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# LATE ITEMS BUSINESS PAPER

## General Meeting

**Wednesday 11 March 2020**

Roma Administration Centre

### NOTICE OF MEETING

Date: 10 March 2020

Mayor:

Councillor T D Golder

Deputy Mayor:

Councillor J L Chambers

Councillors:

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 (Deputy Chief Executive Officer/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  
**March 11, 2020 at 9.00AM.**

Julie Reitano  
**Chief Executive Officer**

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## **PLANNING & BUILDING DEVELOPMENT REPORT**

**Meeting:** General 11 March 2020

**Date:** 2 March 2020

**Item Number:** L.1

**File Number:** D20/17462

**SUBJECT HEADING:** Development permit for a Material Change of Use  
"Dwelling house" (domestic outbuilding)

**Classification:** Open Access

**Officer's Title:** Lead Town Planner

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**Executive Summary:** Barry S Reid has submitted a development application seeking approval for a Material Change of Use for a "Dwelling house" (domestic outbuilding) at 30 William Street, Roma, being Lot 1 on RP4415 (the *subject premises*). The development application is subject to impact assessment and must be assessed against the assessment benchmarks (to the extent relevant) provided by Section 45 of the *Planning Act 2016* and any relevant matters prescribed by regulation. The *Development Assessment Rules* set out the procedural requirements for the development assessment process.

Public notification about the application was carried out in accordance with Part 4 of the *Development Assessment Rules* and for a period of no less than 15 business days between 4<sup>th</sup> February 2020 and 25<sup>th</sup> February 2020. There were three (3) properly made submissions objecting to the proposal received during this period. Matters raised in the submissions have been fully considered by Council's assessing officers, and where appropriate, conditions of development approval have been recommended to overcome potential impacts on the submitters as a result of the development.

The procedural requirements set out by the *Development Assessment Rules* to enable Council to make a decision on this application have been fulfilled. The development application is generally consistent with the assessment benchmarks provided by the *Planning Act 2016*, or can otherwise be conditioned to achieve compliance. As part of the assessment of the application Council assessing officers have also identified a number of relevant matters that support the approval of the application, including that the proposed domestic outbuilding will be co-located and ancillary to an existing residential dwelling located at the subject premises.

**Officer's Recommendation:** The application for a Development Permit for a Material Change of Use for a "Dwelling house" (domestic outbuilding) at the premises located at 30 William Street, Roma, being Lot 1 on RP4415, be approved subject to the following conditions;

### **Preamble**

- i. The Capricorn Municipal Development Guidelines apply to this development. Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development

Guidelines (CMDG).

- ii. Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- iii. The relevant planning scheme for this development is the *Maranoa Planning Scheme 2017*. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- iv. Under the Planning Scheme a **"Dwelling house"** means a residential use of premises involving –
  - (a) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or
  - (b) 1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.
- v. The *Environmental Protection Act 1994* states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard, persons and entities involved in the operation of the approved development are to adhere to their 'general environmental duty' to minimise the risk of causing environmental harm to adjoining premises.
- vi. All Aboriginal Cultural Heritage in Queensland is protected under the (*Aboriginal Cultural Heritage Act 2003*) and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- vii. It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- viii. An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m<sup>3</sup>.
- ix. All persons involved in the operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the *Biosecurity Act 2014*.
- x. The development does not propose to increase the demand on any of Council's infrastructure networks and as a result a nil infrastructure charge is payable.

- xi. In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.

### Use

1. The approved development is a Material Change of Use - "Dwelling house" (domestic outbuilding) as defined in the Planning Scheme and as shown on the approved plans. It does not authorise any other activity on the premises or the use of the approved building for any other purpose.

### Compliance inspection

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted within these conditions.
3. Prior to the commencement of use the applicant shall contact Council's Planning Department and arrange a development compliance inspection.

### Building permit

4. A development permit for building works must be obtained prior to the commencement of works.

### Approved plans and documents

5. All works and operations are to be carried out generally in accordance with the approved plan listed in the following table. Where the approved plan is in conflict with the Assessment Manager's conditions, the Assessment Manager's conditions shall take precedence.

| Plan/Document Number | Plan/Document Name  | Date     |
|----------------------|---|----------|
|                      | Site Plan for Proposed Shed at 30 Williams Street, Roma for B.S. Reid (as marked in Red by Council) | 27.01.20 |

### Detailed Plans

6. Detailed design plans generally in accordance with the approved plan, must be submitted to and approved by Council prior to the commencement of works. The detailed design plans must include;
- Elevation plan/s showing the height, length, width and exterior appearance of the proposed outbuilding. The elevation plans must show all sides of the domestic outbuilding, orientation (ie. north, south, east

and west) and wall height and overall building height measured from the existing ground level.

- Floor plan/s drawn to scale showing dimensions of the proposed outbuilding.

### **Building Height**

7. The approved development must not exceed 4.2 metres in height (measured to the highest point, i.e. roof pitch) above the existing ground level.

**Note:** The existing ground level is taken to be the level of the ground prior to the progression of any works on the premises.

### **Building size**

8. The maximum floor area of the approved “Dwelling house” (domestic outbuilding) is restricted to 120m<sup>2</sup>.

### **Building materials**

9. Building materials and surface finishes must be predominantly within the colour range of the local landscape to blend with the surrounding environment. The approved development shall not be constructed with reflective cladding material.
10. The approved development shall be maintained in good repair and have no visual rust marks.

### **Building setbacks**

11. The approved development must meet the following minimum building setbacks;
  - Side boundary setbacks shall be a minimum of 1.5m; and
  - Rear boundary setbacks shall be a minimum of 2.0m; and
  - Front boundary setbacks shall be a minimum of 6.0m.

### **Development works**

12. During the course of constructing the works, the developer shall ensure that all works are carried out by appropriately qualified persons and the developer and the persons carrying out and supervising the work shall be responsible for all aspects of the works, including public and worker safety, and shall ensure adequate barricades, signage and other warning devices are in place at all times.

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13. The developer is responsible for locating and protecting any Council and

public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

### **Applicable Standards**

14. All works must comply with:

- a) the development approval conditions;
- b) any relevant provisions in the Planning Scheme and the Capricorn Municipal Development Guidelines;
- c) any relevant Australian Standard that applies to that type of work; and
- d) any alternative specifications that Council has agreed to in writing and which the developer must ensure do not conflict with any requirements imposed by any applicable laws and standards.

### **Access**

15. The landowner is responsible for providing access to the site and maintaining vehicle crossovers from the road carriageway to the property boundary. Should any damage be caused to William Street at the existing access location, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.

### **Avoiding Nuisance**

16. No unreasonable and sustained nuisance is to be caused to adjoining properties and occupiers by the way of noise, smoke, dust, rubbish, contaminant, stormwater discharge or siltation at any time during or after the establishment of the approved development.

17. Lighting, including any security lighting, shall be such that the lighting intensity does not exceed 8.0 lux at a distance of 1.5 metres from the site at any property boundary.

18. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

19. The area and its surrounds shall be kept in an orderly fashion, free of rubbish and clear of weeds and long grasses. The approved development and the premises are to be maintained in a clean and tidy condition and not to pose any health and safety risks to the community.

20. All mechanical equipment (including air conditioners and the like) and

rainwater tanks are to be screened from the adjoining roadway and nearby properties.

### **Stormwater drainage and Erosion control**

21. Stormwater from the roof and all impervious surfaces associated with the approved development is to be collected internally and piped to a lawful point of discharge on William Street in accordance with the *Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5*.
22. The stormwater disposal system must be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.
23. Stormwater must not be discharged to adjoining properties and must not pond on the property being developed, or adjoining properties during the development process or after the development has been completed.
24. Stormwater is collected and discharged so as to:
  - (a) protect the stability of buildings and the use of adjacent land;
  - (b) prevent water-logging of nearby land;
  - (c) protect and maintain environmental values; and
  - (d) maintain access to reticulated infrastructure for maintenance and replacement purposes.
25. There must be no increases in any silt loads or contaminants in any overland flow from the property being developed during the development process and after the development has been completed. All stormwater from the approved operation is to be collected onsite using appropriate pollution control devices or methods to ensure no contamination or silting of creeks or other waterways.

If there is a possibility of erosion or silt or other materials being washed off the property during the development process or after the development is completed, the developer must document and implement a management plan that prevents this from occurring.
26. The developer shall immediately clean up and satisfactorily remove any deposited construction material or silt runoff from the development site.
27. Stockpiles of material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
28. Runoff from premises ensures the quality of surface water is suitable for:
  - (a) the biological integrity of aquatic ecosystems;
  - (b) recreational use;
  - (c) supply as drinking water after minimal treatment; and
  - (d) agricultural use or industrial use.
29. A gully pit shall be installed in the vicinity of the approved development to



capture excess ponding on the property. Water captured in the gully pit shall be piped to the lawful point of discharge on William Street.

## **Flooding**

### *Safe storage of equipment and materials*

30. All stored goods with the potential to cause harm by way of floating debris or potential contamination of waterways during a flood event must be stored in flood proof containers, adequately secured or located safely above the defined flood event (DFE) level. Any goods, material or machinery with the potential to cause harm or contamination that is not located above the DFE or in flood proofed containers shall be stored in such a manner to be easily accessed and relocated off-site ahead of a minor or major flood event.

### *Building design*

31. The building must be designed, constructed, connected and anchored so that, in the event of a flood up to the DFE (as a minimum) it-
- a) Resists flotation, collapse or significant permanent movements, resulting from –
    - i) hydrostatic action
    - ii) hydrodynamic action;
    - iii) erosion and scouring;
    - iv) wind; and
    - v) any other action; and
  - b) safeguards occupants and other people against illness and injury caused by flood water affecting the building.
32. Building materials and surface treatments used under the DFE level must be resistant to water damage and must not include wall cavities that would collect water and sediment during a flood event.

## **No Cost to Council**

33. The developer is responsible for meeting all costs associated with the approved development unless there is specific agreement by other parties, including the Council, to meeting those costs. This includes the costs of any services and infrastructure required in connection with the establishment of the development.

## **Latest versions**

34. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest

versions of those publications that are publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

## Application Documentation

35. It is the developer's responsibility to ensure that all entities associated with this Development Approval have a legible copy of the Decision Notice, Approved Plans and Approved Documents bearing 'Council Approval'.

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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).

Council's decision regarding this matter is likely to affect;

- The applicant, Mr. Barry S Reid; and
- The owner of the subject premises, Mr. B J McCabe; and
- Submitters to the application, Mr. Matthew and Mrs. Debra Jopich, Ms. Angela Betts and Mr. Royce Proud.

### 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. 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)

A properly made development application has been submitted to Council by Barry S Reid seeking approval to construct a domestic outbuilding on a residential zoned property located at 30 William Street, Roma.

Generally, a domestic outbuilding on a residential zoned property is accepted development provided it can achieve compliance with the planning policies contained in the Planning Scheme and does not ordinarily require a development permit to be issued by Council. In this particular instance, the requirement for a development permit is triggered because the development site is mapped as containing areas of flood hazard *and* due to some inconsistencies with the acceptable outcomes of the applicable planning scheme codes.

A full assessment of the application against the applicable assessment benchmarks prescribed by Regulation, including an assessment against the flood hazard assessment benchmarks will be circulated to Councillors under separate cover.

#### Inconsistencies with the Planning Scheme

The materials submitted with the development application show a four bay, domestic outbuilding with a total floor area of 150m<sup>2</sup> and a building height of 4.584 metres. This exceeds both the maximum floor area prescribed by the Planning Scheme (82m<sup>2</sup>) and the maximum prescribed building height (4.2 metres). The application materials also show the outbuilding with a 1 metre side boundary setback (western elevation), which is less than the minimum 1.5 metres prescribed in the Planning Scheme.

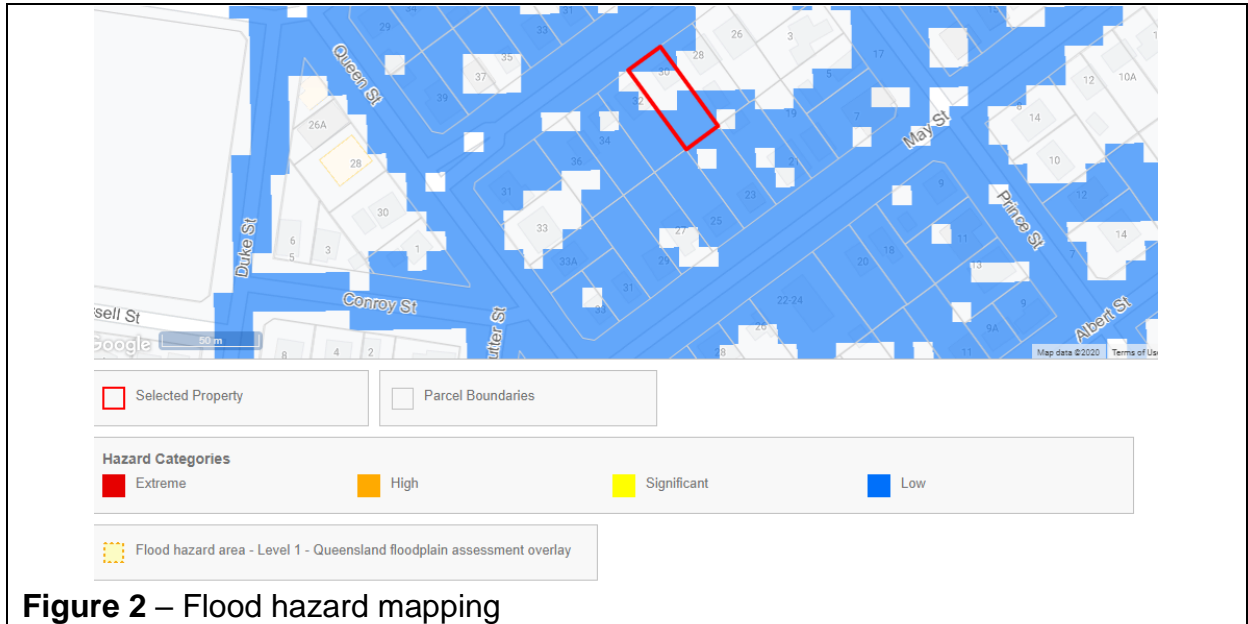


**Figure 1** – Proposed outbuilding elevation

#### Extent of flooding over the subject premises

The subject premises is mapped in the Planning Scheme as being subject to areas of low flood hazard (Figure 2). This is the lowest flood hazard category in the Planning Scheme, and in these areas development is contemplated provided adequate measures can be implemented so that the flood risk to people and property is

mitigated to an acceptable or tolerable level. Given that residential outbuildings do not ordinarily result in an increase in people living or working on a premises, Council has been generally supportive of domestic outbuildings in flood areas in the past, provided that appropriate development conditions are imposed to prevent unnecessary risks to people and that any increase in flood impacts to adjoining and surrounding properties is avoided.



### Submissions

During public notification about the application, three properly made submissions were received opposing the development (submitters properties are shown with yellow stars Figure 3 below). A complete copy of the submissions are attached in the Supporting documents and a response to the submissions by Council assessing officer's will be circulated to Councillors under separate cover.

In summary, the submissions contend that the development is inappropriate because; at its proposed scale, the outbuilding will cause significant overshadowing, reduce airflow and dominate views; it is not compatible or complementary to the character of the residential area; that the plans do not show the materials and the finish of the outbuilding which creates a potential for unsightly development; that the scale of the outbuilding presents opportunities for non-residential activities; and that an outbuilding at the proposed scale will create substantial drainage issues.





Other approval conditions have also been recommended to overcome potential impacts on the submitters as a result of the development, including conditions about stormwater management and materials to be used in the outbuilding.

On balance it is considered that there is sufficient certainty in the information supplied by the applicant, having regard to the particular circumstances of the site and proposal, for Council officers to be confident that the application will meet the assessment benchmarks. Should Council resolve to approve the application, conditions of development approval can be imposed to mitigate potential impacts from the development, including issues raised in the submissions. The conditions must not be unreasonable and must be required as a consequence of the development. Some of the recommended conditions require the submission of further development plans that show the extent of the proposed outbuilding to ensure that Council has a record of the compliance and any mitigation measures that are required in relation to these matters.

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

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

The proposal constitutes a *material change of use* as defined in the *Planning Act 2016* (being a *material increase in the intensity or scale of the use of the premises; and the start of a new use of the premises*) and requires a development permit to be issued by Council prior to the commencement of 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 to Councillors under separate cover. An impact assessment must also have regard to any other relevant matter, other than a person's personal circumstances, financial or otherwise, including any properly made submission about the application.

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* include;

- Part 3 Strategic framework
- Part 4 Local Government Infrastructure Plan
- Part 5 Tables of assessment
- Part 6 Zones
  - Part 6.2.3 General residential zone code
- 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)

Consultation about this application has occurred with:

- Specialist - Senior Building Certifier (internal)
- Manager Planning & Building Development (internal)
- Director, Development Facilities and Environmental Services (internal)

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

**Funding Bodies:**

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

**N/A** – The project is 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)

The landowner of the development site, Mr. B J McCabe will be *interested* in Council's decision.

There were three properly made submissions received about the application during the public notification period. The submitters, Mr. Matthew and Mrs. Debra Jopich, Ms. Angela Betts and Mr. Royce Proud will be *interested* in Council's decision. Should Council resolve to approve the development, conditions of approval have been recommended that are intended to mitigate potential *impacts* on the submitters.

### 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 have been 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 aspects of the decision to the Planning and Environment Court (the Court). As well, three properly made submissions have been received opposing the development, and should Council resolve to adopt the Officer recommendation and approve the development, there is a risk that a submitter appeal could be made to the Court about any aspect of Council's decision.

In this instance the risk of submitter appeal is considered relatively high, based on the matters raised in the submissions *and* the conditions that are recommended to be imposed on the applicant.

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

### Advice to Council:



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

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

It is considered that on balance, the proposal presents no significant inconsistency with the applicable assessment benchmarks. Development conditions have been recommended to ensure compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks needs to be considered in light of various relevant matters including:

- the proposed domestic outbuilding will be co-located and ancillary to an existing residential dwelling located on the premises; and
- the subject premises has access to all five of Council's trunk infrastructure networks, including stormwater and transport; and
- the proposed domestic outbuilding will be conditioned to achieve minimum building setbacks and compliance with the maximum building height in the Planning Scheme; and
- conditions of development approval will require that flood risk to people and property is mitigated to an acceptable or tolerable level; and
- The proposed domestic outbuilding will be conditioned to have a maximum floor area (120m<sup>2</sup>), similar to the maximum floor area prescribed by the Planning Scheme for an outbuilding that includes an attached carport (118m<sup>2</sup>). In other words, the floor area will be similar to the footprint of an ancillary structure that is ordinarily anticipated in a residential area.

The issues raised in the submissions received during public notification about the application have been fully considered as part of the assessment process, and where appropriate, conditions of development approval have been recommended to overcome potential impacts on the submitters as a result of the development.

Based on the above, Council should endorse the officer recommendation and approve the development application for a material *change of use* for a "Dwelling house" (domestic outbuilding) at 30 William Street, Roma being Lot 1 on RP4415 subject to reasonable, relevant and enforceable conditions.

**Recommendation:**

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

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

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

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

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

That Council endorse the officer recommendation to approve the Material change

of use for a 'Dwelling house' (domestic outbuilding) for the premises located at 30 William Street, Roma being Lot 1 on RP4415 and subject to relevant, reasonable and enforceable conditions. This recommendation is consistent with existing Council policy.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.2 Encourage additional investment in the Maranoa, developing our local economy and increasing our region's population

4.2.3 Create an environment that is conducive to growth through progressive integration of Council's Planning Scheme, Economic & Community Development Plan and Business & Industry Strategy.

**Supporting Documentation:**

|   |   |           |
|---|---|-----------|
| 1 | Submissions   | D20/20516 |
| 2 | Site Plan marked in red by Council assessing officers | D20/20704 |

**Report authorised by:**

Manager - Planning & Building Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

24 February 2020

The Assessment Manager  
Maranoa Regional Council  
PO Box 620  
ROMA QLD 4455



Email: [Council@Maranoa.qld.gov.au](mailto:Council@Maranoa.qld.gov.au)  
CC: [Planning@Maranoa.qld.gov.au](mailto:Planning@Maranoa.qld.gov.au)

Dear Assessment Manager

**Re: Objection to Development Application 2020/20030 - Material Change of Use – “Dwelling House” (Domestic Outbuilding) – 30 William Street, Roma**

I **Angela Betts** as the owner and resident of the property at **32 William Street Roma** do hereby formally lodge my objection to the Development Application 2020/20030 - Material Change of Use – “Dwelling House” (Domestic Outbuilding) – 30 William Street, Roma.

My property, 32 William Street is directly “Up Hill” of the proposed development and I have serious concerns that the proposed development and associated earthworks will adversely impact my property as well as potentially increase my insurance premiums and damage the general ‘liveability’ of my property.

#### **Drainage**

The property at 30 William Street has significant drainage issues because of the alteration and obstruction of the natural overland flow by the owner of the property directly ‘Down Hill’ at 28 William Street. The owner of this property has significantly raised the level of the yard to well above that of the natural fall of the land. Further they have then constructed a cement plinth under the 6 foot colour bond fence. This raising of land and obstruction of natural flow has completely diverted the water from its natural course across his property forcing it to back “Up Hill” onto the property at 30 William Street causing pooling which then overflows onto my property at 32 William Street and the properties at both 21 and 23 May Streets.

It is of great concern that the Applicant has failed to include in the application any plans for dealing with the existing drainage issues or those that would arise from the construction of such a large structure and its associated earthworks on the property.

A development of the proposed scale will require extensive earthworks to provide an adequate base for the construction. This will inevitably displace the existing pooling and further impede the natural overland flow of water forcing it back “Up Hill” and into the surrounding properties.

The construction of a structure of the proposed size will also adversely contribute to the amount of water captured and discharged at speed on this block leading to further damage and impact on the surrounding blocks.

I am greatly concerned that the applicant will simply ‘improve’ his own property to the detriment of the surrounding properties. Water does not flow “Up Hill” and the proposed development cannot fail to divert this accumulation of water back onto my property. This forcing of water ‘Up Hill’ will then cause me great expense to adequately protect my property and ensure the proper disposal of this diverted water.

Further this development has the potential if not managed correctly to cause flooding to my property which would affect my ability to gain adequate insurance for my property without incurring a greatly increased expense.

#### **Sewerage**

The application indicates the position of the structure will be directly over the existing sewerage line to the property. These pipes are already in disrepair as evidenced by the 'line of green grass' that grows above the sewerage line even during the driest of periods as well as the frequent blockages and drainage issues reported by the tenants of the property.

My concern is that given the obvious damage to the existing sewerage line all of the water that is pooling on the property is becoming contaminated simply by the exchange of water through the system and the hydrological properties of the soil. This contamination potentially exposes myself and the surrounding residents to water-borne diseases and illness caused by this contaminate water pooling and flowing onto the surrounding properties.

The properties sewerage requires extensive works to ensure the health and safety of the surrounding properties and residents.

There is again no information included in the application that adequately addresses how the applicant intends to deal with this existing issue.

#### **Access/Noise Pollution**

There is also no mention in the application of proposed alterations to access to the block. A structure of this size will no doubt have extensive traffic which will require an all-weather road/driveway access. This will further contribute to the existing drainage issues on the block. This increased traffic will cause a disturbance to the surrounding properties with an increase in vehicle noise as well as the general works that will be carried out on these vehicles. This level of activity is not suitable to a domestic residential environment and will greatly affect my peaceful enjoyment of my own property with the increase in traffic passing directly by my bedroom and living areas.

#### **Capture and discharge of rain water**

The application fails to provide any information about the proposed capture and discharge of rain water from a roof of the size of the proposed development.

With this information not being provided I am concerned that there has been no consideration given to the proper disposal of this water and its effect on the surrounding properties.

A structure of this size if plumbed to the existing stormwater network would also greatly increase the pressure on this network and potentially cause issues for properties in the surrounding area. The additional load on the existing storm water system to adequately dispose of such large quantities of water has the potential to cause additional flooding to surrounding properties.

This flooding would not be considered by insurance companies as they would consider natural overland flow and would therefore exposes myself and the surrounding residents to the risk of personal and financial loss.

#### **Size of the proposed structure**

The structure proposed by the applicant far exceeds that required in a Residential area on a single Domestic zoned block.

A Structure of this size and height is not in keeping with any of the surrounding properties and will adversely affect my property by increasing the radiation of heat back into my property from the extensive surface area of the structure as well as any associated access ways. A structure of this size will create a barrier to airflow and adversely impact on the general liveability and value of my property.



**Materials**

The ABN listed on the documents included in the application shows that the Company providing these details is not currently registered for GST and has not been since December of 2018. This would lead me to question the reliability of the supplied documents and their adherence to current standards.

I am concerned that the applicant will attempt to cut corners in the construction of the structure by using reclaimed and or recycled materials. This would cause the structure to become an eyesore and directly influence the value of the surrounding properties.

Council will need to provide adequate assurance and follow up to ensure that if the proposed structure is to proceed that it is constructed in keeping with Councils requirements of Good Order. Should the applicant fail to adequately complete the structure and associated works to the required standard Council will need to insure that the site is maintained so as to not adversely affect the safety and value of the surrounding properties.

**Commencement of works**

The applicant has indicated that he fully intended to start works on the site on 26 February 2020 the day following the closing of the submission period. Given that any works carried out on the block relate directly to this Development Application commencement of works prior to Councils thorough investigation of the application and issuing of its decision would be extremely inappropriate and should result in serious consequences. Due to the current weather conditions I would expect that his plans will be somewhat delayed but I am concerned that his complete disregard for the application process will result in a negative impact for my property.

Once done such things cannot be undone and given the applicants blatant disregard for neighbouring properties by the construction that he has already undertaken on his property at 28 William Street I feel that his intention will be to simply move the problem from his property to the surrounding properties before Council is able to intervene. As stated previously my property is "Up Hill" of the proposed development and water does not flow "Up Hill" without being obstructed or diverted.

In short I hereby advise the Assessment Manager on behalf of Maranoa Regional Council that I object to the proposed development at 30 William Street with the main areas of concern being:

- Drainage and disbursement of water pooling on the site
- Further diversion of the natural overland flow of water onto neighbouring properties
- Sewerage contamination
- Access/Noise Pollution and alteration to the existing environment
- Capture and discharge of rain water
- Size of the structure unsuitable to a domestic environment
- Construction materials
- Commencement of works covered by this application prior to the completion of the application process

I have enclosed several photographs showing the extent of the pooling and drainage issues at 30 William Street. These photographs are typical of the issues on the block even with a small amount of rain. The current weather conditions have only served to highlight the issues and provide evidence of the environment in which the proposed development will be situated.

I trust that Council will give consideration to my objections and provide ongoing updates on the assessment of this development.

Kind Regards

Angela Betts

Owner of 32 William Street Roma - 0407 733 966



18 February 2020

The Assessment Manager  
Maranoa Regional Council  
PO Box 620  
Roma QLD 4455  
[planning@maranoa.qld.gov.au](mailto:planning@maranoa.qld.gov.au)



Dear Assessment Manager,

Re: Material Change of Use – "Dwelling House" Domestic Outbuilding - 30 William Street  
Roma QLD 4455.

I wish to object to the Development Application on 30 William Street, Roma (Lot 1 on  
RP4415), Application Reference 2020/20030.

My property, 21 May Street Roma is diagonally joining the back of 30 William Street and  
have concerns that the scale of such a shed/development will negatively impact my property.

This development will substantially alter the flow of overland water runoff. Currently runoff  
from this & other properties in William street run through my property to May Street. With a  
development of 150 square meters this will substantially change water courses & potentially  
create a greater overflow water issue.

The development application plans do not indicate any water management plans. I am  
particularly interested in how the property owners is going to manage the intense storm  
water runoff from such a roof surface and the effects this development will alter existing  
runoff.

The height of this building (4.58m) will overshadow my property, reduce airflow & create a  
visual blight. This is a substantial industrial sized structure, and questionable as to the  
appropriateness of such on a residential zoned block.

I wish to lodge a formal objection to this development application and request that the plans  
to manage storm water runoff from 30 William Street Roma be clearly detailed & advised to  
myself and surrounding neighbours.

Regards,

A handwritten signature in black ink, appearing to read 'Royce Proud'.

Royce Proud  
[proudy80@gmail.com](mailto:proudy80@gmail.com)  
0417 209 214







19 February 2020

The Assessment Manager  
Maranoa Regional Council  
PO Box 620  
ROMA QLD 4455

[planning@maranoa.qld.gov.au](mailto:planning@maranoa.qld.gov.au)

Dear Assessment Manager,

Re: Material Change of Use – “Dwelling House” Domestic Outbuilding 30 William Street Roma QLD 4455.

We wish to object to the Development Application on 30 William Street, Roma (Lot 1 on RP4415), Application Reference 2020/20030.

Our property, 23 May Street Roma is directly behind the proposed development and feel that our property will be directly negatively impacted by the proposed development in the following way:

- The **scale of the building will cause significant overshadowing**. The proposed outbuilding (shed) is 4.584m high & located 2 meters from the boundary fence.

This large structure will create substantial shadowing over our garden and lawn. It will block 100% of our views to the west. 75% of our back fence (15meters) will be overshadowed with a 4.584 meter high shed, located 2 meters from the back fence. The remaining 4.7m is behind our small shed and therefore will not be visible.

- The **airflow will be substantially reduced** due the scale of the building, the garden will be shadowed which will substantially increase frosting in winter & be hotter in summer. This will totally change our backyard environment of which we use substantially, spend large amount of money to maintain and present it in a high standard. (Attachment 1)
- The **height of the building is not compatible with or complementary** to the character of the residential environments. All other outbuildings in the area are standard garage/shed size and height, if a shed as proposed is required, the applicant should consider an industrial or rural zoned property, not amongst residential properties.
- It is essential that the **shed be in an excellent condition** & not a relocated sub-rate visually unattractive structure. As this will be a major structure, overshadowing our backyard and in constant view each time we steep out our backdoor, we ask that Council does not allow anything short of a professionally installed, first rate structure, should this application be allowed to proceed.
- The plans do not specify the **finish of the shed**, whether it be colorbond, zincalume or corrugated iron. A structure of this size, in the proposed location, constructed

with zincalume or corrugated iron will create **significant glare** from direct sunlight straight into our house.

- This **shed will totally dominate our visual outlook & go against Roma's liveability values**. Our family enjoys our beautiful backyard & to us, it is what living in a rural community means. Being free of large dominating structures whilst still living in town is unique, and a reason to live in Roma. Due to working in an essential emergency service, we cannot live outside of Roma.

The construction will not affect the owners view. Consideration should be given to the neighbours in a decision such as this.

- The **proposed scale of outbuilding** is 150 square meters, this exceeds the maximum size of 82 square meters (PO 6.2). This is a very large shed and although the intent with the current owners may be storage, due to the scale of shed, any future owners may have other intentions. This is an industrial size shed in a residential block and therefore Council should consider the ongoing impact to neighbours for the life of the shed.
- An industrial sized shed located right next door will negatively affect the **future marketability** and attractiveness for sale of our property. The risk of future industrial style activities is high & therefore would not be attractive to live next door to. This will affect the value of our property.
- This property has **substantial draining issues**. Currently water pools substantially on this property and any future development on this site will direct substantially more water onto our property. This will need to be satisfactorily addressed (& mutually agreed upon) prior to any building being constructed. (Attachment 2)  
  
The current development application does not address the water management plan. Can you please forward this plan to ensure our property is not negatively effected & we can continue to make informed decisions.
- We are aware that this shed will be **located over a sewage feeder line**, which already has issues. Even during the driest period of drought, the sewage line had a green line, indicating leaks and instability.

In summary, we do not agree that a development of this scale needs to be located in a residential zone. It does not comply to the Councils General Residential Zone Code. Its impact on us will be substantial. We object to this development.

Regards,

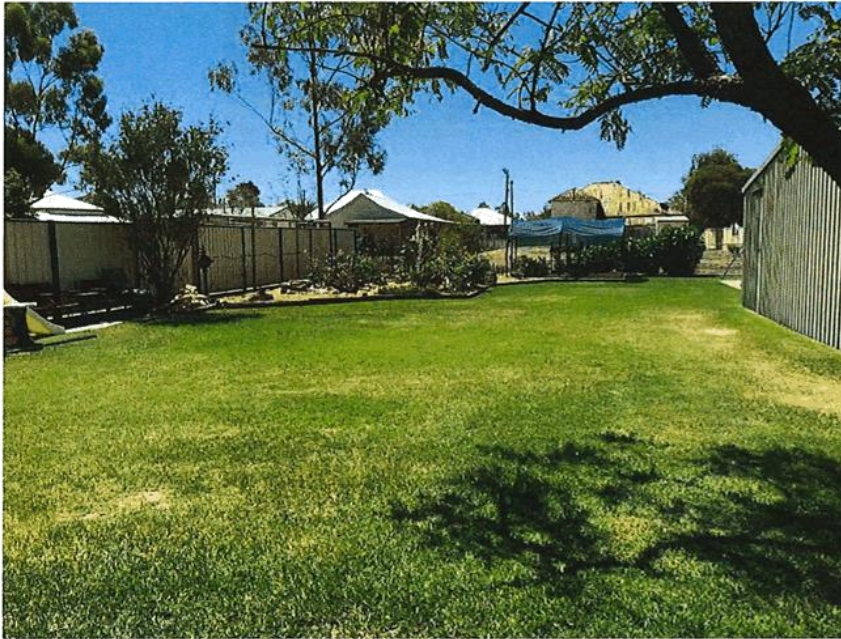


Debra Joppich (Postle) & Matthew Joppich

23 May Street ROMA QLD 4455

Ph: 0418 765 306

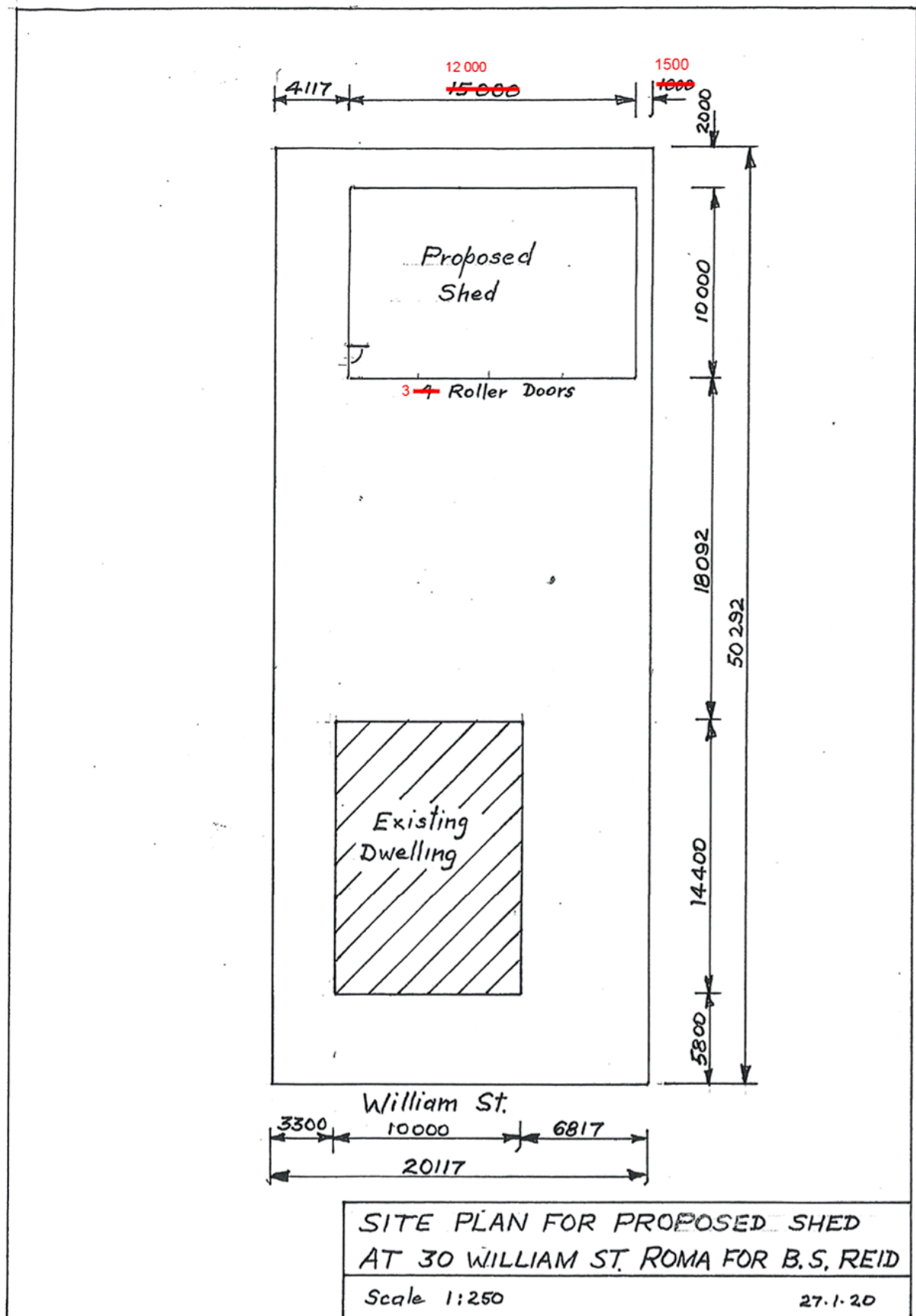
Attachment 1





Attachment 2





## **OFFICER REPORT**

**Meeting:** General 11 March 2020

**Date:** 6 March 2020

**Item Number:** L.2

**File Number:** D20/19784

**SUBJECT HEADING:** Request for Approval to Paint Mural at the Wallumbilla Showgrounds

**Classification:** Open Access

**Officer's Title:** Administration Officer - Land Administration

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### **Executive Summary:**

Council has received correspondence from the Wallumbilla Town Improvement Group seeking approval for the creation of a future artwork on one or several of the existing Wallumbilla Showground facilities.

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

That Council provide in-principle approval to the Wallumbilla Town Improvement Group to paint mural/s on existing Wallumbilla Showground facilities on the following conditions –

- The mural/s is/are appropriate for viewing by all ages and be considerate of the cultural diversity of the community and its visitors;
- The mural/s must not obstruct or obscure any of Council's signage;
- Council is under no obligation to repaint the mural/s if it is subject to vandalism or as the paintwork ages;
- The draft design be circulated to Councillors before it is applied.

---

### **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).

Wallumbilla Town Improvement Group

### **Acronyms:**

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

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

| Acronym | Description                        |
|---------|------------------------------------|
| WTIG    | Wallumbilla Town Improvement Group |
| RADF    | Regional Arts Development Funding  |

### **Context:**

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

Council has recently received correspondence from the Wallumbilla Town Improvement Group seeking approval for the creation of a future artwork on one or several of the existing Showground facilities at Wallumbilla.

WTIG advise they have been liaising with Mr Joel Fergie, the Thallon silo mural artist, with the long-term goal of developing a possible design for the painting of the Wallumbilla silos. In the interim, WTIG advise that Joel has provided a proposal to spend three to four days conducting arts workshops in Wallumbilla to gain an understanding of what is valued by Wallumbilla town members, culminating with the creation of a large artwork in the form of a public mural.

WTIG advise that the Wallumbilla Showgrounds would provide an ideal canvas for this mural and that this viewpoint was supported by unanimous vote at the Wallumbilla Showgrounds User Group meeting held on 27 February 2020.

Wallumbilla Town Improvement Group are looking to access RADF funds for this project which closes on 31 March 2020.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

Council at its General Meeting held 10 July 2019 considered providing the Wallumbilla Town Improvement Group with a letter of support that could be used in a joint grant application to develop a Scoping Study for the regional silo arts trail.

Council resolved –

*GM/07.2019/23*

*That Council provide a letter of support to the Wallumbilla Town Improvement Group stating ‘in principle’ support for a Scoping Study for the regional silo art trail project.*

This proposed project is for the creation of future artwork on one or several of the Wallumbilla Showground facilities. WTIG advise that at a Wallumbilla Showground Users Group meeting held on 27 February 2020 members voted unanimously in support of the project.

Wallumbilla Showground Auxiliary Groups include –

- Wallumbilla Show Society
- Bendemere Pony Club Inc
- Wallumbilla Campdraft Association Inc
- Wallumbilla Cricket Club

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

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

Nil

### Council Policies or Asset Management Plans:

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

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

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

Nil

### Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings & Structures)

### Funding Bodies:

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

Nil

### This Financial Year's Budget:

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

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

Nil

### Future Years' Budgets:

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

Nil

### Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Wallumbilla Town Improvement Group

Wallumbilla Showground Users Group

### 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  |
|-----------------------|---|
| Offensive Material    | There is a chance that something depicted on the paintings may be considered by some to be offensive (justified or not justified) |
| Long term maintenance | Maintenance of the paintings as a result of vandalism or deterioration over time could be costly.                                 |



**Advice to Council:**

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

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

It is recommended that Council provides in-principle approval for the creation of future artwork on one or several of the existing Wallumbilla Showground facilities.

**Recommendation:**

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

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

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

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

That Council provide in-principle approval to the Wallumbilla Town Improvement Group to paint mural/s on existing Wallumbilla Showground facilities on the following conditions –

- The mural/s is/are appropriate for viewing by all ages and be considerate of the cultural diversity of the community and its visitors;
- The mural/s must not obstruct or obscure any of Council's signage;
- Council is under no obligation to repaint the mural/s if it is subject to vandalism or as the paintwork ages;
- The draft design be circulated to Councillors before it is applied.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.9 Manage Council's land and buildings that contribute to the provision of a range of services across the region and are used by residents, visitors, business, industry and Council

4.9.1 Provide operation and maintenance, renewal, upgrade and construction of Council's buildings and structures according to the priorities and funding approved by Council, ensuring fit-for-purpose specification development for new and upgraded assets.

**Supporting Documentation:**

- [1](#) Wallumbilla Town Improvement Group - Letter of request D20/19854  
- Creation of artwork at Wallumbilla Showground facilities

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

Wallumbilla Town Improvement Group



Megan Dickson  
Secretary  
PO Box 71  
Wallumbilla Q 4428  
Ph: (07) 46234516 m: 0427 254205  
Email: stevemegdickson@yahoo.com.au

Thursday 5<sup>th</sup> March 2020

Maranoa Regional Council,  
Roma Office  
ROMA Queensland 4455

To Whom It May Concern,

I am writing on behalf of the Wallumbilla Town Improvement Group and thank you for the attendance of Mayor Golder, Councillor McMullen and Councillor Scheffe at our recent meeting held on the 19<sup>th</sup> February 2020.

During this meeting, discussion was held around an exciting arts project for our community. Our organisation has been liaising with Mr Joel Fergie, the Thallon Silo Mural artist, with the long-term goal of developing a possible design for the painting of our silos and we thank Council for their support of this. In the interim, Joel has provided a proposal to spend three-four days conducting arts workshops in Wallumbilla to gain a true understanding of what is valued by Wallumbilla Town members, culminating with the creation of a large artwork in the form of a public mural.

The design for this artwork will be developed during these workshops in consultation with the community.

Our organisation strongly feels that the Wallumbilla Showgrounds would provide an ideal canvas for this asset to our community. This viewpoint was supported by unanimous vote at the recent Wallumbilla Showgrounds User Group meeting on the 27<sup>th</sup> February.

In conclusion, we are writing to request Council approval for the creation of a future artwork on one or several of the Existing Showground facilities. Wallumbilla Town improvement Group is looking to access Regional Arts Development Funding (RADF) for this project which closes on the 31<sup>st</sup> March 2020. Therefore, we are seeking your prompt consideration of this matter.

Please do not hesitate to contact us with any questions or communications; we look forward to working with you to achieve these outcomes for our town.

Yours sincerely,

Mrs Megan Dickson  
Secretary

## **OFFICER REPORT**

**Meeting:** General 11 March 2020

**Date:** 9 March 2020

**Item Number:** L.3

**File Number:** D20/20239

**SUBJECT HEADING:** Mitchell on Maranoa Friends of the Gallery - Request for Letter of Support and Approval for Lighting Upgrades

**Classification:** Open Access

**Officer's Title:** Administration Officer - Land Administration

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### **Executive Summary:**

Council has received a request from the Mitchell on Maranoa Friends of the Gallery seeking a letter of support and permission for lighting upgrades in the gallery and in the function area in the courtyard at the back of the building.

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

That Council:

1. Grant permission for the lighting upgrades at the Mitchell on Maranoa Gallery.
2. Approve for Cr. O'Neil, Portfolio Chair Facilities, to provide a letter of support on behalf of Council, for the Friends of the Gallery to include with their funding application.

---

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

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

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

Mitchell on Maranoa Gallery Members

### **Acronyms:**

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

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

| Acronym | Description |
|---------|-------------|
| Nil     | Nil         |

### **Context:**

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

The Mitchell on Maranoa Friends of the Gallery are applying for funding to upgrade track lighting in the gallery and also in the function area at the back of the gallery.

As a part of the funding application, the Friends of the Gallery are seeking Council's permission and a letter of support for the lighting upgrades.

They are not seeking any financial contribution from Council.

Council is asked to consider the matter.

**Background:**

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

(Succinct overview of the relevant facts, without interpretation)

At Council's General Meeting held on 11 September 2019, Council considered a request from the Friends of the Gallery asking for a letter of support to include in a funding application to replace the tracks and lighting in the Mitchell on Maranoa Gallery. The Friends of the Gallery were also seeking financial assistance from Council to fund the shortfall between the upgrade cost and Foundation for Rural & Regional Renewal Grant.

Council resolved –

Resolution No. GM/09.2019/39

That Council:

1. Grant permission for the upgrade of the tracks and lighting at the Mitchell on Maranoa Gallery should the Friends of the Gallery be successful in gaining the funding.
2. Provide a letter of support and approval for Friends of the Gallery to be included with their funding application.
3. Allocate \$6,000 towards the project funded from the Mitchell Library and Gallery Maintenance budget should the funding application to the Foundation for Rural and Regional Renewal be successful.

The letter of support that has been requested is for inclusion in a funding application to another funding body.

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

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

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

Nil

**Council Policies or Asset Management Plans:**

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

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

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

Nil

### Input into the Report & Recommendation:

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

Manager – Facilities (Land, Buildings & Structures)

### Funding Bodies:

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

Nil

### This Financial Year's Budget:

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

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

Nil

### Future Years' Budgets:

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

Nil

### Impact on Other Individuals or Interested Parties:

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

Mitchell on Maranoa Gallery Members

### 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)

It is recommended that Council give approval for the proposal and also provide a letter of support. The project will upgrade existing infrastructure in the facility.

### 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. Grant permission for the lighting upgrades at the Mitchell on Maranoa Gallery.
2. Provide a letter of support and approval for Friends of the Gallery to be included with their funding application.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.9 Manage Council's land and buildings that contribute to the provision of a range of services across the region and are used by residents, visitors, business, industry and Council

4.9.1 Provide operation and maintenance, renewal, upgrade and construction of Council's buildings and structures according to the priorities and funding approved by Council, ensuring fit-for-purpose specification development for new and upgraded assets.

**Supporting Documentation:**

Nil

**Report authorised by:**

Manager - Facilities (Land, Buildings & Structures)

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services



## **OFFICER REPORT**

**Meeting:** General 11 March 2020

**Date:** 10 March 2020

**Item Number:** L.4

**File Number:** D20/20907

**SUBJECT HEADING:** Roma Revealed Style Guide

**Classification:** Open Access

**Officer's Title:** Regional Tourism Development Coordinator

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### **Executive Summary:**

At its General Meeting on 13 November 2019 Council adopted 'Roma Revealed' as the new Regional Tourism Destination Brand.

The next phase of the project was to develop an agreed style guide to enable the design of the regional tourism brochure, associated social media channels and website and enable tourism businesses across the region to utilise the brand in a cohesive manner.

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

Adopt the Roma Revealed Style Guide as develop by OQ Assist to enable the coordinated implementation of the new tourism brand.

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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       |
|------------------|-------------------|
| <Insert Acronym> | <Provide details> |

### **Context:**

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

Council has adopted the new Roma Revealed tourism brand, this report relates to the style guide to ensure correct and appropriate use of the brand.

### **Background:**

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

(Succinct overview of the relevant facts, without interpretation)

At the General Meeting of Council on 27 March 2019 (GM/03.2019/92) Council appointing OQ Assist to:

- Undertake stakeholder workshops
- Develop a final regional tourism brand
- Develop a strategic content marketing plan
- Develop a style guide for the brand
- Design a destination marketing tourism brochure for the region

On the 13 November 2019, GM/11.2019/10, Council adopted 'Roma Revealed' as the new Regional Tourism Destination Brand.

The Roma Revealed brand style guide was presented to Council on the 26 February 2020 with feedback provided that the corporate bottle tree of Council should not be incorporated in the tourism brand. As such the Roma Revealed brand style guide has been updated, please see attached.

The Roma Revealed brand style guide has been developed to enable all tourism industry groups and businesses across the region to use the brand, if they wish to, and assist in the coordinated implementation of the new tourism brand.

Please see attached style guide. It is important to note the artwork in the style guide for the use of the brand are examples only.

**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)

This regional tourism brand process commenced in 2017. On the 15 May 2019 and again in October 2019 the findings and outcomes were presented to the following:

Booringa Action Group  
Injune and District Tourism Association  
Advance Injune  
Visit Roma  
Commerce Roma

Surat and District Development Association  
Yuleba Development Group  
Wallumbilla Town Improvement  
Wallumbilla Calico Cottage  
Wallumbilla Heritage Group  
Mayor Tyson Golder and Maranoa Region Councillors  
Ed Sims Manager Community and Economic Development  
Jane Vincent, Injune Tourism Officer  
Debbie Joppich, Regional Tourism Development Coordinator  
Jane Fenton, Local Development Officer Mitchell  
Joh Hancock, Local Development Officer Surat  
Malinda Moreton, Local Development Officer Roma  
Sue Sands, Coordinator Regional Events Matt Bron, TEQ  
Peter Homan, OQTA

The Brand Style Guide was discussed at workshop with all Maranoa Regional Councillors and Mayor on Tuesday 3 March 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)

Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

Nil

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

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

(Interested Parties Analysis - IS9001:2015)

The was extensive community and stakeholder consultation over a two year period to develop the new brand. Many of whom are waiting to implement and use the new brand on their brochure and other promotional material.

**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  |
|---|---|
| Brand is used incorrectly damaging the reputation of the region | Without explicit guidelines regarding brand use and implementation the risk of the brand being used incorrectly is relatively high. |

**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)

Adopt the Roma Revealed Style Guide, as attached, to enable the brand to be used throughout the region.

**Recommendation:**

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

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

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

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

<Provide details>

**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](#) Roma Revealed Brand style Guide FINAL MAR 2020

D20/20974

**Report authorised by:**

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services



# Roma Revealed

## Corporate Styleguide

**roma**  
REVEALED

*where country meets the outback*

INJUNE | MITCHELL | SURAT | WALLUMBILLA | YULEBA | CARNARVON GORGE



## STYLE GUIDE

## HOW TO USE THIS GUIDE

## HOW TO USE THIS GUIDE

The purpose of this guide is to ensure that the visual treatment of the Roma Revealed brand is maintained to the highest standard. The integrity of the brand relies strongly on the consistent and accurate application of its visual elements across all mediums.

The aim of this guide is to make it as easy as possible for you to promote the Roma Revealed brand in your market. It should give you independence and flexibility, so you can appoint designers to utilise the brand in your marketing activities. All design files and templates can be accessed from Maranoa Regional Council Tourism Department, SF14/1177 Tourism Work Unit Documents Marketing and Promotional Material.

To maintain consistency and to uphold the strength of a unified image, Maranoa Regional Council encourages the use of the design elements, in their complete form, in your marketing activity.

## KEY USERS OF THE GUIDE

- Maranoa Regional Council staff
- Outback Queensland Tourism Association staff
- Tourism and Events Queensland staff
- Local tourism and development associations and staff
- Community groups
- Designers, creative and advertising agencies
- Tourism industry operators
- Industry and sponsorship partners and other relevant government bodies

## FURTHER INFORMATION

The Maranoa Regional Council's Tourism Development Coordinator should be contacted in regards to specialised applications or for any questions regarding the use of the Roma Revealed brand elements.

**Phone:** Justine Miller on 4624 0204

**Email:** justine.miller@maranoa.qld.gov.au





## STYLE GUIDE

## LOGO

## THE LOGO

The Roma Revealed logo features the distinctive fonts and colours from the Maranoa Regional Council master logo.

The colours represent the five former Council shires, and incorporate earthy colours to show our connection to the natural environment.

The Roma Revealed logo provides brand consistency for the Council - creating cohesion between the corporate divisions and tourism promotions and development.

The Roma Revealed logo is only to be used for tourism related promotions.



## STYLE GUIDE

## CLEAR SPACE AND MINIMUM SIZE

## CLEAR SPACE

To maintain clarity and integrity of our logo an area of clear space must be maintained.

This area is to be kept free of any text, graphic device or image. Wherever possible maintain more clear space around the logo than the minimum.

The clear space rule also applies to the logo's relationship with the edge of a page.

Minimum clear space can be calculated by the height of the letter r in roma.

## MINIMUM SIZE

It is essential the logo never be reproduced smaller than 10mm in height.

This size constraint applies to all versions of the logo.

The minimum size does not include the clear space measurement as shown above.

Minimum Clear Space



Minimum Size



## STYLE GUIDE

## LOGO VARIATIONS

## LOGO VARIATIONS

The logo is available in variety of alternative formats for use in different applications.

The Primary Logo is the preferred version and should be used wherever suitable.

The logo also comes in full colour, reversed colour, mono and reversed versions. The full colour and reversed colour versions are the preferred versions and should be used wherever suitable.

Master Full Colour Logo



Master Full Logo Reverse



Colour Variations



Black and White Reverse



Black and White



## STYLE GUIDE

## COLOUR PALETTE

## COLOUR PALETTE

The Roma Revealed colour palette matches the Marano Regional Council colour palette. Wherever possible these colours should be used in marketing and other collateral including internal documents and stationery.

## Printing colours

The Pantone (or PMS) colour system is to be used in cases where spot colour reproduction is required.

The CMYK breakdown specifications are to be used for offset printing (four colour process).

## Web colours

RGB colours are to be used for screen-only use such as internal documents, powerpoint slides, emails and website applications.

Where a limited colour palette is supplied use the "Web safe" colour option. Where possible use the "Web safe RGB" colour settings for a more accurate colour representation.

Please note: printed colours in this manual are indicative representations and are not to be referenced for colour matching.

## ORANGE

CMYK C0 M56 Y100 K8 RGB R227 G172 B28 WEB SAFE FF9900 WEB SAFE RGB E4801C PANTONE® 718

## YELLOW

CMYK C0 M32 Y100 K9 RGB R231 G166 B20 WEB SAFE FFCC00 WEB SAFE RGB E8A713 PANTONE® 131

## GREEN

CMYK C20 M0 Y100 K19 RGB R178 G187 B30 WEB SAFE 99CC33 WEB SAFE RGB B2BB1C PANTONE® 383

## SKY BLUE

CMYK C59 M7 Y0 K0 RGB R84 G188 B235 WEB SAFE 66CCFF WEB SAFE RGB 52BDEC PANTONE® 2915

## BLUE

CMYK C100 M10 Y0 K10 RGB R0 G147 B208 WEB SAFE 0099CC WEB SAFE RGB 0093D0 PANTONE® PROCESS BLUE

## BLACK

CMYK C0 M0 Y0 K100 RGB R0 G0 B0 WEB SAFE 000000 WEB SAFE RGB 000000

## LIGHT GREY

CMYK C0 M0 Y0 K100 RGB R167 G169 B172 WEB SAFE 999999 WEB SAFE RGB A7A9AC

## STYLE GUIDE

## TYPOGRAPHY

**PRIMARY TYPEFACE**

Frutiger is the Roma Revealed primary typeface.

Use this font in body copy, headings, subheadings, pull quotes and other scenarios that require the text to stand out.

Frutiger 55 Regular is the preferred font for body copy.

Frutiger 65 Bold is the preferred font for headings and subheadings.

Where Frutiger cannot be made available, Arial may be used as a substitute typeface.

**FRUTIGER 65 BOLD****abcdefghijklmnopqrstuvwxyz****ABCDEFGHIJKLMNOPQRSTUVWXYZ****1234567890****Frutiger 55 Regular**

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

## STYLE GUIDE

## TYPOGRAPHY

**SECONDARY TYPEFACE**

Paris Script is the Roma Revealed secondary typeface.

This font is to be used only for the tagline "where country meets the outback", or as a display font for small amounts of text.

Paris Script can be used as:

- The brand tagline
- A subheading to the main Frutiger 65 Bold heading
- A pullout quote

It should never be used as the major headline font or appear as the largest font on the page.

Paris Script

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890



## STYLE GUIDE

## WEB FONTS

Where web fonts are needed the following fonts are recommended:

Open Sans is recommended as an alternative to Frutiger for body copy, headings, subheadings, and pull quotes.

It is available in a variety of weights from Google Fonts at: <https://fonts.google.com/specimen/Open+Sans>

Nothing You Could Do is recommended as an alternative to Paris Script to be used only for the tagline "where country meets the outback", or as a display font for small amounts of text.

It is available from Google Fonts at: <https://fonts.google.com/specimen/Nothing+You+Could+Do>

## OPEN SANS

abcdefghijklmnopqrstuvwxyz

ABCDEFGHIJKLMNOPQRSTUVWXYZ

1234567890

*Nothing You Could Do**abcdefghijklmnopqrstuvwxyz**ABCDEFGHIJKLMNOPQRSTUVWXYZ**1234567890*

## STYLE GUIDE

## TAGLINE

## TAGLINE

The key tagline for the Roma Revealed brand is 'where country meets the outback'.

This tagline should be used and included wherever possible to support the Roma Revealed brand. The tagline text should be written in the secondary typeface Paris Script.

The tagline should never be used as a headline, or without the Roma Revealed logo.

The tagline is designed to support the brand name, and position the brand in visitors' minds – not just geographically positioning the destination in a location where the country and outback meet; but also emotively, creating a sense that the region provides visitors with an enticing mix of country charm and character, together with outback style and experiences – providing visitors with the best of both worlds.

If the tagline is used and included in a sentence or general copy, then the appropriate body copy font can be used.



*where country meets the outback*

## STYLE GUIDE

## BRAND ELEMENT - LEAF SHAPE

## LEAF SHAPE

The leaf shape is used as a branding element to compliment the logo. It can be used as a background shape for the positioning of the logo; or can be used as a general creative element to support the overall design - to position text or as a watermark feature.

USED TO HOUSE LOGO:



USED AS WATERMARK:



## STYLE GUIDE

## MESSAGING

## WRITING STYLE

The core message of the Roma Revealed brand is to convey that the destination has a lot more to offer than what first appears. The destination has many secrets, places, experiences, stories, and characters that are waiting to be uncovered. And it encourages them to stop and experience more! By “revealing” the destination creates surprise and delight for visitors – and creates wonderful experiences and memories they will want to share with their friends and family.

The brand messaging allows and encourages partners and industry operators to ‘share’ and surprise their visitors with their own special stories and experiences – that they can reveal in their own words. Showing visitors the variety and diversity of experiences found throughout the region.

The brand messaging is also a little cheeky and fun, allowing the charm of the destination to be expressed in a uniquely fun way – capitalising on the fun and dry sense of humour often found in individual country and outback characters.

The brand encourages all communications to encapsulate this core message, to create a consistent and unifying voice across the whole region – keeping our visitors surprised and delighted by what they can and do experience in our destination.

## TAGLINE &amp; CORE MESSAGES

The brand tagline **‘where country meets the outback’** is supported by the following marketing messages:

- Country charm - Outback style: showing the mix of country meets Outback; Outback experiences available in the Maranoa; experiences that allow visitors to get engaged and “doing” things; hands-on country and Outback experiences. The benefits of having Outback experiences along with some ‘green’ country as well; variety and availability of services, shops and accommodation; quality cafes, restaurants, liveability. The best of both worlds.
- It’s closer than you think: positioning the region as easily accessible, a half-day drive from Brisbane (key target market); an easy “bite size” taste of the Outback that is easily do-able and convenient; giving you a taste of all the things that create an Outback experience – along with the charm and character offered by country life.

These supporting messages can be included in social media posts, websites, brochures, ads, and in destination copy.

## TIPS FOR YOUR WRITING STYLE

- Keep writing style fun – but not tacky or rude
- Hint at special ‘surprises’ in store for visitors – things that non-locals would not know about
- Show and tell unique aspects of your product or experience
- Keep a little “hidden” – to show that there is more to reveal when they arrive...
- Keep the text personal, natural and engaging
- Use country and outback words, style & dry sense of humour
- Incorporate local characters & individuals wherever possible
- Focus on the variety and diversity of experiences available
- Images should ‘reveal’ the surprises and diversity of the region... will an element of fun and subtle cheekiness where possible

## STYLE GUIDE

## PHOTOGRAPHY

## PHOTOGRAPHY

All images selected for use in Roma Revealed material should be of a high resolution.

Photography should:

- be unposed and candid
- avoid visual clutter
- feature interesting perspectives and backgrounds
- showcase people, landscapes, experiences and community of the local area
- full colour where possible
- reflect the brand messaging of "revealing" unique and special attributes of the region
- a selection of hero images will be made available to partners and other users shortly



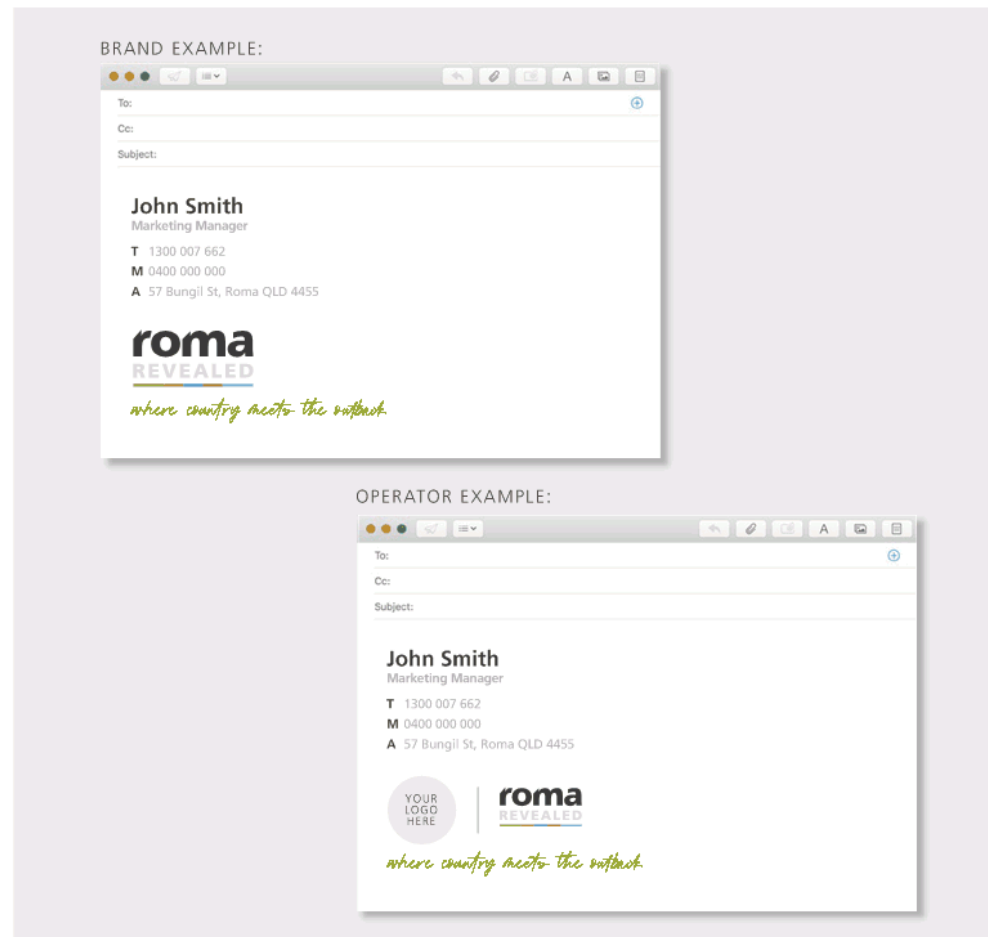






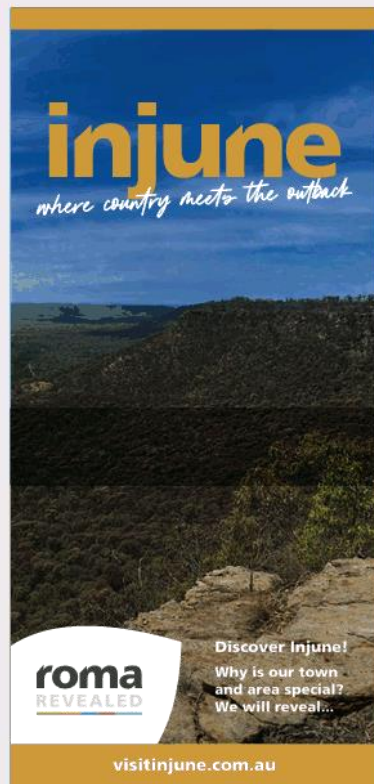
## STYLE GUIDE

## BRAND EXAMPLES - EMAIL SIGNATURE + BROCHURE COVER



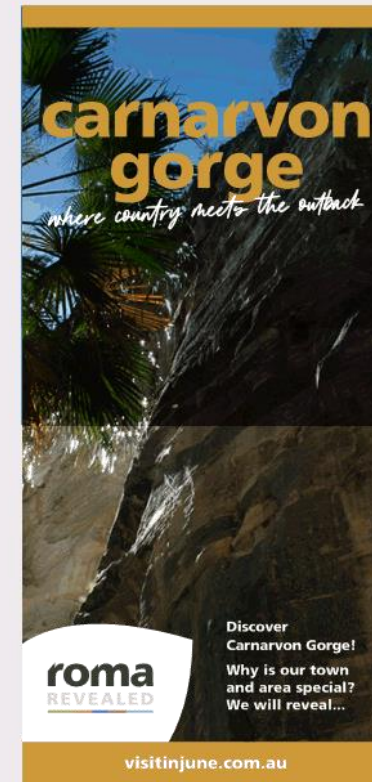
## STYLE GUIDE

## BRAND EXAMPLES - LOCAL TOURISM AREAS BROCHURE COVERS



## STYLE GUIDE

## BRAND EXAMPLES - LOCAL TOURISM AREAS BROCHURE COVERS



**roma**  
**REVEALED**

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