTAL</b>	<b>\$6,320.00</b>
<b>GST</b>	<b>\$632.00</b>
<b>TOTAL DUE (INC GST)</b>	<b>\$6,952.00</b>
<b>PAYMENT TERMS:</b>	<b>30 Days</b>

## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 11 June 2020

**Item Number:** 13.5

**File Number:** D20/54824

**SUBJECT HEADING:** 2020-2021 Get Ready Queensland Funding Available

**Classification:** Open Access

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

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### **Executive Summary:**

Maranoa Regional Council has been allocated funding under the Queensland Government's 2020-2021 Get Ready Queensland grants program to encourage community participation in preparedness and resilience building activities.

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

That Council:

1. Accept the allocation of \$11,640 from the Queensland Government under the 2020-2021 Get Ready Queensland program.
2. Authorise the Chief Executive Officer or delegate to sign the sub-agreement.
3. Submit the completed Plan of Activities by 26 June 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).

Nil

### **Acronyms:**

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

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

Acronym	Description
QRA	Queensland Reconstruction Authority
GRQ	Get Ready Queensland

### **Context:**

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

Council has been advised received an offer of non-contestable funding under the Queensland Government's 2020-2021 Get Ready Queensland program.

To be able to receive the funding Council is required to submit a plan of activities no later than 26 June 2020.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Get Ready Queensland program is a year-round, all-hazards, grants-based, resilience building initiative that aims to position Queensland as the most disaster resilient state in Australia.

The program is administered by the Queensland Reconstruction Authority (QRA).

Maranoa Regional Council has been allocated \$11,640 for eligible activities, which will be paid on receipt of the signed sub-agreement. This funding is non-contestable.

The funding is dependent on a project funding schedule and plan of activities being submitted by 26 June 2020, and the project completion date is 30 June 2021.

As part of the plan activities it is requested that Council consider holding events during the "Get Ready Queensland Week, which has been tentatively scheduled to take place from 11 to 17 October 2020. Please note this date is subject to change pending advice on COVID-19.

It is planned that as part of the 2020/2021 activities Council will host a Family Fun Day incorporating a display from Emergency Services Departments. Due to the current COVID-19 restrictions a date has not been set for this activity. If the nominated activity is unable to proceed, there are several other options that Council could explore. For example, coloring in contest/school education program, business continuity webinars, Car/Vehicle wraps or community clean up.

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

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

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

N/A

**Council Policies or Asset Management Plans:**

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

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

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

N/A

**Input into the Report & Recommendation:**

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

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

Local Development Officer – Jane Fenton  
Local Disaster Coordinator – Rob Hayward

### 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)

2020-2021 GRQ is funded by the Queensland Reconstruction Authority. All disaster preparedness activities delivered using 2020–2021 GRQ program grants must use the GRQ name, logo and branding in accordance with the program's branding guidelines.

### This Financial Year's Budget:

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

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

N/A

### Future Years' Budgets:

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

N/A

### Impact on Other Individuals or Interested Parties:

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

N/A

### Risks:

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

Risk	Description of likelihood & consequences
Budget not spent	If the budget is not spent, there are no roll-overs permitted.
Activities not meeting funding requirements	A planned list of activities must be submitted to QRA before funding is released. If they do not meet the criteria, other activities will have to be planned, or risk losing the funding. Risk – low.

### Advice to Council:

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

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

As this is non-contestable funding, and Council has previously received allocations, it is recommended that the funding be accepted.

**Recommendation:**

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

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

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

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

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

That Council:

1. Accept the allocation of \$11,640 from the Queensland Government under the 2020-2021 Get Ready Queensland program.
2. Authorise the Chief Executive Officer or delegate to sign the sub-agreement.
3. Submit the completed Plan of Activities by 26 June 2020.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 3: Helping to keep our communities safe

3.4 Emergency management and flood mitigation

**Supporting Documentation:**

[1](#) 2020-2021 Get Ready Queensland - Plan of activities D20/55562  
template

**Report authorised by:**

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

	<h2 style="text-align: center;">2020-21 Get Ready Queensland Grants Program</h2> <h3 style="text-align: center;">Plan of activities</h3>		
<p>Instructions: Please submit this form through the QRA MARS Portal by 26 June 2020. For a copy of the Get Ready Queensland 2020-21 Guidelines and the fact sheet on how to submit your activities, please visit <a href="https://www.getready.qld.gov.au/council-hub-funding">https://www.getready.qld.gov.au/council-hub-funding</a> (use the password: <b>get-ready-qld</b>).</p>			
<p>If you require any further information on the Get Ready Queensland program or ideas and advice in relation to planning and promoting Get Ready Queensland initiatives, please telephone the Queensland Reconstruction Authority on (07) 3008 7233 or email <a href="mailto:getready@qra.qld.gov.au">getready@qra.qld.gov.au</a>.</p>			
<b>Council / organisation</b>	Maranoa Regional Council		
<b>Contact name</b>	Gemma Lines		
<b>Position</b>	Associate to Director/Emergency Management Officer		
<b>Phone</b>	07 4624 0744		
<b>Email</b>	<a href="mailto:gemma.lines@maranoa.qld.gov.au">gemma.lines@maranoa.qld.gov.au</a> or <a href="mailto:ldmg@maranoa.qld.gov.au">ldmg@maranoa.qld.gov.au</a>		
<h4>List of activities/initiatives for the financial year 1 July 2020 - 30 June 2021</h4>			
<b>Date</b> <small>please indicate the approximate date the activity will commence</small>	<b>Eligible activities and expenditure</b> <small>Please select the appropriate activity category from the drop down menu. For a description of each category, please refer to the 2020-21 Get Ready Queensland Guidelines</small>	<b>Description of activity</b> <small>please provide a brief description of your proposed activity</small>	<b>Stakeholders/audience</b> <small>please indicate the related stakeholders and intended audience for the activity</small>
Get Ready Week	Marketing and advertising	Advertising & media awareness "Get Ready Week"	Community members
Various	Community engagement	Family Fun Day - Emergency Services Display	Community members



## **OFFICER REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 16 March 2020

**Item Number:** 13.6

**File Number:** D20/22726

**SUBJECT HEADING:** Noosa Film Academy - Maranoa School Tour

**Classification:** Open Access

**Officer's Title:** Specialist - Arts & Culture

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### **Executive Summary:**

The immediate past (Roma) Local Development Officer, has been working with the Noosa Film Academy to develop an exciting outreach to Maranoa's year 12 School community to expose them to the opportunities inherent in the Film Industry.

As a result, Council has received a proposal from the Noosa Film Academy to host 5 individual full day film making workshops and career advice sessions to schools throughout the region. At the conclusion of the workshops, and depending on the Covid-19 restrictions, they propose to host a community screening.

This will occur from the 21 August 2020 to 28 August 2020. Council is requested to fund the 5 consecutive workshops at a total cost of \$11,000 including GST and an in-kind sponsorship for the use of the Maranoa Cultural Centre.

**Please note:** This project was recommended to the RADF committee as a strategic initiative in the latest round of funding, however was declined on the basis that the Education System should fund this type of project.

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

That Council

1. Accept the proposal from Noosa Film Academy
2. Provide the Roma Cultural Centre as in kind sponsorship to host the community screening
3. The cost of \$11,000 including GST to be allocated in the 2020-21 budget WO 02885.2304 - Arts & Culture Operations : Arts & Culture Projects.
4. Authorise CEO, Julie Reitano to sign the agreement with Noosa Film Academy, on behalf of Maranoa Regional Council.

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

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

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

Noosa Film Academy  
Mitchell State School  
Surat State School

Injune State School  
 Wallumbilla State School  
 Roma State College  
 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
RADF	Regional Arts Development Fund

### Context:

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

Council has received a proposal from the Noosa Film Academy to host 5 individual workshops and provide career advice to year 12 students at schools throughout the region. At the conclusion of the workshops, they will also host a community screening, depending on and in accordance with the Covid-19 restrictions. This will occur from the 21 August 2020 to 28 August 2020. Total cost for the 5 workshops is \$11,000 including GST, plus an additional cost of including in-kind sponsorship for the use of the Maranoa Cultural Centre.

The Noosa Film Academy delivers inspiring, hands on, educational, full day filmmaking workshops to Queensland secondary schools. Students are taught to direct, produce, act, shoot, and edit a short-storyboarded film, which is individually tailored to suit the curriculum needs of the students and group size.

The workshop provides students with:

- Careers Advice in the Film, TV and Still Photography arenas.
- An experience of being part of a “real life” film crew with Academy Award Winning Cinematographer, Greg Huglin
- A storyboard to act in a short-scripted film for use in their portfolio.
- Introduction to the state of the art RED Epic 5K Ultra High Definition video camera (as used in the Hobbit etc).
- Filming techniques such as: camera angles, shots, movements, depth of field and framing.
- Insights into the dynamic art of editing including cutting images to create a cohesive story, correct pacing, dialogue, and titles.

Below is an example of a typical workshop day.

One-day filmmaking workshop schedule example

#### 8:30 to 9:15 – Introduction

Academy Award Winning Cinematographer, Greg Huglin, shares 45 years of career knowledge through his motivational movie montage and screen career guidance talk followed by a question and answer session. Extra students from other grades are welcomed to the introductory section free of charge.

Greg won his Academy Award for his cinematography work on the eco-documentary “The Cove” He still works commercially and recently finished his role as Director of Photography for the new “In like Flynn” film and has just shot international commercials for Illumina and Lipton Tea. These provide interesting discussion topics and industry insights.

### **9:15 to 9:30 – Pre-production Meeting**

Students evaluate their shooting location, discuss shot list and read through the storyboard. A wide range of storyboard themes are offered to develop focus on particular areas of curriculum.

After a brief overview of crew positions, the roles of Director, Producer, Actors, Camera Operators, Sound Technicians, Storyboard Supervisor and Editors are allocated (students alternate roles throughout the day).

This is followed by the preparation of props and set up of camera and sound equipment.

### **9:30 to 1:00 - Production Commences**

Slate, Camera Rolling, Action! The main part of the day is spent shooting a short film from the scripted storyboard. Students are introduced to the state of the art RED Epic 5K Ultra High Definition video camera and learn hands on about film techniques, camera angles, shots, movements, and continuity, lighting and wireless microphones.

### **1:00 TO 1:25 – LUNCH**

Data wrangling and digital download of footage from video cameras to computers occurs during the lunch break.

Expanding the focus

This is often an appropriate time to screen Greg’s short dramatic film shot in Brisbane. He has dubbed over several parts of the film and provided insights into the filming techniques, codes and conventions used.

### **1:25 to 2:45 pm – Post-production**

Students help select takes, edit and assemble footage using Final Cut Pro on an iMac 27” 1TB Fusion Drive Retina 5k editing computer. This part of the workshop teaches the dynamic art of editing including cutting images to create a cohesive story, correct pacing, dialogue, and establishing screen credits. Footage is uploaded to YouTube for use in Students’ personal portfolios.

Many schools choose a storyboard that promotes the school’s values so the film can be showcased on the school website or Facebook page.

### **2:45 to 3:00 pm – It’s a Wrap!**

Students receive Certificates of Completion and Parents and Faculty members are welcome to join us for the Final Screening.

A history of success

This is what teachers are saying about us.

There optimum number of participants is 30 but the workshop can be tailored to suit a larger group size.

As Noosa Film Academy comes to your school, students do not incur any travel time or costs.

The package includes:

- USC lecturer and Academy Award winning cinematographer/director Greg Huglin.
- an event coordinator/producer
- all props, camera, sound and projection equipment
- screening of Greg's short dramatic film dubbed with instructional filmmaking insights.
- printed storyboard
- 'Certificate of Completion' for each student
- Additionally, the students will take away a high-quality film for use in their private portfolios, a slide show of production stills and gain experience with the state of the art Red Epic 5K camera rig worth over \$70,000.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

The Noosa Film Academy approached Council through its Roma Local Development Officer late in 2019, seeking support to run this project. Initially expected to be approved as a Strategic Initiative of the local RADF Fund, the NFA was encouraged to elicit further support from the schools.

Andrea Huglin the Managing Director of the Noosa Film Academy has contacted the following schools who have all indicated that they would like to participate over the specified dates,

- Mitchell State School
- Surat State School
- Injune State School
- Wallumbilla State School
- Roma State College

The Roma Cultural Centre has been booked for the Community Screening.

**NOTE:** Subsequent to the events above, the project was submitted to the most recent round of RADF where the committee declined the project, on the basis that this type of project is the responsibility of the Education Department to fund.

Notwithstanding this decision and with respect to it, Council is asked to consider the project as a one-off. The basis of this request is:

- Recent events have conspired to consume valuable time for the proponents to seek alternative funding arrangements, e.g. the festive season, Council

caretaker period, early establishment phase of Council and the formation of an RADF committee.

- The project is unlikely to be considered by the Education Department in a timely manner given the extremely centralized nature of their decision makers and the number of schools involved.

**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)

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

**4.11 Arts and culture**

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

**Input into the Report & Recommendation:**

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

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

Noosa Film Academy

Mitchell State School

Surat State School

Injune State School

Wallumbilla State School

Roma State College

**Funding Bodies:**

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

The project can be funded out of WO. 02885.2304 - Arts & Culture Operations : Arts & Culture Projects, budget 2020-21 in a budget allocation by Council.

**This Financial Year's Budget:**

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

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

### 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)

Quantity	Item	Description	Total
1	Full Day Filmmaking Workshop on 21 August 2020	Mitchell State School	\$2000.00
1	Full Day Filmmaking Workshop on 24 August 2020	Injune State High School	\$2000.00
1	Full Day Filmmaking Workshop on 25 August 2020	Surat State School	\$2000.00
1	Full Day Filmmaking Workshop on 26 August 2020	Wallumbilla State School	\$2000.00
1	Full Day Filmmaking Workshop on 27 August 2020	Roma State College	\$2000.00
1	Production of Community Screening Friday 28 August 2020	Maranoa Cultural Centre	Free of charge
1	Hire of Maranoa Cultural Centre Friday 28 August 2020	Maranoa Cultural Centre	In kind Sponsorship

### 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)

Noosa Film Academy  
Mitchell State School  
Surat State School  
Injune State School  
Wallumbilla State School  
Roma State College  
Maranoa Regional Council

### Risks:

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

Risk	Description of likelihood & consequences
Decline the Noosa Film Academy proposal	May be seen unfavorably by the wider community as a missed opportunity to engage teenage youth in the region
Decline the Noosa Film Academy proposal	May create a perception that Council is indifferent to the development needs of our graduating youth.

### Advice to Council:

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

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

This is a unique opportunity for young people within the region to access real-world vocational/tertiary advice, mentorship and development opportunities that help them

make a living from creative work. It allows students to develop an interest in alternative career paths, which have not been offered in the Maranoa before.

**Recommendation:**

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

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

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

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

That Council

1. Accept the proposal from Noosa Film Academy
2. Provide the Roma Cultural Centre as in kind sponsorship to host the community screening
3. The cost of \$11,000 including GST to be allocated in the 2020-21 budget period
4. Authorise CEO, Julie Reitano to sign the agreement with Noosa Film Academy, on behalf of Maranoa Regional Council.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Arts and culture

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

**Supporting Documentation:**

[1](#) E-mail - Noosa Film Academy Workshop - August 2020 D20/50936

**Report authorised by:**

Manager - Economic & Community Development

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

**Kym-Maree (Kym) Walters**

**From:** Malinda Moreton  
**Sent:** Tuesday, 10 March 2020 2:20 PM  
**To:** Kym-Maree (Kym) Walters  
**Subject:** FW: HPRM: Re: Maranoa Regional Council  
**Attachments:** LINKS TO EXAMPLES OF PREVIOUS FILMMAKING WORKSHOPS.docx  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged  
  
**Record Number:** D20/2042

**Malinda Moreton**

Regional Events Attraction / Local Development,  
Economic & Community Development

D: (07) 4624 0821 M: 0417 908 461 F: (07) 4624 0590

**From:** andrea huglin <andiholden@hotmail.com>  
**Sent:** Thursday, 9 January 2020 3:22 PM  
**To:** Malinda Moreton <Malinda.Moreton@maranoa.qld.gov.au>  
**Subject:** HPRM: Re: Maranoa Regional Council

Fantastic info Malinda,

Thanks so so much.

It was truly a pleasure brainstorming with you and you've given me so many great ideas.  
 Your local knowledge and professional advice are already invaluable to me.  
 I will reach out to the schools at the end of Jan and try to put together some sort of timetable and budget for July/Aug Roma Roadshow.

In the interim to give you a better sense of what we do and who we are I have attached some links and media clippings and this is The Kindness Umbrella Community Arts Cultural Development Project which is our a state-wide Cultural Arts Community Development Project in conjunction with the Mary Poppins Storytelling Festival. At the conclusion of our QLD roadshow in June all the "Umbrella Films" will play in a continual loop at the Story Bank in Maryborough, birthplace of PL Travis, author of Mary Poppins.

Our workshop provides students with:

- **Careers Advice** in the Film, TV and Still Photography arenas.
- An **experience** of being part of a "real life" **film crew** with **Academy Award Winning Cinematographer, Greg Huglin**
- A **storyboard** to **act** in a short-scripted **film for use in their portfolio**.
- Introduction to the state of the art **RED Epic 5K Ultra High Definition** video camera (as used in the Hobbit etc).
- Filming techniques such as: **camera angles, shots, movements, depth of field and framing**.
- Insights into the dynamic art of editing including **cutting images to create a cohesive story**, correct pacing, dialogue, and titles.

Below is an example of a typical workshop day.

**One day filmmaking workshop schedule example****8:30 to 9:15 – Introduction**



**Academy Award Winning Cinematographer, Greg Huglin**, shares 45 years of career knowledge through his motivational movie montage and **screen career guidance talk** followed by a question and answer session. Extra students from other grades are welcomed to the introductory section **free of charge**.

Greg won his Academy Award for his cinematography work on the eco-documentary "The Cove" He still works commercially and recently finished his role as Director of Photography for the new "In like Flynn" film and has just shot international commercials for Illumina and Lipton Tea. These provide interesting discussion topics and industry insights.

#### **9:15 to 9:30 – Pre-production Meeting**

Students evaluate their shooting **location**, discuss **shot list** and read through the **storyboard**. A wide range of storyboard themes are offered to develop focus on particular areas of curriculum.

After a brief overview of crew positions, the roles of **Director, Producer, Actors, Camera Operators, Sound Technicians, Storyboard Supervisor and Editors** are allocated (students alternate roles throughout the day).

This is followed by the preparation of props and **set up of camera and sound equipment**.

#### **9:30 to 1:00 - Production Commences**

Slate, Camera Rolling, Action! The main part of the day is spent **shooting a short film** from the **scripted storyboard**. Students are introduced to the state of the art **RED Epic 5K Ultra High Definition video camera** and learn hands on about film techniques, camera angles, shots, movements, continuity, lighting and wireless microphones.

#### **1:00 TO 1:25 – LUNCH**

Data wrangling and digital download of footage from video cameras to computers occurs during the lunch break.

#### **Expanding the focus**

This is often an appropriate time to screen Greg's short dramatic film shot in Brisbane. He has dubbed over several parts of the film and provided insights into the filming techniques, codes and conventions used.

#### **1:25 to 2:45 pm – Post-production**

Students help select takes, edit and assemble footage using Final Cut Pro on an **iMac 27" 1TB Fusion Drive Retina 5k editing** computer. This part of the workshop teaches the dynamic art of editing including **cutting images** to create a **cohesive story**, correct **pacing, dialogue**, and establishing screen credits. Footage is uploaded to **YouTube** for use in Students' personal **portfolios**.

Many schools choose a storyboard that promotes the school's values so the film can be showcased on the school website or Facebook page.

#### **2:45 to 3:00 pm – It's a Wrap!**

Students receive Certificates of Completion and Parents and Faculty members are welcome to join us for the Final Screening.

#### **A history of success**

This is what teachers are saying about us.

There optimum number of participants is 30 but the workshop can be tailored to suit a larger group size.

As Noosa Film Academy comes to your school, **students do not incur any travel time or costs**.

#### **The package includes:**

- USC lecturer and Academy Award winning cinematographer/director Greg Huglin.
- an event coordinator/producer
- all props, camera, sound and projection equipment
- screening of Greg's short dramatic film dubbed with instructional filmmaking insights.
- printed storyboard
- 'Certificate of Completion' for each student

- Additionally, the students will take away a high-quality film for use in their private portfolios, a slide show of production stills and gain experience with the state of the art Red Epic 5K camera rig worth over \$70,000.

We are already looking forward to the opportunity to make movie magic with the young people in the Maranoa region and will keep you posted on my progress.

Warmest Regards

Andrea Huglin  
**0429 776 680**  
Greg Huglin Films  
Noosa Film Academy  
Executive - Australian Teachers of Media Queensland

---

**From:** Malinda Moreton <[Malinda.Moreton@maranoa.qld.gov.au](mailto:Malinda.Moreton@maranoa.qld.gov.au)>  
**Date:** Thursday, 9 January 2020 at 2:38 pm  
**To:** Andrea Huglin <[andrea@noosafilmmacademy.com](mailto:andrea@noosafilmmacademy.com)>  
**Subject:** Maranoa Regional Council

Hi Andrea,

Thank you again for your time today, please see details below on the Maranoa Region and school located throughout. I will send second email if I come across possible funding opportunities for you.

**Roma**

St John's Catholic School  
Prep – year 12  
Deputy principal – Ross Penrose (currently recruiting a new principal)  
[Ross.Penrose@twb.catholic.edu.au](mailto:Ross.Penrose@twb.catholic.edu.au)

**Roma State College**

Prep – Year 12 ( 3 separate campuses )  
Senior Campus – Kate Van Der Muelen [kvand3@eq.edu.au](mailto:kvand3@eq.edu.au)  
Middle Campus – Margaret Mawn [mmawn1@eq.edu.au](mailto:mmawn1@eq.edu.au)

---

**Mitchell State School**

Prep – year 10  
Principal Cassandra Ahern [principal@mitcheillss.eq.edu.au](mailto:principal@mitcheillss.eq.edu.au)

**St Patricks School Mitchell**

Prep – Year 6  
Principal Zoe Stewart [zoe.stewart@twb.catholic.edu.au](mailto:zoe.stewart@twb.catholic.edu.au)

---

**Injune State School**

Prep – Year 10  
Principal Robert Nowlan [principal@injuneess.eq.edu.au](mailto:principal@injuneess.eq.edu.au)

---

**Surat State School**

Prep – Year 10  
Principal Justin Washington [principal@suratss.eq.edu.au](mailto:principal@suratss.eq.edu.au)

---

**Wallumbilla and Yuleba (these two will combine)**

Wallumbilla  
Prep – Year 10  
Acting principal Julie Guthrie [jguth4@eq.edu.au](mailto:jguth4@eq.edu.au)

Yuleba  
Perp – Year 7  
Principal Rebecca Boldorac [rbrow378@eq.edu.au](mailto:rbrow378@eq.edu.au)

Malinda Moreton  
Regional Economic Development & Events Attraction Specialist  
Economic & Community Development

**Maranoa Regional Council****Roma Library****P.O. Box 620, Roma, QLD 4455**

38-44 Hawthorne Street Roma QLD 4455

P: 1300 007 662

D: 0417 908 461 M: 0417 908 461 F: (07) 4624 0590

Email: [Malinda.Moreton@maranoa.qld.gov.au](mailto:Malinda.Moreton@maranoa.qld.gov.au)Web: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

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## NOOSA FILM ACADEMY

### EDUCATING INTO EMPLOYMENT

Facilitate young people's access to real-world vocational/tertiary advice, mentorship and development opportunities that help them make a living from creative work. Up-skill youth to remain agile and responsive throughout their careers. Utilize community resources via civic hubs.

### SOCIAL

Youth understand, articulate and reinforce the positive community values in the workshops' storyboards.  
Produce film content from youth and regional perspectives to increase cultural and group identity and generate modes of belonging.  
Expose/validate the art to broader public audiences within the local context of geographical remoteness, community venues, regional historical traditions and cultural values.  
Celebrate participants creative contribution building cohesiveness, connectivity, civic pride, trust, mutual support and collaboration.  
Encourage youth retention through creative career opportunities.  
Youth specific events promote positive perceptions and empowers youth contribution to community.



## NOOSA FILM ACADEMY

### Outcomes:



#### SKILLS

Increase cultural capacity and innovation with cross-curricular skills expansion for 240 Youth and Professional Development for 12 educators.  
Learn with laughter and inspire students' storytelling voices.  
Engage participants with Cutting-edge technologies to teach the latest industry practices to meet demands of the future digital economic age.

#### LEGACY ART

Produce mindful movies with URL links for use in students' digital portfolios. Build curriculum and learning objectives around the incursions.

#### COMMUNITY

Community participation – 240 regional youth produce art for regional youth.  
Create civic pride and cohesiveness with 2019 regional young adults as audience watching peer produced films with positive messages.  
500 audience capacity in Roma Cultural Centre for Community Screening Event.

Build inter-school & council collaboration/networks.

Partner with local organizations.

Celebrate wider impact of digital media and editorials.

Collaborate on public relations events with council and media to advocate for the arts. Promote community hubs for authentic collaborative learning and networking.

Foster inter-regional networks and collaborate with Regional Arts educators/facilitators.





## NOOSA FILM ACADEMY

### Benefits



Youth are the vibrancy of communities and engaging their retention through artistic work moves towards creative communities and strong regions. Jobs and a vibrant culture reduce outmigration and online digital screen skills diminishes Rural Youth's geographic disadvantage.

Collaborative filmmaking develops artistic knowledge, participation in local film culture and digital media confidence.

As powerful tools for communities to engage, connect, learn and grow, community filmmaking workshops innovate in content and processes and better represent cultural diversity.

Community screening events draw young audiences to cultural civic hubs and offer public relations opportunities for Arts/Councils.

All collaborations are inclusive, respectful and based on needs/aspirations of all stakeholders.



## NOOSA FILM ACADEMY

### Screening the films

Screening the films to participants' peers at Maranoa's schools' full school assemblies creates an audience of 2019. Showing the films creates contextual relevance for the art, celebrates the participants' achievements, delivers the deeper message of the film, creates cohesiveness, civic pride and increases social capital through establishment of collaborative networks between schools and council.

Utilizing traditional school venues capitalizes on existing resources, directly accesses the youth demographic and delivers professional development for educators. As incursions the workshops incur no travel cost or risks and student participation time is maximised.

Rural schools are limited with fewer electives and specialized teachers, engagement in provision of external arts practitioners provides mentorship and facilitates the psychological process of personal transformation in Youth. Advance Queensland recognizes the need to inspire and support the next generation of digital storytellers through collaborative partnerships with industry experts using the latest technologies to teach industry practices. Greg's internationally renowned career and massive portfolio bring creativity, experience and artistic merit to a program which has already successfully delivered over 100 quality filmmaking workshop incursions to over 3250 students throughout Queensland.

With vocational-based filmmaking incursions, community screenings, careers guidance, mentorship and tertiary pathway advice, Noosa Film Academy's partnership with Maranoa Council facilitates educating for employment, youth digital storytelling, creative thinking and emerging regional voices.





## NOOSA FILM ACADEMY

### **Filmmaking workshops increase cultural capacity by facilitating creative industry learning in Film, TV, Media, Drama, Visual Arts and Digital Technologies.**

Drawing on tertiary teaching credentials and vast industry knowledge, Greg begins the workshop with an introductory movie montage focusing on vocational careers guidance and tertiary pathway advice. Utilising a state-of-the-art Red Epic 5K Ultra-High-Definition camera and professional equipment, teenagers engage as the film crew as producers, location scouts, directors, actors, sound technicians, riggers, script-supervisors, data wrangles and editors. Participants explore, debate and develop scenes, concepts and dialogue. This cultivates commitment to the project, shared goals and group ownership of the final film vision which facilitates trust, mutual support, collaboration and connectivity.

Cinematographers often present alternative perspectives and challenge negative assumptions and beliefs. Providing a medium for celebration and social criticism, film content can embed, unite and maintain shared positive values, generate modes of belonging and contribute to strong feelings of cultural and group identity.

Fostering social justice and civic cohesiveness, Noosa Film Academy's storyboards encourage the link between community arts and social wellbeing practices by producing meaningful and mindful movies uploaded to YouTube to provide a digital portfolio legacy. Addressing relevant teen concerns such as bullying, empowerment, embracing diversity, equality, honesty and respect, the short films created require participants to reflect on their values, personal practices, intellectual perspectives and culminate in positive resolutions of how things should be. The Kindness Umbrella Storyboard focuses on teenagers paying forward a kindness.





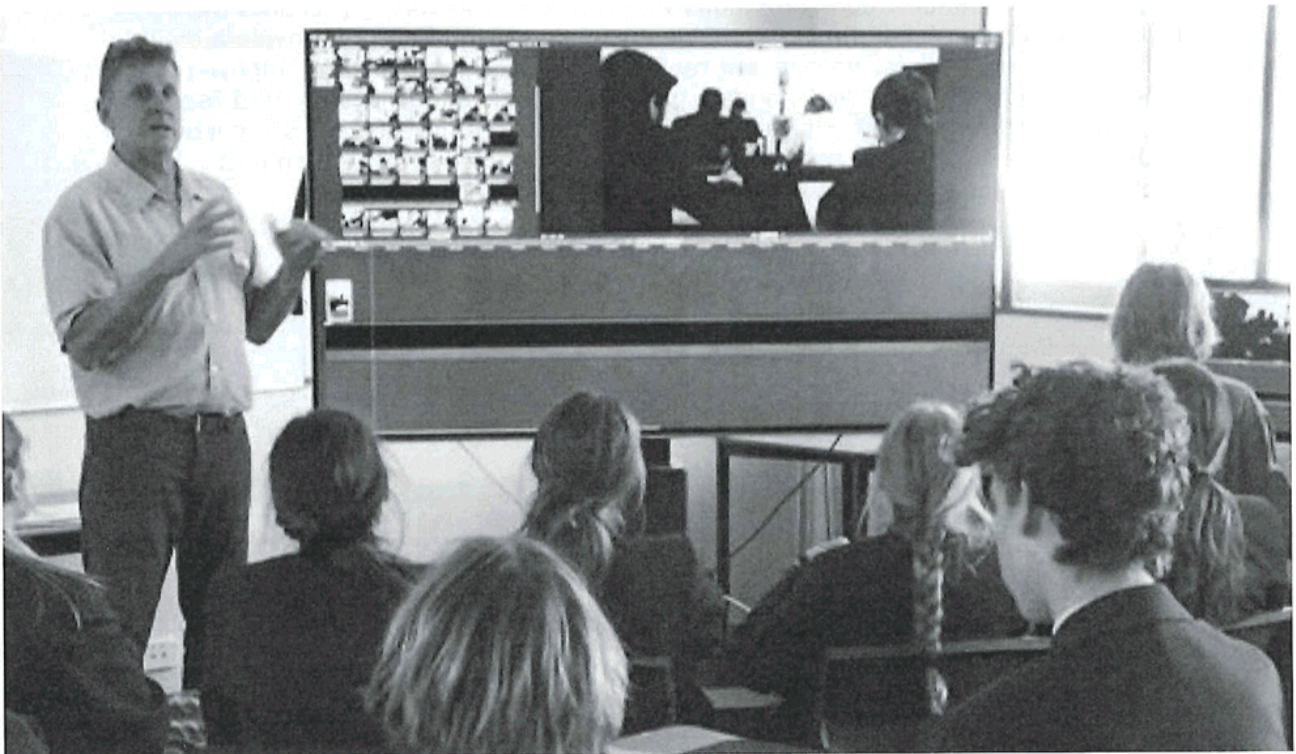
## NOOSA FILM ACADEMY

### Industry Overview and Rural Focus

Digital media is worth \$3 billion to Australia's economy annually while supporting multi- disciplinary job creation. Our modern world requires digital screen skills across the board.

21% of Queenslanders are Youth (12-25yrs), they average 9 hours daily online and are significantly more likely to create art (87% engaging digitally with art). Youth filmmaking workshops build student and educators screen production abilities, offer contemporary ways to explore youth issues, support curriculum and develop 21st century skills survival skills such as creativity, communication, collaboration, innovation and literacy.

Rural communities are disadvantaged by limited education and employment options. With greater distances to urban centres and lower access to public transport, rural youth depend on Government to facilitate and promote their development. Arts, Culture and Heritage are key drivers of diverse, inclusive communities and strong regions. Film workshops are powerful and transformative vehicles for upskilling, engaging, communicating and creating significant positive opportunities for Queensland's geographically and socio- economically disadvantaged youth.

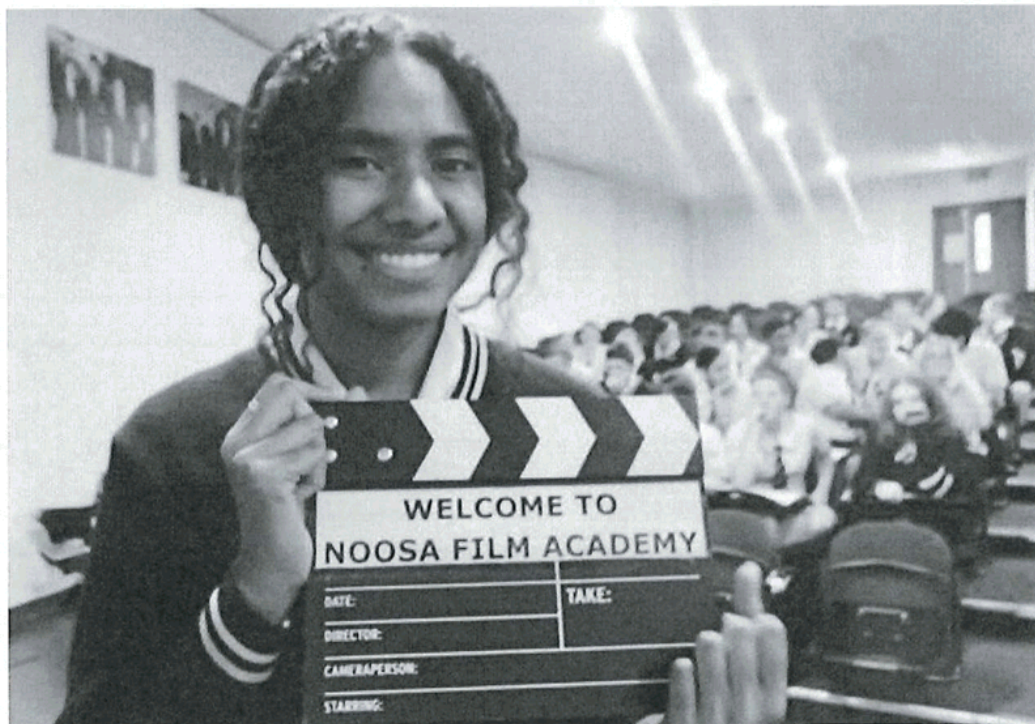


## NOOSA FILM ACADEMY

**Noosa Film Academy engages a new generation of Youth filmmakers and fosters rural communities that create and value digital stories.**

Delivering 6 one-day filmmaking workshop incursions in Term 3 to 240 teenage participants in Maranoa's schools, Greg Huglin teaches immersive, competency-based, digital storytelling skills. Inclusive and committed to youth participation and community engagement, participants are guided through the creative process of producing and editing a short mindful movie.

Filmmaking is an innovative and contemporary way for young adults to: define their identity through intellectual and emotional experiences, understand, articulate, reinforce and shape regional culture through stories, values and creativity. There is emphasis on the reach and impact of stories being told from youth perspectives within the local context of geographical remoteness, community venue, regional historical traditions and cultural values.





## NOOSA FILM ACADEMY

### What we do



Noosa Film Academy delivers inspiring, hands on, educational, full day filmmaking workshop incursions to Queensland secondary schools.

**Academy Award Winning Cinematographer, Greg Huglin**, shares 50 years of career knowledge through his motivational movie montage and careers guidance talk.



Students are taught to **direct, produce, act, shoot, and edit** a short-storyboarded film, which is individually tailored to suit the curriculum needs of the students and group size. Research identified this type of short course was one of the most suitable training methods to fill the skill gap of "practical training in the creativity and craft of storytelling." (AFTRS, 2017)

Greg teaches using the latest **5K Ultra HD Red Epic video camera**, audio, and editing technologies from his commercial video production entity (equipment not usually available at High School Level).



## NOOSA FILM ACADEMY

### MARANOA RURAL YOUTH FILMMAKING WORKSHOPS, AND COMMUNITY SCREENING

#### In a nutshell

Noosa Film Academy's Term 3 roadshow heads to Maranoa Region in August delivering one day filmmaking workshop incursions with careers advice in 6 schools and one community screening.

Greg Huglin, Academy Award winning Cinematographer (The Cove), facilitates Maranoa youth to become film crew by mentoring competency-based screen production skills and creating mindful movies. The 6 films produced will premiere at a community screening event at the Roma Cultural Centre along with an evening of entertainment with clips of Greg's work from great white shark footage, feature film segments, commercials and music videos and a question and answer session.

Youth screen production cultivates shared goals, group identity, project commitment/ownership which facilitates mutual support, trust, collaboration and connectivity. Becoming the film crew facilitates competency-based learning of 21st century skills: creative thinking, communication, collaboration, planning, critical analysis, digital and ethical citizenship. Each workshop is tailored to deliver educators' learning objectives.

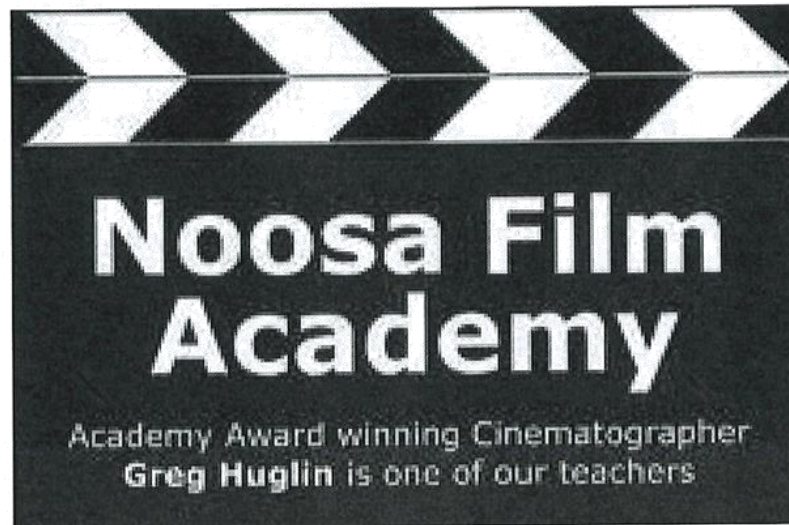






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Enjoy a unique experience learning from a professional using a state-of-the-art RED Epic ULTRA HD 5k video camera, Panasonic GH4, Canon 7d and the GoPro Hero5



# Noosa Film Academy Workshop Proposal



**Greg Huglin**  
Noosa Film Academy  
PO BOX 479  
Noosaville QLD 4566  
0429 776680  
[www.NoosaFilmAcademy.com](http://www.NoosaFilmAcademy.com)  
[andrea@noosafilmacademy.com](mailto:andrea@noosafilmacademy.com)



**NOOSA FILM ACADEMY**

PO BOX 479, Noosaville, Qld 4566  
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 E-Mail: andrea@noosafilmacademy.com.au  
 Web: [www.noosafilmacademy.com](http://www.noosafilmacademy.com)  
**ABN: 92740559732**

**Quote**

Quote For:

**Maranoa Regional Council**  
 PO Box 620  
 Roma QLD 4455

*Confirmed participation*

Date	Payable to
26/2/2020	Commonwealth Bank BSB: 064410 Account number: 10318366 Account name: <u>Greg Huglin</u>

Quantity	Item	Description	Total
1	Full Day Filmmaking Workshop on 21 August 2020	Mitchell State School	\$2000.00
1	Full Day Filmmaking Workshop on 24 August 2020	Injune State High School	\$2000.00
1	Full Day Filmmaking Workshop on 25 August 2020	Surat State School	\$2000.00
1	Full Day Filmmaking Workshop on 26 August 2020	Wallumbilla State School	\$2000.00
1	Full Day Filmmaking Workshop on 27 August 2020	Roma State College	\$2000.00
1	Production of Community Screening Friday 28 August 2020	Maranoa Cultural Centre	Free of charge
1	Hire of Maranoa Cultural Centre Friday 28 August 2020	Maranoa Cultural Centre	In kind Sponsorship

Subtotal:	\$10,000.00
Incl. GST	1,000.00
<b>Total:</b>	<b>\$11,000.00</b>





## **PLANNING & BUILDING DEVELOPMENT REPORT**

**Meeting:** Ordinary 24 June 2020

**Date:** 10 June 2020

**Item Number:** 13.7

**File Number:** D20/54305

**SUBJECT HEADING:** Development Application for a Material Change of Use "Indoor sport and recreation" (Snap Fitness)

**Classification:** Open Access

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

---

**Executive Summary:** Coogar Pty Ltd has submitted a development application seeking approval to relocate the Snap Fitness Gym from its current location at 25 Quintin Street, Roma to the currently vacant building located at 35 Hawthorne Street, Roma (Lot 2 RP41286 & Lot 2 RP94533) (previously occupied by Blackwoods Roma).

**Officer's Recommendation:** The officer's recommendation, including any approval conditions (if applicable), will be circulated under separate cover.

---

### **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:

- Coogar Pty Ltd; and
- the wider Maranoa community 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?***

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

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Coogar Pty Ltd is seeking a development approval to relocate the Snap Fitness Gym from its current location at 25 Quintin Street, Roma to the currently vacant building located at 35 Hawthorne Street, Roma (Lot 2 RP41286 & Lot 2 RP94533). There are no external building works proposed.

**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 development constitutes a *material change of use* as defined in the *Planning Act 2016* (being *the start of a new use of the premises*) and requires a development permit to be issued by Council in order to be taken to be a lawful use.

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

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

An assessment of the application against these assessment benchmarks will be circulated under separate cover.

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

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

**Council Policies or Asset Management Plans:**

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

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

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

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

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

- Part 3 Strategic framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment
- Part 6 Zones
  - Part 6.2.5 Principal centre zone
- Part 8 Overlays
  - Part 8.2.5 Flood Hazard Overlay Code
  - Part 8.2.8 Airport Environs Code

**Input into the Report & Recommendation:**

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

- Director Development, Facilities and Environmental Services (internal)
- Manager Planning & Building Development (internal)
- Managers from the Infrastructure Services Directorate (internal)

**Funding Bodies:**

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

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

**This Financial Year's Budget:**

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

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

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

**Future Years' Budgets:**

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

As above.

### Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Council's decision regarding this matter is likely to affect:

- Coogar Pty Ltd; and
- the wider Maranoa community less directly.

### Risks:

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

Risk	Description of likelihood & consequences
See below	

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

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

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

### 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 consider the development proposal having regard to the assessment benchmarks, any feedback received during the public notification period and any other relevant matter.

**Note:** The Officer's assessment of the application will be circulated to Council under separate cover.

### 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?*

The officer's recommendation, including any approval conditions (if applicable), will be circulated under separate cover.

**Link to Operational Plan Function:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.8 Town planning

**Supporting Documentation:**

Nil

**Report authorised by:**

Manager - Planning & Building Development

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