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# LATE ITEMS BUSINESS PAPER

## General Meeting

**Wednesday 12 September 2018**

Roma Administration Centre

### NOTICE OF MEETING

Date: 11 September 2018

Mayor:

Councillor T D Golder

Deputy Mayor:  
Councillors:

Councillor J L Chambers  
Councillor N H Chandler  
Councillor P J Flynn  
Councillor G B McMullen  
Councillor W M Newman  
Councillor C J O'Neil  
Councillor D J Schefe  
Councillor J M Stanford

Chief Executive Officer:

Ms Julie Reitano

Senior Management:

Mr Rob Hayward (Director Development, Facilities &  
Environmental Services)  
Ms Sharon Frank (Director Corporate, Community & Commercial  
Services)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on **September 12, 2018 at 9.00AM.**

Julie Reitano  
**Chief Executive Officer**

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	Local Government Regulation 2012 Section 275(f) (h) starting or defending legal proceedings involving the local government; 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.	
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	<b>Classification:</b> Closed Access	
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	<b>Classification:</b> 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.

## **OFFICER REPORT**

**Meeting:** General 12 September 2018

**Date:** 3 September 2018

**Item Number:** L.1

**File Number:** D18/69755

**SUBJECT HEADING:** Capital Works Program 2018/19

**Classification:** Open Access

**Officer's Title:** Manager – Program & Contract Management

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### **Executive Summary:**

The 2018/19 Budget includes a number of Capital Works Projects to be delivered across the Maranoa Region. This report present Council with a planned delivery schedule for these works. The schedule is presented in the form of the *2018-19 Capital Works Program – Scheduling Overview [Version 1]*.

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

That Council receive and note the *2018-19 Capital Works Program – Scheduling Overview [Version 1]*.

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### **Body of Report:**

At the Special Budget Meeting on 26 July 2018 Council handed down the Budget for the 2018/19 financial year. This report presents a summary of the 2018-19 Capital Works Projects and the planned delivery schedule for these works.

The *2018-19 Capital Works Program – Scheduling Overview [Version 1]* is attached as supporting documentation to this report.

A number of key points to note:

- Each project on the program is linked to the Corporate Plan by function (i.e. water, sewerage, facilities etc).
- Each project is reported based on the “local area” in which the project is being delivered. For projects that aim to provide an overall regional benefit, the local area is noted as “Regional”.
- The timeframes reported are based on physical delivery (i.e. when the residents will see the project happening).
- The planned delivery timeframes will be used a baseline reporting for the quarterly reports throughout the 2018/19 financial report.

The scope of the report includes only the new 2018/19 projects. The 2017/18 carry over projects will be added and reported in the Quarter 1 Capital Program Report (i.e. Traffic Light Report).

**Consultation (internal/external):**

Chief Executive Officer

Deputy CEO / Director, Development, Facilities & Environmental Services

Director – Infrastructure

Manager - Water Sewerage & Gas

Manager - Construction

Manager - Manager, Economic & Community Development

Manager - Airports (Roma, Injune, Surat, Mitchell)

Manager - Saleyards

Manager - Facilities (Land, Buildings & Structures)

Manager - Environment, Health, Waste & Rural Land Services

Manager - ICT Solutions

Manager - Procurement & Commercial Services

Operations Manager - Plant, Fleet & Workshops

**Risk Assessment (Legal, Financial, Political etc.):**

A number of constraints, considerations and programming risks have been detailed under the programmer's notes section of the *2018-19 Capital Works Program – Scheduling Overview*.

The program outlines a plan for the delivery of Capital Works throughout the 2018/19 year. There are a number of events that can occur throughout the year that may impact on the actual delivery of the projects listed on the program.

This could include events such as wet weather, additional projects that may be added to the program throughout the year, change in delivery priorities etc.

**Policy Implications:**

Nil

**Financial Resource Implications:**

Nil. The *2018-19 Capital Works Program – Scheduling Overview [Version 1]* presents budget figures as per those adopted at the Special Budget Meeting on 26 July 2018.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 5: Managing our operations well

5.4 Keep our community informed of Council's decisions, services and projects

5.4.2 Progressively tailoring our communications to the needs, interests and preferences of our communities and stakeholders.

**Supporting Documentation:**

[1](#) 2018-19 Capital Works Program - Scheduling Overview D18/72204  
V1 - Attachment 1

**Report authorised by:**

Director - Development, Facilities & Environmental Services

Chief Executive Officer

2018-19 CAPITAL WORKS PROGRAM - Scheduling Overview  
Version 1 (10 September 2018)

Legend: S - Start, F - Finish

Link to Corporate Plan (Function)	Investment Type	Project Name	Local Area	Project Budget	Physical Delivery (i.e. when the residents will see)				Programmers Notes
					Q1	Q2	Q3	Q4	
1.01 Water	Renewal	Water main poly renewal Mangallala Railway line	Mitchell and Surrounds	30,000		S + F			Procurement Opportunity - combined purchasing for all main renewals in Mitchell.
1.01 Water	Renewal	Water mains renewal Mitchell - Oxford St, Ann St to Caroline St	Mitchell and Surrounds	85,000	S	F			
1.01 Water	Renewal	Water main renewal Mitchell - Ann St, Oxford St to Cambridge St	Mitchell and Surrounds	100,000	S	F			
1.01 Water	Renewal	Water main renewal Mitchell - Adelaide St, Alice to Ann St	Mitchell and Surrounds	55,000		S + F			
1.01 Water	Renewal	Water main renewal Mitchell - Edinburgh, Alice St to Ann St	Mitchell and Surrounds	55,000		S	F		
1.01 Water	Renewal	Water main renewal Mitchell - Ann St, Liverpool St to Adelaide St	Mitchell and Surrounds	80,000		S + F			Delivery programmed to avoid peak water demand.
1.01 Water	Renewal	Lining of Mitchell water tower	Mitchell and Surrounds	120,000				S + F	
1.01 Water	New	SCADA for water supplies - regional sites	Regional	100,000		S		F	
1.01 Water	Renewal	Muckadilla water supply renewal	Roma and Surrounds	60,000			S + F		
1.01 Water	Renewal	Northern Road booster station renewal, Roma	Roma and Surrounds	250,000			S	F	
1.01 Water	Upgrade	Upgrade chlorination at Roma Tower	Roma and Surrounds	250,000		S	F		
1.01 Water	New	Roma - Tiffin St Fire Flow augmentation	Roma and Surrounds	320,000			S	F	
1.01 Water	New	Meters for raw water in Surat stage 1	Surat and Surrounds	50,000			S + F		
1.02 Sewerage	Renewal	2018-19 Sewer Relining Program	Regional	3,600,000		S		F	
1.02 Sewerage	New	SCADA for sewerage facilities supplies - Roma & regional sites	Regional	400,000		S		F	
1.03 Roads and Drainage	Renewal	Gunnesh West Road - [R2R] Gravel Resheet - Ch 21.62 to Ch 30.80	Injune and Surrounds	305,730			S + F		Funding Constraint - final year of current R2R Program. Works to be completed by 30 June.
1.03 Roads and Drainage	Renewal	Kooragan Road - Gravel Resheet - Ch 17.40 to Ch 22.60	Injune and Surrounds	159,244				S + F	
1.03 Roads and Drainage	Renewal	Westgrove Road - Gravel Resheet - Ch 47.38 to Ch 53.40	Injune and Surrounds	219,132				S + F	
1.03 Roads and Drainage	Upgrade - Resource	Injune - Tansons Road (T38) - Construct to 8.0m Bitumen Seal - Ch 29.56 to Ch 32.00	Injune and Surrounds	4,596,214			S		
1.03 Roads and Drainage	Upgrade - Resource	Injune - Tansons Road (T38) - Construct to 8.0m Bitumen Seal - Ch 32.00 to Ch 34.30	Injune and Surrounds	7,013,199			S		
1.03 Roads and Drainage	Upgrade - Resource	Boneydoon Road (B01) - Construct to 8.0m Bitumen Seal - Ch 0.00 to Ch 5.80	Injune and Surrounds	6,456,599				S	
1.03 Roads and Drainage	Renewal	Ronald Street, Injune - Kerb renewal from Third to Fourth	Injune and Surrounds	23,750				S + F	
1.03 Roads and Drainage	Renewal	Fourth Avenue, Injune - Kerb renewal from Hutton to Ronald	Injune and Surrounds	49,000				S + F	
1.03 Roads and Drainage	Renewal	Bolon Road - [TDS/R2R] - Gravel Resheet - Ch 160.00 to Ch 174.00	Mitchell and Surrounds	1,060,000	S	F			
1.03 Roads and Drainage	Renewal	Mt Moffatt Road - [TDS/R2R] - Gravel Resheet - Ch 96.90 to Ch 103.90	Mitchell and Surrounds	580,000				S + F	
1.03 Roads and Drainage	Renewal	Redfern Road - [TDS/R2R] - Gravel Resheet - Ch 84.00 to Ch 91.70	Mitchell and Surrounds	450,000	S + F				Funding Constraint - unable to carry over TIDS. Large TIDS Project scheduled for 2019/20 - save on mobilisation.
1.03 Roads and Drainage	Renewal	Ashmount Road - Gravel Resheet - Ch 38.63 to Ch 47.70	Mitchell and Surrounds	322,662			S + F		
1.03 Roads and Drainage	Renewal	Gunnawarra Road - Gravel Resheet - Ch 5.90 to Ch 17.50	Mitchell and Surrounds	406,319		S + F			
1.03 Roads and Drainage	Renewal	Pinefields Road - Gravel Resheet - Ch 0.00 to Ch 3.80	Mitchell and Surrounds	115,010				S + F	
1.03 Roads and Drainage	Renewal	Tomcoo Road (a) - Gravel Resheet - Ch 42.20 to Ch 53.50	Mitchell and Surrounds	384,501		S	F		
1.03 Roads and Drainage	Renewal	Warong Road (a) - Gravel Resheet - Ch 21.51 to Ch 23.52	Mitchell and Surrounds	67,033			S + F		Funding Constraint - unable to carry over TIDS. Works to be completed by 30 June.
1.03 Roads and Drainage	Renewal	Warong Road (b) - Gravel Resheet Ch 25.12 to Ch 28.92 and Ch 29.90 to Ch 38.82	Mitchell and Surrounds	161,627			S + F		
1.03 Roads and Drainage	Renewal	[Unallocated] Minor Projects <\$50K	Regional	279,293	S			F	
1.03 Roads and Drainage	Renewal	Rural Road Bitumen Reseal Program	Regional	1,932,000		S	F		
1.03 Roads and Drainage	Renewal	Rural Road Bitumen Rehabilitation Program	Regional	611,746			S + F		
1.03 Roads and Drainage	Renewal	Urban Street Bitumen Reseal Program	Regional	401,376		S	F		Complete within Optimum Bitumen Window (October - March).
1.03 Roads and Drainage	Renewal	Urban Street Bitumen Rehabilitation Program	Regional	336,300			S + F		
1.03 Roads and Drainage	Renewal	Stormwater Pit and Lintel Renewal Program	Regional	256,250				S + F	
1.03 Roads and Drainage	Renewal	Upgrade of Footpaths - 50% Contribution	Regional	30,000					
1.03 Roads and Drainage	Renewal	Donnybrook Road - Gravel Resheet - Ch 29.30 to Ch 35.10	Roma and Surrounds	157,884				S + F	
1.03 Roads and Drainage	Renewal	Eumika Road - Gravel Resheet - Ch 0.00 to Ch 2.40	Roma and Surrounds	77,700				S + F	
1.03 Roads and Drainage	Renewal	Glen Anden Road - Gravel Resheet - Ch 4.10 to Ch 12.10	Roma and Surrounds	251,797				S + F	
1.03 Roads and Drainage	Renewal	Orallo Road - Gravel Resheet - Ch 33.92 to Ch 39.10	Roma and Surrounds	182,827			S + F		
1.03 Roads and Drainage	Renewal	Orallo Road - Gravel Resheet - Ch 58.74 to Ch 62.94	Roma and Surrounds	102,080			S + F		
1.03 Roads and Drainage	Renewal	Seventeen Mile Lane (a) - Gravel Resheet - Ch 0.00 to Ch 3.00	Roma and Surrounds	81,664		S	F		
1.03 Roads and Drainage	Renewal	Seventeen Mile Lane (b) - Gravel Resheet - Ch 10.95 to Ch 22.45	Roma and Surrounds	368,000		S	F		Funding Constraint - unable to carry over TIDS. Project CONFLICT - Duke Street Water Main (17/18 C/O).
1.03 Roads and Drainage	Upgrade	Roma Southern Road / Duke Street	Roma and Surrounds	2,437,692			S		
1.03 Roads and Drainage	Renewal	Charles Street, Roma - Kerb renewal	Roma and Surrounds	34,300				S + F	
1.03 Roads and Drainage	Renewal	Raglan Street / Warrego Highway, Roma - Kerb renewal from Vanderfeld to Vause	Roma and Surrounds	100,000				S + F	
1.03 Roads and Drainage	Renewal	Station Street, Roma - Kerb renewal from Wyndham to Charles	Roma and Surrounds	44,100				S + F	
1.03 Roads and Drainage	Renewal	Oberlin Road - Gravel Resheet - Ch 0.00 to Ch 3.00	Surat and Surrounds	108,885		S + F			
1.03 Roads and Drainage	Renewal	River Road - Gravel Resheet - Ch 16.50 to Ch 26.50	Surat and Surrounds	408,320		S + F			
1.03 Roads and Drainage	Renewal	Thomby Road - [R2R] Gravel Resheet - Ch 99.36 to Ch 70.76	Surat and Surrounds	504,480		S + F			
1.03 Roads and Drainage	Renewal	Kangaroo Creek Road - Gravel Resheet - Ch 3.50 to Ch 7.90	YWU and Surrounds	179,661		S + F			

2018-19 CAPITAL WORKS PROGRAM - Scheduling Overview  
Version 1 (10 September 2018)

Link to Corporate Plan (Function)	Investment Type	Project Name	Local Area	Project Budget	Physical Delivery (i.e. when the residents will see)				Programmer's Notes
					Q1	Q2	Q3	Q4	
1.03 Roads and Drainage	Upgrade - Resource	Cottage Creek Road - Construct to 7.0m Bitumen Seal - Ch 0.00 to Ch 6.00	YWUJ and Surrounds	3,781,000	S	F			
1.03 Roads and Drainage	Renewal - Resource	Angry Jungle - Gravel Resheet - Ch 0.00 to Ch 3.10	YWUJ and Surrounds	170,500	S + F				
1.03 Roads and Drainage	Upgrade - Resource	Tomowep Road - Gravel Resheet - Ch 0.00 to Ch 1.76 + Dust Seal	YWUJ and Surrounds	352,000		S + F			
1.03 Roads and Drainage	Upgrade - Resource	Howards Road - Gravel Resheet - Ch 2.10 to Ch 3.10	YWUJ and Surrounds	55,000	S	F			
1.04 Parks, Gardens and Reserves	Renewal	Refurbishment of the Big Rig Tourist train bridge	Roma and Surrounds	250,000				S + F	Manage around Easter / Wet Weather (Bungli Creek).
1.04 Parks, Gardens and Reserves	New	Cobb & Co Park Redevelopment Yuleba - Stage 2	YWUJ and Surrounds	50,000					Stage 1 improvements to be completed in time for the 95th Anniversary Cobb & Co Festival in August 2019 - D18/30419.
4.04 Airports	Upgrade	Design works for movement area and lighting replacements for Injune Aerodrome	Injune and Surrounds	23,000		S	F		
4.04 Airports	Upgrade	Design works for movement area and lighting replacements for Mitchell Aerodrome	Mitchell and Surrounds	24,000		S	F		
4.04 Airports	Renewal	Roma Airport Lock Replacement	Roma and Surrounds	35,000			S + F		
4.04 Airports	Renewal	Roma Explosive Trace Detection Replacement	Roma and Surrounds	85,000	S	F			
4.04 Airports	New	Roma Airport UPS	Roma and Surrounds	140,000		S	F		
4.04 Airports	Upgrade	Design works for movement area and lighting replacements for Sunat Aerodrome	Sunat and Surrounds	23,000		S	F		
4.05 Safety	New	Roma Safety Improvement Plan Stage 3: Weightbridge area - detailed design	Roma and Surrounds	70,000	S	F			
4.05 Safety	Upgrade	Roma Safety Improvement Plan Stage 2: Safety, Security & Productivity Improvements - detailed design	Roma and Surrounds	150,000	S		F		
4.05 Safety	New	Roma Safety Improvement Plan Stage 2: Safety, Security & Productivity Improvements - detailed design	Roma and Surrounds	50,000	S	F			
4.05 Safety	New	Roma Safety Improvement Plan Stage 2: Safety, Security & Productivity Improvements - detailed design	Roma and Surrounds	7,922,968		S			Funding Constraint (all Project Activities to be completed by 30 September 2020). Estimated construction ~ 10 months.
4.06 Gas	Renewal	Replace steel gas mains with PVC, Roma - Station Street, Whip Street & McDowall Street	Roma and Surrounds	55,000		S + F			
4.06 Gas	Renewal	Replacement meters program	Roma and Surrounds	20,000	S			F	
4.06 Gas	New	Extend gas main network - South Street, Roma	Roma and Surrounds	10,000		S + F			
4.06 Gas	New	Extend gas main network - Roma	Roma and Surrounds	100,000					Not programmed. Budget allowance included for possible request for extensions.
4.09 Facilities	Upgrade	Housing upgrade - 54 Ronald St Injune (Kitchen)	Injune and Surrounds	15,000		S	F		Property Tenanted. Procurement Opportunity - package housing upgrades by Town.
4.09 Facilities	Upgrade	Injune Rodeo Canteen & Bar - upgrade power supply	Injune and Surrounds	10,960		S + F			
4.09 Facilities	Upgrade	Injune swimming wade pool - upgrade and repair (fibreglassing)	Injune and Surrounds	30,619				S + F	Complete outside regular pool season.
4.09 Facilities	Upgrade	Housing upgrade - 38 Edinburgh St Mitchell (Restumping)	Mitchell and Surrounds	12,000		S	F		Property Tenanted. Procurement Opportunity - package Housing Upgrade by Town.
4.09 Facilities	New	Alcove/conditioning Mitchell Library	Mitchell and Surrounds	70,000			S + F		
4.09 Facilities	Renewal	Mitchell Safety - fence replacement	Mitchell and Surrounds	25,000		S + F			
4.09 Facilities	New	New Ring fence for Mitchell Showground	Mitchell and Surrounds	15,000					Not programmed. Budget allowance only - for approximately 50% of project.
4.09 Facilities	New	Great Artesian Spa - construct compliant disability parking	Mitchell and Surrounds	10,000			S + F		After Tourist Season.
4.09 Facilities	Upgrade	Energy upgrades to Council facilities	Regional	1,500,000		S			Pool Component - review after completion of feasibility.
4.09 Facilities	Upgrade	Housing upgrade - Bassett Park Caretaker's Residence (Bathroom)	Roma and Surrounds	12,000		S	F		Property Tenanted. Procurement Opportunity - package Housing Upgrade by Town.
4.09 Facilities	New	Big Rig - supply and install new display fridge	Roma and Surrounds	10,000		S + F			
4.09 Facilities	Upgrade	Big Rig - upgrade of after hours access into the Big Rig Cafe	Roma and Surrounds	9,000		S + F			Provision of after hours access (Thai Restaurant) part of lease agreement.
4.09 Facilities	New	Bassett Park - KD Bar shade extension	Roma and Surrounds	10,000			S + F		Complete before Easter Rodeo.
4.09 Facilities	Upgrade	Construction of seating off launch room Roma Infrastructure Depot	Roma and Surrounds	9,000		S + F			Before Typical Wet Season (Dec - Feb).
4.09 Facilities	New	Ramp and loading Roma & District Lapidary, Minerals Society	Roma and Surrounds	26,500			S + F		
4.09 Facilities	New	Alcove/condition Roma History Lodge (Reverse Cycle) - Contribution Only	Roma and Surrounds	5,000		S + F			Not programmed. Budget allowance for contributions.
4.09 Facilities	New	Exhaust canopy - Sunat Recreation Grounds Canteen	Sunat and Surrounds	15,000			S + F		
4.09 Facilities	Renewal	Sunat Aquarium - refurbishment of display tanks	Sunat and Surrounds	72,540			S + F		Before start of Tourist Season.
4.09 Facilities	New	Sunat Administration Office - install generator	Sunat and Surrounds	30,000		S + F			Purchase through Plant. Before Summer - high chance of power outages.
4.09 Facilities	Renewal	Sunat wading pool replace pipework valves & outlets	Sunat and Surrounds	36,000				S + F	Complete outside regular pool season.
4.09 Facilities	Renewal	Sunat wading pool fibreglass the wading pool & walls	Sunat and Surrounds	21,000				S + F	Complete outside regular pool season.
4.09 Facilities	Upgrade	Housing upgrade - 18 Stephenson St Yuleba (Kitchen/Laundry)	YWUJ and Surrounds	25,000		S	F		Property Tenanted. Procurement Opportunity - package Housing Upgrade by Town.
4.09 Facilities	Upgrade	Housing upgrade - 18 Stephenson St Yuleba (Replace Guttering)	YWUJ and Surrounds	8,000		S	F		Property Tenanted. Procurement Opportunity - package Housing Upgrade by Town.
4.09 Facilities	Upgrade	Housing upgrade - 50 Stephenson St Yuleba (Bathroom)	YWUJ and Surrounds	18,000		S	F		Property Tenanted. Procurement Opportunity - package Housing Upgrade by Town.
4.12 Sport and Recreation	Upgrade	Bassett Park Rodeo Arena - upgrade fence and surface	Roma and Surrounds	90,000				S + F	Submitting application under Sport and Rec (Round 7). Works programmed after Easter in the Country.
4.12 Sport and Recreation	Upgrade	Bassett Park Dog Trial Area - rework sheep dog arena	Roma and Surrounds	25,000		S	F		To be completed before Roma Show.
4.13 Libraries	New	Temporary Wallumbilla Library - relocate and float	YWUJ and Surrounds	40,000		S + F			
5.02 Information and Communication Technology	New	Photocopier schedule replacement program	Regional	44,000	S		F		
5.02 Information and Communication Technology	New	Host Server replacement programme	Regional	100,000		S	F		
5.02 Information and Communication Technology	New	Security System and CCTV Yuleba Service Centre	YWUJ and Surrounds	12,925	S	F			
5.03 Human Resources	New	Drug and Alcohol testing equipment	Regional	22,000					
5.05 Plant, Fleet, Workshops and Depots	New	Electric forklift Mitchell depot	Mitchell and Surrounds	18,000	S + F				
5.05 Plant, Fleet, Workshops and Depots	New	Plant Capital Program 2018-19	Regional	2,590,000	S			F	
<b>Program Total</b>				<b>65,167,102</b>					

## **OFFICER REPORT**

**Meeting:** General 12 September 2018

**Date:** 11 September 2018

**Item Number:** L.2

**File Number:** D18/72414

**SUBJECT HEADING:** New Service Agreement - Community Support Service

**Classification:** Open Access

**Officer's Title:** Community Support Officer

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### **Executive Summary:**

The Department of Communities, Disability Service and Seniors, provides funds to Council to employ and officer to provide a Community Support Service, under a 3 year Service Agreement. The current agreement ceases on the 30<sup>th</sup> September 2018.

Council has received an offer from the Department to enter into another agreement for the same position under a 5 years term. There is no significant impacts on Council, other than through increased reporting, moreover Council is provided with an opportunity to continue to provide the service with a 100% subsidy of costs.

This report seeks Councils approval to renew the agreement.

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

1. That resolves to renew the agreement for a further 5 years and
  2. Council authorises its Chief Executive Officer to review and sign the service agreement.
- 

### **Body of Report:**

The Community Support Service is currently funded via the Department of Communities, Disability Services and Seniors, under a 3 year service agreement. The current agreement is due to expire on 30 September 2018.

In an effort to improve the effectiveness of the service, the Department has offered Council a new service agreement with a 5-year duration. The agreement has additional reporting measures aimed at capturing new outcome metrics, as well as further reporting requirements for the retrospective approval of expenditure of funds, i.e. lodging an annual work plan for approval, prior to the commencement of each year. These changes pose no financial or policy implications for Council.

The draft document is provided for review, and if Council agrees, endorsement is required and return to the Department for final sign off.

### **Consultation (internal/external):**

Annaliese St George – Program Coordinator Be Healthy Maranoa



Michael Keating – Contract Officer, Department of Communities, Disability Services and Seniors

**Risk Assessment (Legal, Financial, Political etc.):**

Nil

**Policy Implications:**

Nil

**Financial Resource Implications:**

The Department provides an annual amount of \$115,373.00, which more than adequately offsets Council's costs to provide the service. There is no provision for review of the amount either for CPI adjustments or otherwise for the duration of the agreement, however neither had the previous agreement.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.11 Support development of our local communities through planning, programs and events

4.11.3 Deliver community based programs, planning, projects and initiatives in partnership with our local groups including town development, indigenous, tourism, arts, cultural and heritage, sporting and recreation.

**Supporting Documentation:**

[1](#) Community Support Service - Funding Schedule DRAFT D18/72401  
2018 - Department of Communities Disability Services  
and Seniors

[2](#) Community Support Service - Service Agreement D18/72405  
DRAFT 2018 - Department of Communities, Disability  
Services and Seniors

**Report authorised by:**

Be Healthy Maranoa Program Coordinator

Manager - Economic & Community Development

Director - Development, Facilities & Environmental Services

**FUNDING SCHEDULE: 580185-16618****1. RELEVANT SERVICE AGREEMENT**

This Funding Schedule relates to Service Agreement number **CDSS22245.2**.

**2. IMPORTANT DATES**

<b>Schedule Start Date</b>	01/10/2018
<b>Schedule End Date</b>	30/09/2023
<b>Establishment Date</b>	Not applicable

**3. SERVICE OUTLETS**

- (a) Your service outlet details for delivery of the Services, as they appear on Our Online Reporting System (**OASIS**), are set out below.

<b>Service outlet number</b>	<b>Service outlet</b>	<b>Departmental region where service outlet is located</b>
580185	Maranoa Community Support Service	South West Region

- (b) You must ensure that Your service outlet details, including service outlet name, contact person or position, street, postal and email addresses, telephone and fax numbers, are current on Our Online Reporting System (**OASIS**).

*Note: These are Your service outlet details in relation to delivery of the Services under this Funding Schedule. Address and contact details for the Service Agreement generally, including giving and receiving notices, are specified in clause 2 of the Funding and Service Details.*

**4. FUNDING UNDER FUNDING SCHEDULE**

The Funding We will provide to You is specified below.

<b>Funding stream</b>	community services
<b>Total Funding (excl. GST)</b>	\$ 576,865 comprising the per-annum and one-off Funding amounts set out in more detail in item 5.

**5. FUNDING DETAILS****5.1. Per annum Funding**

<b>Description</b>	<b>Funding amount (excl. GST)</b>
Salary-related items	\$[insert]
Other expense items	\$[insert]
<b>Total Funding (per annum)</b>	<b>\$115,373</b>

**5.2. One-off Funding****(a) One-off Funding for purchase of Assets**

Description	Funding amount (excl. GST)
Not applicable	\$0

**(b) Other one-off Funding**

Description	Funding amount (excl. GST)
Not applicable	\$0

**6. DETAILS ABOUT SERVICES****6.1. Services**

The Services You must deliver are specified below.

<b>Service Users</b>	People who live in a defined geographic area (U4180)
<b>Service type(s)</b>	Access – Community Support (T101)
<b>Service particulars</b>	<p>The specific activities to be delivered will be detailed in an annual work plan agreed to by the contracted provider through the signing of the service agreement with the Department of Communities, Disability Services and Seniors (DCDSS), and varied by agreement via notification throughout the term of the funding schedule.</p> <p><b>The annual work plans are to be submitted via OASIS by the following dates:</b></p> <p>1 October 2018 – 30 September 2019 due 1 December 2018</p> <p>1 October 2019 – 30 September 2020 due 1 July 2019</p> <p>1 October 2020 – 30 September 2021 due 1 July 2020</p> <p>1 October 2021 – 30 September 2022 due 1 July 2021</p> <p>1 October 2022 – 30 September 2023 due 1 July 2022</p> <p><b>The minimum deliverables (milestones) per annum requirement is:</b></p> <p><b>4 Projects; 4 events; 4 Resources/Tools</b></p> <p>Projects, Events and Resources/Tools are those where the service has a lead role, is a major partner or is a significant contributor to the outcome of these activities.</p> <p>The contracted provider has discretion to report an item as a project, event or resource. Duplication of reporting milestones must not occur.</p>

	<ul style="list-style-type: none"> <li>A <b>project</b> is an individual or collaborative enterprise that is managed by the service, planned with specific resources, implemented and evaluated to respond to an identified community issue, targeting a particular group.</li> <li>An <b>event</b> is a discrete public occasion organised and held by the service to provide information, resources or activities to promote greater public awareness of particular social issues for a targeted group.</li> <li><b>Resources/tools</b> are materials and tools (including virtual) developed by the service to provide information about and/or facilitate referral to services and activities to enhance personal and community support; and/or to promote greater public awareness about social issues.</li> </ul>
<b>Geographic Catchment Area</b>	<b>ABS Statistical Areas Level 2 (SA2s):</b> 30701176 – Roma 30701177 – Roma Region
<b>Operating hours</b>	The Community Hub of the Maranoa Regional Council operates Monday to Friday 8.30am – 5.00pm.
<b>After hours and closure arrangements</b>	<p>The service does not provide on – call or after hours service and is not available on public holidays and weekends. However, emergency contact details and information will be made available for service users through answering machines, notifications, notice boards and mobile phone apps.</p> <p>As this service is provided by a Local Government Authority, the Community Hub and Maranoa Community Support Service will be closed up to two weeks over the Christmas and New Year period depending on which days the statutory days fall.</p>

## 6.2. Deliverables

The required Deliverables for the Services are specified below.

Service User code	Service type code	Output	Quantity per annum	Number of Service Users	Funding amount per annum (excl. GST)
U4180	T101	A07.2.02 Community/community centre-based development, coordination and support	Milestones	NA	\$ 115,373
				<b>Total amount</b>	<b>\$115,373</b>

## 6.3. Service Delivery Requirements

It is a Service Delivery Requirement that, in delivering the Services, You must:

- comply with all provisions titled (or that include in the title) 'Requirement'; and
- give consideration to all provisions titled (or that include in the title) 'Consideration',

in the sections of the document(s) specified below, published on Our Website.

Document name	Document section
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Community Investment Specification version 3	5.1.1 Requirements for all services 5.1.2 Considerations for all services 6.1.1 Requirements 6.1.2 Considerations 7.1.1 Requirements – Community Support 7.1.2 Considerations – Community Support
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## 7. REPORTING REQUIREMENTS

The Reporting Requirements for the Funding and the Services are specified below.

### 7.1. Performance measures

You must collect and report on the following performance measurement data in relation to the Services. The table in item 7.2 contains the requirements for reporting on this performance measurement data.

Service User code	Service type code	Output measures	
U4180	T101	A07.2.02	Milestones
Service User code	Service type code	Throughput measures	
U4180	T101	IS147	Number of Service Users who received a service
Service User code	Service type code	Demographic measures	
NA	NA	NA	NA
Service User code	Service type code	Outcome measures	
U4180	T101	OM2.1.05	Number of Service Users with improved ability to access appropriate services
U4180	T101	OM2.1.06	Number of Services Users with improved social connectedness
U4180	T101	OM2.1.04	Number of Services Users with improved quality of life
Service User code	Service type code	Other measures	
U4180	T101	GM01	Number of occasions that information, advice and referral services were provided (not provided elsewhere)
U4180	T101	IS70	Complete and upload the report as per the template provided.
U4180	T101	GM16	What significant achievements or factors have impacted on the quality of service delivery during the reporting period

### 7.2. Data, statements and reports You are to submit

You must submit the data, statements and reports specified below, in each case by the due date and in

accordance with the details and standard of reporting requirements and lodgement requirements specified below.

	Reporting period and due date	Details and standard of reporting	Lodgement
<b>Directors' Certification</b>	<b>Reporting period:</b> quarterly  <b>Due date:</b> within 28 days after the end of each quarter	You must complete and submit* the form titled 'Directors' Certification' available on Our Website.  <i>* Note: If the Service Agreement includes more than one Funding Schedule or You have more than one Service Agreement with Us, You are only required to complete and submit one organisational-level Directors' Certification for each reporting period.</i>	submitted via Our Online Reporting System ( <b>OASIS</b> )
<b>Performance Measurement Data</b>	<b>Reporting period:</b> quarterly  <b>Due date:</b> within 28 days after the end of each quarter	Performance Measurement Data as specified in item 7.1 must be collected in accordance with the counting rules contained in the <i>Outputs and Performance Measures Catalogue</i> available on Our Website and any data requirement contained in the applicable investment specification document listed at item 6.3.	submitted via Our Online Reporting System ( <b>OASIS</b> )
<b>Work Plan Reporting</b>	<b>Reporting period:</b> Annually  <b>Due date:</b> 1 October 2018 – 30 September 2019 due 1 December 2018 1 October 2019 – 30 September 2020 due 1 July 2019 1 October 2020 – 30 September 2021 due 1 July 2020 1 October 2021 – 30 September 2022 due 1 July 2021 1 October 2022 – 30 September 2023 due 1 July 2022	Workplan template is part of the Milestone Report attached.	Submitted via Our Online Reporting System ( <b>OASIS</b> )

<p><b>Financial Statements</b></p>	<p><b>Reporting period:</b> annual</p> <p><b>Due date:</b> in accordance with the lodgement period of Your incorporating legislation, or if not otherwise stated, within 6 months of the end of Your financial year</p>	<p>For the Service Agreement, You, as an organisation, are considered by Us to be a 'Reporting Entity' as set out in the <i>Statement of Accounting Concepts (SAC1)</i>, <i>Definition of the Reporting Entity</i> prepared by the <i>Public Sector Accounting Standards Board</i> of the <i>Australian Accounting Research Foundation</i> and by the <i>Accounting Standards Review Board</i>.</p> <p><b>Financial Statements Requirement 1 of 2</b> You must provide Us with an audited financial report of You, as a Reporting Entity, for each financial year*, which report is prepared at an organisation level and must be:</p> <ol style="list-style-type: none"> <li>in the form of either a <i>General Purpose Financial Report</i> or a <i>Special Purpose Financial Report</i> (see below), as determined to be appropriate for You; and</li> <li>prepared in accordance with the <i>Australian Statements of Accounting Concepts</i> and <i>Australian Accounting Standards</i>.</li> </ol> <p><small>*Note: If the Service Agreement includes more than one Funding Schedule or You have more than one Service Agreement with Us, You are only required to submit one copy of Your General Purpose Financial Report or Special Purpose Financial Report to Us for each financial year.</small></p> <p>Any <i>Special Purpose Financial Report</i> must adopt the following as minimum reporting standards:</p> <ol style="list-style-type: none"> <li>accrual accounting;</li> <li>compliance with classification, recognition and measurement guidance of the <i>Australian Accounting Standards</i> and other mandatory reporting requirements; and</li> <li>disclosure necessary to give a 'true and fair view' or 'present fairly' so as to ensure financial reports are not misleading.</li> </ol> <p>Any <i>Special Purpose Financial Report</i> must include:</p> <ol style="list-style-type: none"> <li>statement of profit and loss;</li> <li>statement of financial position;</li> <li>statement of cashflows;</li> <li>notes to and forming part of the financial statements;</li> <li>directors' statement/declaration;</li> <li>a 'basis of preparation' note as per the recorded board resolution regarding the basis of preparing financial reports, including all aspects of accounting standards that have not been complied with; and</li> <li>independent audit report.</li> </ol> <p><b>Financial Statements Requirement 2 of 2</b> You must also provide an <i>Annual Acquittal Statement</i> for the Funding received from Us under this Funding Schedule during each financial year, which acquittal must:</p>	<p>submitted via Our Online Reporting System (<b>OASIS</b>)</p>
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		<p>a. be in the form of a <i>Special Purpose Financial Report</i>*;</p> <p>b. apply the <i>Australian Statements of Accounting Concepts</i> and <i>Australian Accounting Standards</i> in the same manner to that used to satisfy the requirements for annual financial reporting; and</p> <p>c. include:</p> <ul style="list-style-type: none"> <li>i. statement of profit and loss;</li> <li>ii. statement of assets and liabilities;</li> <li>iii. directors' statement/declaration; and</li> <li>iv. independent audit report.</li> </ul> <p><i>*Note: refer to Our sample Special Purpose Financial Report available on Our Website, which is, provided as a guide only.</i></p> <p>If You are a local government, tertiary institution or a Queensland statutory body You are <b>only</b> required to provide Us with an Annual Acquittal Statement (<i>Financial Statements Requirement 2</i>).</p>	
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#### 8. TIMING OF FUNDING PAYMENTS

Payments of the Funding will be made in instalments as specified below.

Funding type	Payment basis and due dates
<b>Per annum Funding (see item 5.1)</b>	The first quarterly instalment will be paid within 28 days after the Schedule Start Date. Provided that You are up-to-date with the Reporting Requirements, each remaining quarterly instalment will be paid to You within 28 days after You have submitted all data, statements and reports that You are required to submit during, or in relation to, the immediately preceding quarter, as specified in item 7.2.
<b>One-off Funding (see item 5.2)</b>	Not applicable

#### 9. SPECIAL CONDITIONS

The following Special Conditions apply:

Not applicable

#### 10. ATTACHMENTS

Attachment	Name	Reference
1	<i>Milestone Report (Neighbourhood Centres)</i>	Item 7.1
2	<i>Annual Work Plans</i>	Item 6.1, 7.1 and 7.2



## Attachment 1

**Report – Milestones (Neighbourhood Centres)****Service Name: Maranoa Community Support Service****Service Number: 580185****Reporting period from: insert start date to insert end date**

For **Quarterly Milestone reporting** a minimum of **four (4)** projects, **four (4)** events and **four (4)** resources are required over a 12 month period.

**Milestone: Projects**

Complete the table below for each project undertaken during the reporting period. Copy and paste as required.

Name of project:	
Issue/process used to identify issue:	
Purpose of project:	
Description of project:	
Number of participants:	
Evaluation, including but not limited to: benefits for participants feedback from participants if	

**Milestone: Resources and Tools**

Complete the table below for each resource/ tool developed during the reporting period. Copy and paste as required.

Name of resource/ tool:	
Issue/process to identify issue:	
Purpose of resource/tool:	
Description of resource/tool and development process:	
Implementation/use/distribution:	
Feedback/evaluation:	

**Milestone: Events**

Complete the table below for each event delivered during the reporting period. Copy and paste as required.

Name of event:	
Issue/process to identify issue:	
Purpose of event:	
Description of event:	
Location of activity/event:	
Target group/number of participants:	
Evaluation, including but not limited to: benefits for participants reflections/learnings/ achievements feedback from participants if relevant:	
Funding awarded (if applicable) e.g: Number of applications received; number of grants awarded (who and how much)	
Sponsorship (if applicable) e.g: details of local sponsorship received including who from and quantity; umbrella sponsorship received including who from and quantity)	

## Attachment 2

**Annual Work Plans** - Annual work plans are to be submitted via OASIS please refer 6.1 Services – Service particulars outlined in the Funding Schedule for when they are due.

Neighbourhood Centre ANNUAL Work Plan												
Organisation Name:	Quarter 1 (shade relevant cell for the month of activity)			Quarter 2 (shade relevant cell for the month of activity)			Quarter 3 (shade relevant cell for the month of activity)			Quarter 4 (shade relevant cell for the month of activity)		
Organisation Number:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
PROJECTS - Develop and implement a minimum of 4 projects which facilitate or significantly contribute to community and/or community-centre-based development, coordination and support.												
Project name:												
Identified issue:												
Project purpose:												
Project description (brief):												
No. of Participants (anticipated):												
Project name:												
Identified issue:												
Project purpose:												
Project description (brief):												
No. of Participants (anticipated):												
Project name:												
Identified issue:												
Project purpose:												
Project description (brief):												
No. of Participants (anticipated):												
Project name:												
Identified issue:												

Project purpose:												
Project description (brief):												
No. of Participants (anticipated):												

EVENTS – Organise and implement a minimum of 4 events to raise awareness of current social issues for groups across community.												
Event name:												
Identified issue:												
Event purpose:												
Event description (brief):												
Location:												
Event name:												
Identified issue:												
Event purpose:												
Event description (brief):												
Location:												
Event name:												
Identified issue:												
Event purpose:												
Event description (brief):												
Location:												
Event name:												
Identified issue:												
Event purpose:												
Event description (brief):												
Location:												

RESOURCES/Tools – Develop and distribute, promote, or make available 4 resources/tools												
Resource name:												
Identified issue:												
Resource purpose:												

Resource description (brief):												
Planned use/distribution:												
Resource name:												
Identified issue:												
Resource purpose:												
Resource description (brief):												
Planned use/distribution:												
Resource name:												
Identified issue:												
Resource purpose:												
Resource description (brief):												
Planned use/distribution:												
Resource name:												
Identified issue:												
Resource purpose:												
Resource description (brief):												
Planned use/distribution:												

Department of Communities, Disability Services and Seniors



# Service Agreement – Funding and Service Details

Communities and Seniors

Version 1.0

**PLEASE NOTE:**

The Service Agreement comprises two parts:

- Funding and Service Details
- Standard Terms

**THE PARTIES:**

STATE OF QUEENSLAND, through the Department of Communities, Disability Services and Seniors
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and

Funded organisation	Maranoa Regional Council
ABN/ACN	99324089164
Service Agreement number	CDSS22245.2

## 1. Formation of Service Agreement

### 1.1 Service Agreement

- (a) A Service Agreement will be formed when these Funding and Service Details have been signed by both parties.
- (b) These Funding and Service Details must be read together with the Standard Terms\*.

*\*Note: Refer to the definition of 'Standard Terms' in clause 5 (Definitions and interpretation).*

### 1.2 Commencement and duration

<b>Agreement Commencement Date</b>	01/10/2018
<b>Agreement Expiry Date</b>	30/09/2023

### 1.3 Funding Schedules

Each attached Funding Schedule prescribes:

- (a) Funding that We will provide to You, including the basis on which the Funding will be paid; and
- (b) the Services that You must deliver, specified in item 6.1.

### 1.4 Further versions and variation of terms

- (a) If these Funding and Service Details refer to a document, specification, guideline, policy, standard, framework or scheme\* that You must comply with, meet or have regard to, or that applies to any of the Funding or the Services:
    - (i) We may, from time to time, issue or approve a new version of that document, specification, guideline, policy, standard, framework or scheme;
    - (ii) We will notify You about any new version, the date that it is to take effect from and the Funding or Services to which it relates; and
    - (iii) from the date of effect stated in the notice, the new version will apply to the Funding or Services described in the notice.
- \*Note: If these Funding and Service Details refer to a document, specification, guideline, policy, standard, framework or scheme published or available on Our Website and You cannot locate it on Our Website, please contact Us and We will assist You or provide You with a copy.*
- (b) We may, from time to time, vary clause 3 (Departures from Standard Terms), clause 4 (Specific Terms of Funding) or clause 5 (Definitions and interpretation). This may include varying or omitting existing provisions or inserting new provisions. We will notify You about any such variation and the date that it is to take effect. From the date of effect stated in the notice, the varied clause will apply to all Funding and Services under the Service Agreement, including Funding already provided, or agreed to be provided, to You as at that date.
  - (c) Nothing in 1.4(a) or (b) will limit or affect any right of action or remedy that has accrued as at the date that the:
    - (i) new version of a document, specification, guideline, policy, standard, framework or scheme; or
    - (ii) varied clause 3 (Departures from Standard Terms), clause 4 (Specific Terms of Funding) or clause 5 (Definitions and interpretation),
 takes effect.



## 2. Address and Contact details

### 2.1 Your address and Your Contact Officer

Your Contact Officer (person and/or position)	Julie Reitano Chief Executive Officer
Postal address	PO Box 42 MITCHELL QLD 4465
Telephone number	07 4624 0600
Fax number	07 4624 0690
E-mail address	<a href="mailto:julie.reitano@maranoa.qld.gov.au">julie.reitano@maranoa.qld.gov.au</a>

### 2.2 Our address and Our Contact Officer

Our Contact Officer (person and/or position)	Regional Director, Department of Communities, Disability Services and Seniors South West Region
Postal address	PO Box 876, IPSWICH QLD 4305
Telephone number	07 3432 1386
Fax number	N/A
E-mail address	<a href="mailto:SWContractManagemet1@communities.qld.gov.au">SWContractManagemet1@communities.qld.gov.au</a>

*Note: These are the general address and contact details for the Service Agreement, including for the purposes of sending any notices under the Service Agreement.*

## 3. Departures from Standard Terms

### 3.1 Clauses in Standard Terms that do not apply

The following clauses in the Standard Terms do not apply to the Service Agreement:

**Not applicable**

### 3.2 Clauses in Standard Terms that are modified

The following clauses in the Standard Terms are modified in the way specified below.

Clause from Standard Terms	Modification
Clause 27 (Dispute resolution)	You cannot seek a review under clauses 27.1 or 27.2 of the Standard Terms in relation to action We take under clause 4.3(e) of these Funding and Service Details.

## 4. Specific Terms of Funding

### 4.1 Quality Standards

The Services must be delivered in compliance with the Quality Standards unless We notify You otherwise.

### 4.2 Assessment of compliance

- (a) You may be required to demonstrate or provide evidence that Services are being delivered in compliance with the Quality Standards.
- (b) The Quality Framework\* specifies the types of human services:

- (i) that are In-Scope for Certification;
- (ii) that are Self-Assessable; or
- (iii) in relation to which We may accept other current accreditation or certification as evidence that the Services are being delivered in compliance with the Quality Standards.

*\*Note: Refer to clause 1.4 regarding Our ability to issue new versions from time to time.*

- (c) Despite clause 4.2, We may notify You that Services are considered to be of a type described in subclauses 4.2(b)(i), (b)(ii) or (b)(iii) and, following receipt of such a notice, those Services will be treated as such for the purposes of the Service Agreement.

#### 4.3 Certification

- (a) For Services that are In-Scope for Certification as at the Schedule Start Date, You must achieve Certification covering the Services by the earlier of:
  - (i) the completion of the first Certification Audit of You to occur after the Schedule Start Date; or
  - (ii) 18 months after the Schedule Start Date,unless We consider that achieving Certification within that timeframe is not appropriate or reasonably achievable and We agree a different timeframe with You.
- (b) For Services that become In-Scope for Certification at a date after the Schedule Start Date, You must achieve Certification covering the Services by the earlier of:
  - (i) the completion of the first Certification Audit of You to occur after that date; or
  - (ii) 18 months after that date,unless We consider that achieving Certification within that timeframe is not appropriate or reasonably achievable and We agree a different timeframe with You.
- (c) You must maintain all required Certification for the remainder of the Term.
- (d) You must cooperate with any Certification body in relation to any Certification Audit or other process under the Certification Scheme.
- (e) If You fail to achieve Certification within the timeframe required under clauses 4.3(a) or (b) or Certification is withdrawn, then, despite anything elsewhere in the Service Agreement, We may, by giving You notice, immediately suspend the Funding, or terminate the Funding Schedule, for any Services to which the Certification relates. We may do this without following the show cause process in the Standard Terms.
- (f) If, under clause 4.3(e):
  - (i) a Funding Schedule is terminated, the provisions in clauses 13.3(a) and 13.3(c) of the Standard Terms will apply; or
  - (ii) the Service Agreement is terminated, the provisions in clauses 13.3(b) and 13.3(c) of the Standard Terms will apply.

#### 4.4 Self-assessment

- (a) Subject to clause 4.4(b), for Services that are Self-Assessable:
  - (i) You must self-assess whether those Services are being delivered in compliance with the Quality Standards, using the self-assessment tool available on Our Website and in accordance with the Quality Framework; and
  - (ii) You must promptly and, in any case, immediately upon request, provide a copy of Your self-assessment to Us.
- (b) Clause 4.4(a) does not apply if You hold any current Certification.

#### 4.5 Other accreditation or certification

For Services of a type described in clause 4.2(b)(iii), You must:

- (a) promptly and, in any case, immediately upon request, provide to Us a copy of any relevant accreditation or certification, together with any supporting or additional information that We may request; and
- (b) maintain that accreditation or certification for the Term.

**4.6 Performance review or audit rights not limited**

Nothing in clauses 4.2 to 4.5 limits Our Performance Review or audit rights under the Standard Terms.

**4.7 Audit reports**

You agree that:

- (a) any Certification body that conducts a Certification Audit of You may provide Us with a copy of any audit report prepared and any information about You or any of the Services obtained in the course of conducting the Certification Audit; and
- (b) We may use any such Certification Audit report or information as part of Our standard and performance monitoring to ensure that You are complying with Your obligations under the Service Agreement.

**4.8 Notification**

Without limiting anything in the Standard Terms, You must immediately notify Us if:

- (a) You become aware of the death of, or life threatening injury or situation suffered by or involving, a Service User; or
- (b) You become aware of an incident described in clause 4.5(d) of the Standard Terms that involves harm, within the meaning of the Child Protection Act, to any Service User who is subject to the Child Protection Act.

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**5. Definitions and interpretation for Funding and Service Details****5.1** In these Funding and Service Details, unless otherwise stated or a contrary intention appears:

**“Approved Form”** means the form approved by Us and provided or notified to You;

**“Certification”** means certification for the purposes of the Certification Scheme, by an external body accredited by JAS-ANZ, that human services comply with the Quality Standards;

**“Certification Audit”** means a certification, re-certification or maintenance audit conducted under the Certification Scheme;

**“Certification Scheme”** means the ‘Human Services Scheme Part 1 – Common requirements for bodies certifying Human Services’ and ‘Human Services Scheme Part 2 – Additional requirements for bodies certifying Human Services in Queensland’ approved by JAS-ANZ under which bodies accredited by JAS-ANZ can, through Certification Audits, certify and re-certify that an organisation is delivering human services in compliance with the Quality Standards, published on the website at <http://www.jas-anz.com.au> or such other website as We may from time to time notify You;

**“Child Protection Act”** means the *Child Protection Act 1999*, as amended from time to time;

**“Geographic Catchment Area”**, means the area or areas where the services are to be delivered, which, unless described otherwise, correspond to the Australian Bureau of Statistics Statistical Areas;

**“In-Scope for Certification”** means human services of a type subject to the audit and Certification requirements of the Certification Scheme, determined under the Quality Framework;

**“JAS-ANZ”** means the Joint Accreditation System of Australia and New Zealand;

**“Online Reporting System”** means Our online reporting system for the electronic lodgement of data and reports under the Reporting Requirements, which system includes **OASIS** available at: <http://www.communities.qld.gov.au/gateway/funding-and-grants/online-acquittal-support-information-system-oasis>.

**“Our Website”** means the website at <http://www.communities.qld.gov.au> or such other website as We may from time to time notify You;

**“Quality Framework”** means the ‘Human Services Quality Framework’ version 4.0, published on Our Website;

**“Quality Standards”** means the ‘Human Services Quality Standards’ forming part of the Quality Framework;

**“Self-Assessable”** means human services of a type subject to self-assessment for compliance with the Quality Standards, determined under the Quality Framework; and

**“Standard Terms”** mean the document titled ‘Service Agreement - Standard Terms’ version 1.1, published on the website at <http://www.hpw.qld.gov.au/SiteCollectionDocuments/UpdateServiceAgreementStandardTerms.pdf> or such other website as We may from time to time notify You, as updated or replaced from time to time in accordance with clause 1.2(d) of the Standard Terms.

*Note: If You cannot locate the Standard Terms, please contact Us and We will assist You or provide You with a copy.*

- 5.2** References to ‘items’ mean items in a Funding Schedule.
- 5.3** Subject to clause 5.1, capitalised terms used in these Funding and Service Details have the meanings given in the Standard Terms.

**SIGNED** for and on behalf of **STATE OF QUEENSLAND**,  
acting through the Department of Communities, Disability  
Services and Seniors by:

\_\_\_\_\_  
Regional Director  
(title)

\_\_\_\_\_  
(name of witness)

(signature)

**SIGNED** by Julie Reitano (Chief Executive Officer) for and on behalf of Maranoa Regional Council as its duly authorised officer, in the presence of:

(name of witness)

(signature)

(date)

## **OFFICER REPORT**

**Meeting:** General 12 September 2018

**Date:** 11 September 2018

**Item Number:** L.3

**File Number:** D18/72448

**SUBJECT HEADING:** Request for brochures

**Classification:** Open Access

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

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### **Executive Summary:**

Following the launch of Council's "Conference and Events Prospectus", Council has received a request for a parcel of 250 brochures, for distribution to the delegates for the upcoming Lion's District Convention that will occur in Roma from 28 to 30 September 2018.

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

That Council declines the request for 250 Conference and Events brochures for the Lions District Convention in Roma during September.

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### **Body of Report:**

Following the launch of the Maranoa Conference and Events Prospectus, a customer request was lodged on behalf of Mrs. Natalie Golder. In her request, Mrs. Golder complimented Council for the quality of the brochure and requested 250 copies, which she intends to present to the delegates of the Lions Club International District Convention, which will occur at the end of September in Roma. Mrs. Golder makes the claim that the delegates will be "from all over Queensland".

Council had 500 brochures printed at a cost of \$2,558.00 plus \$60 Freight. If Council were to agree to this request, it is estimated that it would cost around \$1700.00 to replace them.

The brochure is intended to attract conferences and events to the Maranoa from outside of our region. If the Council agrees to the request, the outcome may be that the Lions District members might pass it on to a real prospect, however the author cannot justify or speculate on the outcome of the investment.

In comparison with alternative advertising methods available to us, i.e. Print advertising, paid advertising on social media, and targeted websites, for the estimated investment of \$1700.00 in brochures, we can guarantee that we will reach our intended audience and generate real prospects. For this reason, I must recommend that Council decline the request.

As an alternative offer, Council could authorise the printing of a one-page flier promoting the brochure and referring people to Council's website and the e-book

version of the brochure. This would significantly reduce the cost and offer an alternative to Mrs. Golder, which may be useful.

**Consultation (internal/external):**

MRC CEO Julie Reitano

MRC Director Robert Hayward

**Risk Assessment (Legal, Financial, Political etc.):**

Nil.

**Policy Implications:**

Nil

**Financial Resource Implications:**

If Council choose to agree to the request, the costs (approximately \$1700.00) for reprinting could be allocated from GL 2880.2001.2001 (Economic Development, Manager, Material and Services).

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

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

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

**Supporting Documentation:**

[1](#) Request from Mrs Golder

D18/72429

**Report authorised by:**

Director - Development, Facilities & Environmental Services

## Customer Request Task Assigned

The following task has been assigned to you. please review the details below.

### Request Details

**Request Number:** 190/2018  
**Request Category:** Arts & Culture Events  
**Entered by:** Ms Z L Wilson  
**Description:** Hi Tyson, I am very hopeful you are able to help me. We attended at the Royal the other night for the launch of the Council's new Event Planner. Well, Lions would like 250 copies of the new events brochure, promoting the regions for the convention in a couple of weeks. They would be included as part of a parcel given to visitors attending from all over Queensland. Please could you speak to Ed for me and tell him I was very excited to promote the Council's new brochure which I think is extremely well done and very beautiful. Regards, Nat

### Customer Details

**Customer Name:** Mrs N S Golder  
**Business Phone:**  
**Mobile:**  
**Email:**

### Request Location Details

**Address for Request:**

### Request Task Details

**Task to complete:** Investigate, Inspect or Assess  
**Task Due Date:** 14/09/2018  
**Task Link:** [Click here to view the task](#)