

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Thursday 24 April 2025

Roma Administration Centre

NOTICE OF MEETING

Date: 17 April 2025

Mayor:

Councillor W M Taylor

Deputy Mayor:

Councillor C J O'Neil

Councillors:

Councillor J R P Birkett
Councillor M K Brumpton
Councillor A K Davis
Councillor P J Flynn
Councillor J M Hancock
Councillor B R Seawright
Councillor J R Vincent

Chief Executive Officer:

Robert Hayward

Executive Management:

Brett Exelby – Director Corporate Services
Stephen Scott – Director Bendemere
Seamus Batstone – Director Engineering
Lee Jackson – Director Bungil
Jamie Gorry – Director Regional Development, Environment and Planning
Dean Ellwood – Director Roma
Mathew Gane – Director Warroo

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **24 April 2025 at 9:00 AM**.

A handwritten signature in black ink, appearing to read 'R Hayward', is written over a light blue circular stamp.

Robert Hayward
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 14 May 2025.

Confidential Items

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

C Confidential Items

C.1 Sundry Debtors - Doubtful Debts - Write Off Request

Classification: Closed Access

Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

- C.2 2024/25 Capital Work Program - Roma Bore 21 Infrastructure Project Scope Amendment**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- C.3 2024/25 Capital Works Program Amendment - Sewerage Pump Station 1 Roma**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- C.4 2024/25 Capital Works Program Amendment - Sewerage - SPS Roma Safety Upgrades**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- C.5 2024/25 Capital Works Program Amendment - Water Main Upgrade, Wallumbilla**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- C.6 Application for Community Grants | Round 2 - 2024/2025**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.
- C.7 Yuleba Community Projects | Water Play**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- C.8 Wallumbilla Community Hub | Operational Considerations**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(b) industrial matters affecting employees.
- C.9 Advertising at Roma Airport and Roma Saleyards**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Councillor Business

15 Councillor Business

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 10 APRIL 2025 SCHEDULED TO COMMENCE AT 9:00 AM

ATTENDANCE

Mayor Cr W M Taylor chaired the meeting with Deputy Mayor Cr C J O'Neil, Cr J R P Birkett, Cr M K Brumpton, Cr A K Davis, Cr P J Flynn, Cr J M Hancock, Cr B R Seawright, Cr J R Vincent, Chief Executive Officer – Robert Hayward and Kelly Rogers Minutes Officer in attendance.

AS REQUIRED

Director Bendemere – Stephen Scott, Director Regional Development, Environment and Planning – Jamie Gorry, Director Warroo – Mathew Gane, Deputy Director / Strategic Road Management – Cameron Hoffmann, Manager - Regional Economic & Community Development – Greg Lawrence, Acting Manager Regional Facilities Management – Leah Cooper, Manager Planning, Building & Development Services – Kate Swepson (by mobile phone) Project Officer – Luci Gunning, Project & Administration Officer – Tennielle Limpus, Events Attraction Officer – Georgia Nicholls.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.10am.

CONFIRMATION OF MINUTES

Resolution No. OM/04.2025/01	
Moved Cr Brumpton	Seconded Cr Seawright
That the minutes of the Ordinary Meeting held on 26 March 2025 be confirmed.	
CARRIED	9/0

BUSINESS

OFFICE OF THE CEO

Item Number:	10.1	File Number: D25/33575
SUBJECT HEADING:	ADMINISTRATIVE GUIDELINE ADMINISTRATIVE SUPPORT STAFF (COUNCILLORS)	
Officer's Title:	Lead Officer - Elected Members & Community Engagement	

Executive Summary:

The Administrative Support Staff (Councillors) guideline ensures accountability in respect to the assistance provided to Councillors in carrying out their responsibilities as elected representatives in an open and transparent manner.

Resolution No. OM/04.2025/02	
Moved Cr O'Neil	Seconded Cr Davis
That Council receive and note the Administrative Guideline Administrative Support Staff (Councillors) as presented.	
CARRIED	9/0

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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ENGINEERING

Item Number: 12.1 File Number: D25/30254

SUBJECT HEADING: TEMPORARY 25-METRE POOL ESTABLISHMENT DURING DENISE SPENCER AQUATIC CENTRE REDEVELOPMENT

Officer's Title: Project Officer - Contract Management Office

Executive Summary:

This report responds to Resolution OM/03.2025/15, requesting further information on potential support measures during the temporary closure of the Denise Spencer Memorial Pool. Specifically, it provides updated cost estimates and feasibility advice regarding the installation of a temporary 25-metre swimming pool to maintain aquatic services during the 18-month construction period.

The report outlined two options for Council's information and consideration. The mobilisation of a temporary pool was initially explored during the early planning phases of the project; however, the overall feasibility, cost, and timeline implications meant it was not included in the original scope.

The report revisits that earlier work, incorporating revised market conditions, updated pricing, and project-specific learnings gained through the procurement of the permanent 25-metre pool.

Resolution No. OM/04.2025/03

Moved Cr Vincent

Seconded Cr O'Neil

That Council:

1. Receive and note the report regarding the temporary establishment of a 25-metre pool for the duration of the Denise Spencer Aquatic Centre Construction.
2. Not proceed with a temporary 25-metre pool option due to the overall cost associated with such an installation.

CARRIED

9/0

Responsible Officer

Project Officer - Contract Management Office

REPORTS - LOCAL AREA DIRECTORS

Item Number: 13.1 File Number: D25/25367

SUBJECT HEADING: WARROO SPORTING COMPLEX CANTEEN PROJECT (INTERNAL FIT-OUT)

Officer's Title: Director - Warroo

Executive Summary:

The Warroo Sporting Complex Canteen Project has been completed. This report outlines the background, strategy and options to make the building fully operational for the community in accordance with the Food Safety Act (2006).

Moved Cr Flynn	Seconded Cr Hancock
That Council:	
<ol style="list-style-type: none"> 1. Receive and note the report as an update on the Warroo Sporting Complex Canteen Project. 2. Endorse Option 4: Supply and installation of a modular-style kitchen, and allocate \$55,000 (excluding GST) from Work Order 22913 – Warroo Sporting Complex Canteen Upgrade, to a new project titled "Warroo Sporting Complex Canteen Fit Out." 	
NO VOTE TAKEN	

No vote was taken on the draft motion with Cr O'Neil proposing the following procedural motion:

Resolution No. OM/04.2025/04	
Moved Cr O'Neil	Seconded Cr Hancock
That this lay on the table until later in this meeting [to confirm initial contractual arrangements].	
CARRIED (Cr Flynn requested his vote against the motion be recorded)	8/1
Cr. Taylor called for a division of the vote.	
The outcomes were recorded as follows:	
Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Flynn
Cr. Brumpton	
Cr. Davis	
Cr. Hancock	
Cr. O'Neil	
Cr. Seawright	
Cr. Taylor	
Cr. Vincent	

Declaration of Interest

Item	13.2
Description	Wallumbilla Multipurpose Building/ Facility Name
Declaring Councillor	Brendan Seawright
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am the president of the Wallumbilla Town Improvement group who submitted suggested names for the Multipurpose Building and is also mentioned in the report.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Seawright left the meeting at 9.27am.

Item Number: 13.2 **File Number:** D25/30946
SUBJECT HEADING: WALLUMBILLA MULTIPURPOSE BUILDING | FACILITY NAME
Officer's Title: Local Area Director - Bendemere
 Project Officer - Contract Management Office

Executive Summary:

With construction nearing completion on the Wallumbilla Multipurpose Building, Council was asked to consider options for naming the facility.

Naming the new Wallumbilla Multipurpose Building presents an opportunity to recognise local identity, heritage, or function. This report sought Council's consideration of a shortlist of potential names and endorsement of a consultation process to ensure the final name reflects community values and receives broad support.

Moved Cr Hancock	Seconded Cr (Not received)
That Council: <ol style="list-style-type: none"> Shortlist: <ul style="list-style-type: none"> Wallumbilla Calico Cottage Community Hub The Wheat Shed / The Grain Shed Wallumbilla Pioneer Complex Other Endorse a community consultation process to seek feedback on the shortlisted names. Receive a subsequent report outlining the community feedback and recommending a final name for formal adoption. 	
NO VOTE TAKEN	

No vote was taken on the draft motion, with Cr O'Neil proposing the following procedural motion:

Resolution No. OM/04.2025/05 Moved Cr O'Neil That this lay on the table until later in the meeting [For Council to discuss and consider an appropriate process to narrow down a list of names]. CARRIED	8/0
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Section 150F A (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr. Peter Flynn, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Seawright returned to the meeting at 9.32am.

REGIONAL DEVELOPMENT

Item Number: 14.1 **File Number:** D25/25273

SUBJECT HEADING: MARANOA MEDICAL BURSARY PROGRAM

Officer's Title: Project and Administration Officer

Executive Summary:

This report sought Councils endorsement of The Maranoa Nursing Advancement Bursary Program for 2025

Resolution No. OM/04.2025/06

Moved Cr Brumpton

Seconded Cr O'Neil

That we defer this to a subsequent meeting. [to receive feedback from the health service around how successful the previous nursing bursaries had been].

CARRIED

9/0

Responsible Officer

Project and Administration Officer

Declaration of Interest

Item	14.2
Description	Roma Country Music Festival
Declaring Councillor	Cr Peter Flynn
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am an executive member of the Easter in the Country Committee who run a festival with similar events and as such I could be seen to have my decision making influenced by that interest.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Flynn left the meeting at 9.33am.

Item Number: 14.2 **File Number:** D25/25111

SUBJECT HEADING: ROMA COUNTRY MUSIC FESTIVAL - POST-EVENT REPORT

Officer's Title: Events Attraction Officer

Executive Summary:

In accordance with Council Resolution No. OM/05.2024/50 and the Memorandum of Understanding Agreement of the 2024, 2025, and 2026 Roma Country Music Festival (MOU), future events are subject to a post-event review before any budget allocation or in-kind assistance can be allocated.

This matter came before Council to present a post-event evaluation report and to seek formal approval to allocate budget and in-kind sponsorship to the 2025 event.

Resolution No. OM/04.2025/07
Moved Cr Davis

That this lay on the table until later in the meeting. [For further information regarding the MOU, In-kind support and confirmation of sponsorship benefits and proposed date of the event].

CARRIED

8/0

Section 150F A (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Brendan Seawright, Cr Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Flynn returned to the meeting at 9.44am.

Declaration of Interest

Item	14.3
Description	Minor change to Existing Development Permit – Material Change of Use – “Undefined use” (ref: 2022/20698)
Declaring Councillor	Cr Peter Flynn
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	My daughter Lucy Foley supplied a letter of support for the applicants proposal for the change of use.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Flynn left the meeting at 9.45am.

Item	14.3
Description	Minor change to Existing Development Permit – Material Change of Use – “Undefined use” (ref: 2022/20698)
Declaring Councillor	Cr Cameron O'Neil
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	Western QLD Spirit has and potentially will sponsor the home brew section of the Roma Show of which I am involved.
Type of conflict	Declarable Conflict of Interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Resolution No. OM/04.2025/08

Moved Cr Brumpton

Seconded Cr Davis

That it is in the public interest that Councillor O'Neil participates and votes on agenda item 14.3 because a reasonable person would trust that the decision is made in the public interest.

CARRIED

7/0

Item Number:

14.3

File Number: D25/26167

SUBJECT HEADING:

**MINOR CHANGE TO EXISTING DEVELOPMENT
PERMIT - MATERIAL CHANGE OF USE - "UNDEFINED
USE" (REF: 2022/20698)**

Officer's Title:

Manager – Planning, Building & Development Services

Executive Summary:

McFellowes Distilling Pty Ltd T/A Western Queensland Spirit has submitted a Minor Change application in relation to the existing Development Approval issued for an "Undefined Use" (Distillery, Cellar Door, Function Facility and Short-term Accommodation) at 50 Bungeworgorai Lane, Roma.

The applicant wishes to change the conditions in relation to the number of events, operating hours and increase the scale of the accommodation use.

In assessing and determining the application, Council must have regard to the assessment benchmarks provided by Section 81 of the Planning Act 2016. The Planning Act 2016 sets out the procedural requirements for the minor change application process. The proposed change is not considered to result in substantially different development and is therefore supported.

Moved Cr Vincent

Seconded Cr Brumpton

That Council issue a Change Decision notice in relation to the existing Development Approval (Ref: 2022/20698) for a Material Change of Use "Undefined Use" (Distillery, Cellar Door, Function Facility and Short-term Accommodation) at 50 Bungeworgorai Lane, Roma, properly described as Lot 2 on RP35389, reflecting the changes as listed:

(a) Condition 5 be amended from:

- 5. All works and operations are to be carried out generally in accordance with the approved plans and documents listed in the following table. Where approved plans are in conflict with the Assessment Manager's conditions, the Assessment Manager's conditions prevail.**

Plan/Document Name	Date
Western Queensland Spirit – Site Layout	26-Sep-22
Distillery Floor Plan	n.d.
Sample Accommodation Plans	n.d.

To:

- 5. All works and operations are to be carried out generally in accordance with the approved plans and documents listed in the following table. Where approved plans are in conflict with the Assessment Manager's conditions, the Assessment Manager's conditions prevail.**

	Plan/Document Name	Date
	Western Queensland Spirit – Site Layout	26-Sep-22
	Site Plan – Western Queensland Spirit	n.d.
	Distillery Floor Plan	n.d.
	Sample Accommodation Plans	n.d.

(b) Condition 41 be amended from:

41. Operating hours for the approved “Distillery” and “Cellar Door” are restricted to 7:00am to 7:00pm. Signage must be provided at the Site Access clearly displaying the operating hours of the Distillery and Cellar Door.

To:

41. Operating hours for the approved “Distillery” and “Cellar Door” are restricted to:

☐ 7:00am to 7:00pm, Saturday to Thursday; and

☐ 7:00am to 8:00pm Friday.

Signage must be provided at the Site Access clearly displaying the operating hours of the Distillery and Cellar Door.

(c) Condition 42 be amended from:

42. Operating hours for the approved “Function Facility” are restricted to the hours of between 10:00am to 11:00pm on Fridays, Saturdays and Sundays.

To:

42. Operating hours for the approved “Function Facility” are restricted to the hours of:

☐ Between 10:00am to 11:00pm on Fridays, Saturdays and Sundays; and

☐ Between 10:00am and 9:00pm on Mondays to Thursdays.

(d) Condition 43 be amended from:

43. The number of events that are permitted to be held at the approved “Function facility’ is strictly restricted to 20 events per year.

Note: Small events that occur at the premises during Distillery and Cellar Door operating hours, and which do not have the potential to cause nuisance to surrounding and nearby properties, will not be counted toward the 20 function events.

To:

43. The number of events that are permitted to be held at the approved “Function facility’ is strictly restricted to:

a) 20 events per year on Fridays, Saturdays and Sundays; and

b) 20 events per year on Mondays to Thursdays, to be wholly contained within the “Distillery” and “Cellar Door” building.

Operating hours for these events are to be strictly in accordance with Condition 42.

Note: Small events that occur at the premises during Distillery and Cellar Door operating hours, and which do not have the potential to cause nuisance to surrounding and nearby properties, will not be counted toward the 20 function events.

(e) A new Condition 45 be added that states:

44. A record of all events held on site must be kept and provided to Council annually, or within 48 hours of any written request.

(f) All other conditions are renumbered but remain unchanged.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr O'Neil proposing the following procedural motion:

Resolution No. OM/04.2025/09

Moved Cr O'Neil

That this lay on the table until later in the meeting. [*To consider addressing conditioning of privacy screening*].

CARRIED

8/0

Section 150F A (2)(e) of the *Local Government Act 2009*

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr Johanne Hancock, Cr. Cameron O'Neil, Cr Brendan Seawright, Cr Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Flynn returned at to the meeting at 10.02am.

Item Number:

14.4

File Number: D25/31022

SUBJECT HEADING:

REQUEST FOR USE OF DIANNE GIBSON ARTWORK

Officer's Title:

Project and Administration Officer

Executive Summary:

The Muckadilla Rifle Club requested Council's permission to use the Di Gibson artwork, for which Council holds the copyright.

The Club intends to commission Davric Australia to print the artwork on mugs, tea towels, stubby holders, and medallions, which will be awarded as prizes to competitors in their competition.

Resolution No. OM/04.2025/10

Moved Cr Brumpton

Seconded Cr Hancock

That Council grants permission to the Western District Rifle Association Inc. – Muckadilla Rifle Club to use the Dianne Gibson artwork, for which Council holds the copyright, under the following conditions:

- 1. The artwork must remain unchanged from its original design in accordance with copyright laws.**
- 2. Merchandise featuring the Muckadilla artwork to be used as prizes for competition participants.**

[Cr Hancock proposed an amendment which was accepted].

CARRIED

9/0

Responsible Officer

Project and Administration Officer

Item Number:

14.5

File Number: D25/32407

SUBJECT HEADING:

SURAT COBB AND CO COACH REPAIRS

Officer's Title:

Project and Administration Officer

Executive Summary:

At a recent Cobb & Co Store Museum Workgroup meeting, the need for repair work and repainting of the Cobb & Co Coach was discussed. A quote was obtained from Steve Ralph, the coach builder, who has previously completed repairs on the coach.

As the quoted cost exceeds \$15,000, this report sought Council's approval to proceed with the repairs and repainting, with Steve Ralph undertaking the work.

Resolution No. OM/04.2025/11

Moved Cr Hancock

Seconded Cr Vincent

That Council:

- 1. Approve the quoted amount submitted by Stephen Ralph of \$17,850 ex GST to carry out needed repairs and to repaint the Cobb & Co coach body and wheels.**
- 2. Draw funds from WO 20550.2800.2001 – Cobb & Co Store Museum Upgrades.**

CARRIED

9/0

Responsible Officer

Project and Administration Officer

COUNCILLOR BUSINESS

Declaration of Interest

Item	17.1
Description	Community Book Exchange
Declaring Councillor	Cr Meryl Brumpton
Person with the interest Related party / close associate / other relationship	My daughter, Erin Brumpton
Particulars of Interest	My daughter Erin is employed by the Maranoa Regional Council at the Roma Library.
Type of conflict	Declarable conflict of interest
Action	Although I have a declarable conflict of interest, I do not believe a reasonable person could have a perception of bias. Therefore, I will choose to remain in the meeting. However, I will respect the decision of the meeting on whether I can remain and participate in the decision.

Resolution No. OM/04.2025/12	
Moved Cr Hancock	Seconded Cr Davis
<p>That it is in the public interest that Councillor Brumpton participates and votes on agenda item 17.1 because a reasonable person would trust that the decision is made in the public interest.</p>	
CARRIED	8/0

Cr Davis left the meeting at 10.18am, and returned at 10.19am.

Item Number:	17.1	File Number: D25/33191
SUBJECT HEADING:	COMMUNITY BOOK EXCHANGE	
Councillor's Title:	Cr. Wendy Taylor	

Executive Summary:

Proposal to investigate a community book exchange program for the Maranoa.

Resolution No. OM/04.2025/13	
Moved Cr O'Neil	Seconded Cr Vincent
<p>That a report on a community book exchange program for the region be prepared for consideration as part of the 2025/26 budget deliberations.</p>	
CARRIED	9/0

Responsible Officer	Lead Local Development Officer
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Section 150F A (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr. Peter Flynn, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Brendan Seawright, Cr. Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

LATE ITEMS

Item Number:

L.1

File Number: D25/33377

SUBJECT HEADING:

SURAT WATER ALLOCATION UPDATE # 3

Officer's Title:

Director - Warroo

Executive Summary:

This provided an update to council on the Surat Water Allocation for 2024/25 financial year as per the meeting resolution No. OM/12.2024/04.

The report also outlined recommendations to change the Surat raw water allocation Winter Schedule for the 2024/2025 financial year.

Resolution No. OM/04.2025/14

Moved Cr Brumpton

Seconded Cr Birkett

That:

1. Council receive and note the report.
2. Council adopt the amended Surat raw water schedule as follows:
 - ☐ New Winter Watering Schedule (Raw Water) 1 April – 30 August (Effective 10 April 2025);
 - ☐ East Surat may water on Wednesday, Friday, and Sunday from 6am-10am & 4pm-8pm;
 - ☐ West Surat may water on Tuesday, Thursday, and Saturday from 6am-10am & 4pm-8pm.
3. Council officers provide an update on the Surat Water allocation at the ordinary meeting on 14 May, 2025.

CARRIED

9/0

Responsible Officer

Director - Warroo

Item Number: L.2 File Number: D25/30255

SUBJECT HEADING: DENISE SPENCER AQUATIC FACILITY | SUPPORT STRATEGIES FOR CURRENT FACILITY CLOSURE

Officer's Title: Project Officer - Contract Management Office

Executive Summary:

The Denise Spencer Memorial Pool is scheduled to close for approximately 18 months to allow for major reconstruction works that will deliver a modernised, fit-for-purpose aquatic facility for the region.

While the long-term benefits are significant, the temporary closure will impact residents who rely on the facility for physical activity, swimming education, rehabilitation, and social connection.

This report outlined a suite of potential support strategies to help mitigate the short-term impacts on residents of all ages.

Resolution No. OM/04.2025/15

Moved Cr O'Neil

Seconded Cr Vincent

That Council consider the proposed mitigation strategies to support the Maranoa community during the temporary closure of the Roma Pool as part of the 2025/26 budget deliberations, as outlined below from 1 - 7:

- 1. Water Safety Education:** Partnering with Royal Life Saving Society to provide home-based water familiarisation guidance for families with young children.
- 2. Community Transport:** Offering a "Pool Bus" service during the summer season and school holidays to neighbouring town pool facilities, subject to community demand and uptake.
- 3. Fitness Alternatives:** Enhancing previously ad hoc offerings such as chair yoga, gentle movement classes, and home-based swim instruction by increasing their structure, frequency, and promotion throughout the closure period. These activities, while focused on Roma, may also be delivered in other parts of the Maranoa to support region-wide well-being.
- 4. Temporary Wellness Infrastructure:** Investigating and hiring cold plunge pools and mobile saunas to support mental health, rehabilitation, and disability needs.
- 5. Social & Recreational Events:** Coordinating regional water play days, spa access opportunities, and structured school holiday programs to encourage social engagement.
- 6. Regulatory Support:** Prioritising approvals for private and home-based pools and swim schools to maintain service continuity.
- 7. Regional Pool Upgrade:** Assessing Council's existing regional pool facilities and investigating the feasibility of heating one location to support structured aquatic activities.

CARRIED

9/0

Responsible Officer

Project Officer - Contract Management Office

COUNCIL ADJOURNED THE MEETING
 FOR A MORNING TEA AT 10.37am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 11.16am

CONFIDENTIAL ITEMS

Resolution No. OM/04.2025/16 Moved Cr Hancock Seconded Cr Vincent In accordance with the provisions of Section 254(J(3) of the Local Government Regulation 2012, that Council resolve to close the meeting to the public [at 11.16am] to discuss confidential items that its Councillors consider is necessary to close the meeting. In accordance with Section 254J(5) of the Local Government Regulation 2012, the following table provides: <ul style="list-style-type: none"> • The matters to be discussed; • An overview of what is to be discussed while the meeting is closed. 		
Agenda Item	Matters to be discussed (Reasons to close the meeting under the Local Government Regulation 2012)	Overview
C.1 – Notice of Termination – Studio 2 Roma Community Arts Centre	Section 254J(3)(f) matters that may directly affect the health and safety of an individual or a group of individuals.	Council have received correspondence from the Silversmiths Roma Group Inc. advising that they wish to terminate the Commercial Tenancy Agreement for use of Studio 2 at the Roma Community Arts Centre.
C.2 – Disposal of Council Asset 79812 – Residential Property	Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	Council owned residential property known as Council Asset 79812, is being offered for disposal. The dwelling is located on Corfe Road Roma.
C.3 – Wallumbilla Multipurpose Building Operational Considerations	Section 254J(3)(b) industrial matters affecting employees.	<p>The Wallumbilla Multipurpose Building Construction is nearly complete. The building has been designed to integrate Customer Service, Library Services, VIC operations, and community-led use of the Calico Cottage retail and hospitality area. Shared desk space and operable walls enable flexible use and staffing efficiencies.</p> <p>This report seeks to confirm and finalise the proposed strategic direction for the delivery of services from the new Wallumbilla Multipurpose Building.</p>

C.4 – Yuleba Community Projects Water Play	Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.	This report presents Council with an update on the Yuleba Water Play project, which forms a key part of the Yuleba CBD Liveability Upgrade under the Council / Origin APLNG Workers Transition Agreement.
CARRIED		9/0

Cr Flynn left the meeting at 11.45am, and returned at 11.50am.

COUNCIL ADJOURNED THE MEETING
 FOR A BRIEF RECESS AT 11.46am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING AT 11.50am

Resolution No. OM/04.2025/17	
Moved Cr Birkett	Seconded Cr Seawright
That Council open the meeting to the public [at 11.50am].	
CARRIED	
9/0	

Cr Hancock left the meeting at 11.52am, and returned at 11.53am

Item Number: C.1 **File Number:** D25/31175

SUBJECT HEADING: NOTICE OF TERMINATION - STUDIO 2 ROMA COMMUNITY ARTS CENTRE

Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council received correspondence from the Silversmiths Roma Group Inc. advising that they wish to terminate the Commercial Tenancy Agreement for use of Studio 2 at the Roma Community Arts Centre.

Resolution No. OM/04.2025/18	
Moved Cr Brumpton	Seconded Cr Birkett
That Council:	
<ol style="list-style-type: none"> 1. Receive notice that the Silversmiths Roma Group Incorporated are terminating their Commercial Tenancy Agreement for use of Studio 2, within the Roma Community Arts Centre. 2. Invite Expressions of Interests to enter into a Commercial Tenancy Agreement for not-for-profit community groups to utilise Studio 2, located within the Roma Community Arts Centre. 	
CARRIED	
9/0	

Responsible Officer	Leases and Agreements Administration Officer
----------------------------	---

Item Number: C.2 **File Number:** D25/31527

SUBJECT HEADING: DISPOSAL OF COUNCIL ASSET 79812 - RESIDENTIAL PROPERTY

Officer's Title: (Acting Manager) - Regional Facilities Management

Executive Summary:

Council owned residential property known as Council Asset 79812, is being offered for disposal. The dwelling is located on Corfe Road Roma.

Resolution No. OM/04.2025/19

Moved Cr Birkett

Seconded Cr Vincent

That Council:

1. Obtain a valuation of the residential property known as Council Asset 79812 (proposed lot 5) and adjacent lot (proposed lot 4) within the approved subdivision of Lot 2 on RP 101099), with the intent to offer the two lots for sale by auction.
2. Once the development application approval is finalised a subsequent report be presented to Council.

CARRIED

9/0

Responsible Officer	(Acting Manager) - Regional Facilities Management
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Item Number: C.3 **File Number:** D25/30934

SUBJECT HEADING: WALLUMBILLA MULTIPURPOSE BUILDING | OPERATIONAL CONSIDERATIONS

Officer's Title: Local Area Director - Bendemere
Project Officer - Contract Management Office

Executive Summary:

The Wallumbilla Multipurpose Building Construction is nearly complete. The building has been designed to integrate Customer Service, Library Services, VIC operations, and community-led use of the Calico Cottage retail and hospitality area. Shared desk space and operable walls enable flexible use and staffing efficiencies.

This report sought to confirm and finalise the proposed strategic direction for the delivery of services from the new Wallumbilla Multipurpose Building.

Resolution No. OM/04.2025/20

Moved Cr Vincent

Seconded Cr Hancock

That Council:

1. Provides its in principle support for:
 - a. the delivery of enhanced Council services from the new Wallumbilla Multipurpose Building, including integrated Library, Visitor Information Centre (VIC) and Customer Service functions.
 - b. the provision of Council services that align with regional VIC and library standards, including weekday operating hours of 9.00am to 5.00pm, Monday to Friday.
2. Discuss the following matters with the Calico Cottage Committee at their next meeting:
 - a. Volunteer-led weekend VIC operations, including proposed hours of operation.
 - b. Development of a Memorandum of Understanding (MoU), to be prepared in consultation with the Calico Cottage Committee.
 - c. Ongoing administrative support to be provided to the Committee by multidisciplinary Council staff based at the Wallumbilla Multipurpose Building.
3. Request a subsequent report be presented to Council for formal consideration and approval.

CARRIED

9/0

Responsible Officer

Local Area Director - Bendemere

Item Number:

C.4

File Number: D25/24607

SUBJECT HEADING:

YULEBA COMMUNITY PROJECTS | WATER PLAY

Officer's Title:

Project Officer - Contract Management Office

Executive Summary:

This report presented Council with an update on the Yuleba Water Play project, which forms a key part of the Yuleba CBD Liveability Upgrade under the Council / Origin APLNG Workers Transition Agreement.

Resolution No. OM/04.2025/21

Moved Cr Brumpton

Seconded Cr Davis

That this be laid on the table until a future meeting. [To receive more information from the design contractor].

CARRIED

8/1

Cr. Taylor called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Flynn
Cr. Brumpton	
Cr. Davis	
Cr. Hancock	
Cr. O'Neil	
Cr. Seawright	
Cr. Taylor	
Cr. Vincent	

Responsible Officer	Project Officer - Contract Management Office
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Item Number: 13.1 **File Number:** D25/25367

SUBJECT HEADING: WARROO SPORTING COMPLEX CANTEEN PROJECT (INTERNAL FIT-OUT)

Officer's Title: Director - Warroo

Executive Summary:

The Warroo Sporting Complex Canteen Project has been completed. This report outlines the background, strategy and options to make the building fully operational for the community in accordance with the Food Safety Act (2006).

This item had been laid on the table earlier during the meeting for additional information, this to hand, Council resumed its deliberations.

Resolution No. OM/04.2025/22	
Moved Cr Flynn	Seconded Cr Hancock
That Council:	
<ol style="list-style-type: none"> 1. Receive and note the report as an update on the Warroo Sporting Complex Canteen Project. 2. Endorse Option 4: Supply and installation of a modular-style kitchen, and allocate \$55,000 (excluding GST) from Work Order 22913 – Warroo Sporting Complex Canteen Upgrade, to a new project titled "Warroo Sporting Complex Canteen Fit Out." 	
CARRIED	8/1

Responsible Officer	Director - Warroo
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Cr Seawright, having previously declared a prescribed conflict of interest in the following item, left the meeting at 12.06pm.

Item Number: 13.2 **File Number:** D25/30946
SUBJECT HEADING: WALLUMBILLA MULTIPURPOSE BUILDING | FACILITY NAME
Officer's Title: Local Area Director - Bendemere
 Project Officer - Contract Management Office

Executive Summary:

With construction nearing completion on the Wallumbilla Multipurpose Building, Council should now consider options for naming the facility.

Naming the new Wallumbilla Multipurpose Building presents an opportunity to recognise local identity, heritage, or function. This report sought Council's consideration of a shortlist of potential names and endorsement of a consultation process to ensure the final name reflects community values and receives broad support.

This item had been laid on the table to allow Council additional time to consider an appropriate process to narrow down a list of names.

Moved Cr Hancock	Seconded [Called but not received]
That Council:	
<ol style="list-style-type: none"> Shortlist the following names for the Wallumbilla Multipurpose Building for the purpose of community consultation: <ul style="list-style-type: none"> Wallumbilla Calico Cottage Community Hub The Wheat Shed / The Grain Shed Wallumbilla Pioneer Complex Other Endorse a community consultation process to seek feedback on the shortlisted names. Receive a subsequent report outlining the community feedback and recommending a final name for formal adoption. 	
MOTION LAPSED	

The abovementioned motion lapsed due to the absence of a seconder. The following motion was put forward for Council's consideration:

Resolution No. OM/04.2025/23	
Moved Cr O'Neil	Seconded Cr Vincent
That Council:	
<ol style="list-style-type: none"> Give in principle approval to naming the new Wallumbilla Multipurpose building the 'Wallumbilla Community Hub'. Correspond with the Wallumbilla Town Improvement Group, the Wallumbilla Heritage Association and Calico Cottage committee seeking their feedback on the new name. Be provided a subsequent report at an upcoming Council meeting for final approval. 	
CARRIED	8/0

Responsible Officer	Local Area Director - Bendemere
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Section 150F A (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr. Peter Flynn, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Seawright returned to the meeting at 12.15pm.

Cr Flynn, having previously declared a prescribed conflict of interest in the following item, left the meeting at 12.16pm.

Item Number:	14.2	File Number: D25/25111
SUBJECT HEADING:	ROMA COUNTRY MUSIC FESTIVAL - POST-EVENT REPORT	
Officer's Title:	Events Attraction Officer	

Executive Summary:

In accordance with Council Resolution No. OM/05.2024/50 and the Memorandum of Understanding Agreement of the 2024, 2025, and 2026 Roma Country Music Festival (MOU), future events are subject to a post-event review before any budget allocation or in-kind assistance can be allocated.

This matter came before Council to present a post-event evaluation report and to seek formal approval to allocate budget and in-kind sponsorship to the 2025 event.

Resolution No. OM/04.2025/24
Moved Cr Brumpton

That this item be laid on the table to a future Council meeting. [To receive information regarding Council's In-kind support].

CARRIED

8/0

Responsible Officer	Events Attraction Officer
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Section 150F A (2)(e) of the Local Government Act 2009

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr. Johanne Hancock, Cr. Cameron O'Neil, Cr. Brendan Seawright, Cr. Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Cr Flynn returned to the meeting at 12.16pm.

Cr Flynn, having previously declared a prescribed conflict of interest in the following item, left the meeting at 12.16pm.

Item Number: 14.3 File Number: D25/26167

SUBJECT HEADING: MINOR CHANGE TO EXISTING DEVELOPMENT
 PERMIT - MATERIAL CHANGE OF USE - "UNDEFINED
 USE" (REF: 2022/20698)

Officer's Title: Manager – Planning, Building & Development Services

Executive Summary:

McFellowes Distilling Pty Ltd T/A Western Queensland Spirit has submitted a Minor Change application in relation to the existing Development Approval issued for an "Undefined Use" (Distillery, Cellar Door, Function Facility and Short-term Accommodation) at 50 Bungeworgorai Lane, Roma.

The applicant wishes to change the conditions in relation to the number of events, operating hours and increase the scale of the accommodation use.

In assessing and determining the application, Council must have regard to the assessment benchmarks provided by Section 81 of the Planning Act 2016. The Planning Act 2016 sets out the procedural requirements for the minor change application process. The proposed change is not considered to result in substantially different development and is therefore supported.

Resolution No. OM/04.2025/25

Moved Cr Vincent

Seconded Cr Brumpton

That Council issue a Change Decision notice in relation to the existing Development Approval (Ref: 2022/20698) for a Material Change of Use "Undefined Use" (Distillery, Cellar Door, Function Facility and Short-term Accommodation) at 50 Bungeworgorai Lane, Roma, properly described as Lot 2 on RP35389, reflecting the changes as listed:

(a) Condition 5 be amended from:

5. All works and operations are to be carried out generally in accordance with the approved plans and documents listed in the following table. Where approved plans are in conflict with the Assessment Manager's conditions, the Assessment Manager's conditions prevail.

Plan/Document Name	Date
Western Queensland Spirit – Site Layout	26-Sep-22
Distillery Floor Plan	n.d.
Sample Accommodation Plans	n.d.

To:

5. All works and operations are to be carried out generally in accordance with the approved plans and documents listed in the following table. Where approved plans are in conflict with the Assessment Manager's conditions, the Assessment Manager's conditions prevail.

Plan/Document Name	Date
Western Queensland Spirit – Site Layout	26-Sep-22
Site Plan – Western Queensland Spirit	n.d.
Distillery Floor Plan	n.d.
Sample Accommodation Plans	n.d.

(b) A new Condition 25 is added to read:

- 25. A 5 metre wide landscape buffer is to be provided along the western boundary of the development area, fronting Bungeworgorai Lane. The buffer must extend from the north-western corner of the site to 5 metres south of the accommodation cabins shown on the approved plans, so as to provide a visual buffer to nearby sensitive land uses. This area is to be densely planted with trees, shrubs and ground covers which must contribute to the amenity of the development and road frontage.**

(c) A new condition 29 is added to read:

Screening

- 29. Privacy screening is to be provided along the southern and western edges of the proposed plunge pool. Screening is to be provided in the form of landscaping or fencing that achieves a minimum height of 2 metres above the pool edge and achieve a minimum 50% transparency.**

(d) Condition 41 be amended from:

- 41. Operating hours for the approved “Distillery” and “Cellar Door” are restricted to 7:00am to 7:00pm. Signage must be provided at the Site Access clearly displaying the operating hours of the Distillery and Cellar Door.**

To:

- 43. Operating hours for the approved “Distillery” and “Cellar Door” are restricted to:**
(a) 7:00am to 7:00pm, Saturday to Thursday; and
(b) 7:00am to 8:00pm Friday.

Signage must be provided at the Site Access clearly displaying the operating hours of the Distillery and Cellar Door.

(e) Condition 42 be amended from:

- 42. Operating hours for the approved “Function Facility” are restricted to the hours of between 10:00am to 11:00pm on Fridays, Saturdays and Sundays.**

To:

- 44. Operating hours for the approved “Function Facility” are restricted to the hours of:**
(a) Between 10:00am to 11:00pm on Fridays, Saturdays and Sundays; and
(b) Between 10:00am and 9:00pm on Mondays to Thursdays.

(f) Condition 43 be amended from:

- 43. The number of events that are permitted to be held at the approved “Function facility” is strictly restricted to 20 events per year.**

Note: Small events that occur at the premises during Distillery and Cellar Door operating hours, and which do not have the potential to cause nuisance to surrounding and nearby properties, will not be counted toward the 20 function events.

To:

- 45. The number of events that are permitted to be held at the approved “Function facility” is strictly restricted to:**
- (a) **20 events per year on Fridays, Saturdays and Sundays; and**
 - (b) **20 events per year on Mondays to Thursdays, to be wholly contained within the “Distillery” and “Cellar Door” building.**

Operating hours for these events are to be strictly in accordance with Condition 42.

Note: Small events that occur at the premises during Distillery and Cellar Door operating hours, and which do not have the potential to cause nuisance to surrounding and nearby properties, will not be counted toward the 20 function events.

- (g) A new Condition 46 be added that states:**

- 46. A record of all events held on site must be kept and provided to Council annually, or within 48 hours of any written request.**

- (h) All other conditions are renumbered but remain unchanged.**

CARRIED

8/0

Responsible Officer

Manager – Planning, Building & Development Services

Section 150F A (2)(e) of the *Local Government Act 2009*

For a matter to which the prescribed conflict of interest or declarable conflict of interest relates – the name of each eligible councillor who voted on the matter, and how each eligible councillor voted.

Name of each eligible councillor who voted on the matter:

Cr. John Birkett, Cr. Meryl Brumpton, Cr. Amber Davis, Cr. Johanne Hancock, Cr. Cameron O’Neil, Cr. Brendan Seawright, Cr. Wendy Taylor, Cr. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Cr Flynn returned to the meeting at 12.23pm.

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 12.23pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 24 April 2025, at Roma Administration Centre.

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 24 April 2025

Date: 3 April 2025

Item Number: 8.1

File Number: D25/35360

SUBJECT HEADING: Muckadilla Rifle Range

Classification: Open Access

Officer's Title: Administration Officer - Council Facilities
Management

Original Resolution Meeting Date: 9 August 2023

Original Resolution Number: OM/08.2023/20

Original Resolution:

That Council:

1. Pursuant to s236(2) of the Local Government Regulation 2012 (Qld), that Council grant the lease the subject of the following resolution without tender or auction on the basis that the trustee lease is to be granted to a community organisation as permitted by the exception conferred by s236(1)(b)(ii) of the Local Government Regulation 2012 (Qld).
2. Grant a trustee lease to the Western District Rifle Association Inc. over part of the reserve land described as Lot 42 on SP220293, subject to the following conditions:
 - a) The total term, including options to renew, of the trustee lease is to not exceed 10 years.
 - b) Council and Western District Rifle Association Inc. reaching agreement on the terms and conditions of the lease to the satisfaction of Council's Chief Executive Officer (or delegate).
3. Authorise the Chief Executive Officer (or delegate) to sign the lease and any associated documentation.

Recommendation:

That Council repeal Resolution Number OM/08.2023/20 and replace with:

That Council:

1. Grant a Firing Rights Agreement to the Muckadilla Rifle Club under the Western District Rifle Association Inc. over part of the reserve land described as Lot 42 on SP220293, subject to the following conditions:
 - b) The total term, including options to renew, of the Firing Rights Authority is to not exceed 10 years.
 - b) Council and Muckadilla Rifle Club reaching an agreement on the terms and conditions of the Firing Rights Agreement to the satisfaction of Council's Chief Executive Officer (or delegate).
3. Authorise the Chief Executive Officer (or delegate) to sign the Firing Rights Authority and any associated documentation.

Background:

Council previously resolved to enter a formal agreement of a Trustee Lease with the Muckadilla Rifle Club.

The application and lease were submitted by McInnes Wilson Lawyers to the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development (previously Department of Resources) and was rejected by the Minister on the following grounds:

- *The reserve's purpose is for camping and watering, whilst also being a major integral part of our stock route system in the area.*
- *SRMU do not support this type of trustee lease over the application area, as it is required for travelling stock and is associated with primary stock route 002MARA.*

With Ministerial Consent being rejected, an alternative arrangement is being sought to ensure there is a formal agreement in place for the exclusion area, during the clubs shooting program.

Request for Council to consider entering a Firing Rights Agreement over part of Reserve for Camping and Water – Lot 42 on SP220293.

Coordinator Rural Lands will draft a **Reserve Management Plan** for Muckadilla to accompany a **Firing Rights Authority** to the Senior Land Officer (State Land Officer - Stock Routes Management - Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development).

The Muckadilla Rifle Club is one of our community's sporting groups who operate within stringent guidelines and practices, and have strong risk mitigation and risk management agreements in place, including Range Standing Orders.

The group run successful meets and teach a highly skilled sport, which is recognised by the Olympics. They also regularly fundraise and give back to the community.

The land must still be available to travelling stock when there is not a rifle shoot on. The Association must advise Council when a shoot is planned so that any travelling stock / drovers can be notified.

The land must be appropriately signed to ensure no one accesses the land and roads closed off, when shoots are on.

A **Firing Rights Authority** would allow the group an official document over part of Lot 42 on SP220293. This will allow for an exclusion trajectory and safety zone for any potential misfire, instead of a lease over part of the land, that is not currently supported due to the impact on the Stock Route network.

Supporting Documentation:

- | | | |
|---|---|-----------|
| 1 | Muckadilla Rifle Club - Range Standing Orders | D25/35540 |
| 2 | Muckadilla Rifle Club - Risk Assessment November 2024 | D25/35539 |
| 3 | Firing Rights Agreement - Bungil Shire Council - 2002 -
Muckadilla Rifle Range | D23/60660 |
| 4 | Plan of Part of Lot 42 on SP220293 - exclusion zone | D25/35545 |
| 5 | Muckadilla Rifle Club - Refusal letter for a Trustee Lease
- Minister | D25/35543 |
| 6 | Ordinary Meeting - 9 August 2023 - Muckadilla Rifle
Range | D23/60322 |

Notice prepared by:

Administration Officer - Council Facilities
Management

Eric Bury Memorial Rifle Range Range Standing Orders

Document Number: Safety 2023 Vers 1.00

Applicability: All Range Users

1

Preamble

Muckadilla Rifle Club (MRC) as the owner and operator of the Eric Bury Memorial Rifle Range (EBMRR) require that these Range Standing Orders be strictly followed and adhered to.

Failure to comply will result in Range Closure or denial of use/hire of the EBMRR.
Third parties such as Companies/Individuals who hire/lease the range for use, must also comply to these Range Standing Orders.

This document supersedes all previous editions of the EBMRR Range Standing Orders.

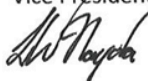
Document details

Document: Eric Bury Memorial Rifle Range – Range Standing Orders 2023

Applicability: All Range Users

Prepared by Lance Nayda
Position Vice President MRC

Signature



Approved by John Downes
Position President MRC

Signature

Date November 2023

Version Control

Date	Version Number	Changes Made
14 Nov 2023	V1.00	Document supersedes previous Range Standing Orders issued and amended.

Abbreviations

.	QLD	Queensland
.	CRO	Chief Range Officer
.	ECI	Empty Chamber Indicator
.	ET	Electronic target
.	LDA	Limited Danger Area (template/range)
.	NRAA	National Rifle Association of Australia
.	RO	Range Officer
.	RSO(s)	Range Standing Orders
.	SSR(s)	Standard Shooting Rules, as currently published on the NRAA website
.	TRA	Target Rifle Australia Limited
.	EBMRR	Eric Bury Memorial Rifle Range

Definitions

- . Third Party “involving or relating to a third person or organisation less directly involved in a matter than the main people or organisations”

Examples of third-party users include, but are not limited to the following: Australian Border Force, Queensland Police, other Government Departments or Agencies, private companies or groups and teams from other shooting organisations or any other external third party approved by the MRC to access the EBMRR, these third parties are required to provide indemnity or proof of insurance.

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Introduction

1.1 Document Structure

These Range Standing Orders (RSOs) for the Eric Bury Memorial Rifle Range (EBMRR) are divided into (3) parts:

Part 1 – Introduction;
Part 2 – All user Requirements; and
Part 3 – Attachments

1.2 Executive Authority

The Committee of the Muckadilla Rifle Club (MRC) as the executive authority of the EBMRR expect all users of the range to have read these RSOs, and to fully comply with the rules and guidance provided within this document.

The Committee of the MRC reserves the right, as necessary, to enforce these rules, or where appropriate, to suspend or ban personnel from using the EBMRR where they have been found to have breached the rules contained within this document.

1.3 Location and Description of the EBMRR

The EBMRR is a classification style range located immediately south of the township of Muckadilla with its eastern boundary adjacent to the Warrego Highway. The range comprises seven target lanes with firing mounds from 300 – 900 yards. The range operates as a Limited Danger Area Range (LDA).

A map identifying the location, boundaries and layout of the EBMRR is at Attachment 3.1

The general description of the Range area is at Attachment 3.2

The EBMRR is owned and operate by the MRC.

2 All User Requirements

Part 2 of these RSOs describe the responsibilities of all range users of the EBMRR, regardless of the club or third party to which they may belong.

Muckadilla Rifle Club (MRC), as the owner and operator of the EBMRR, has the legal right to insist upon the correct and safe behaviour of all personnel on the EBMRR.

All EBMRR users are to be aware of these requirements as well as the requirements particular to the specific range that they are using, which are set out in other parts of these RSOs.

2.1 Legal Responsibility of clubs and Third Parties

A legal responsibility for ensuring the correct and safe behaviour sits with a club or third party that has been granted permission to use the EBMRR.

2.2 Access and Timings

Access to the EBMRR is controlled. Only appointed officials are to have keys and these keys are not to be copied or loaned unless approved by the MRC committee. Keys that are held by personnel are to be returned at the request of the MRC committee should membership cease for any reason. A register of all keys is to be maintained.

The EBMRR may be used for live firing at any time (day or night) due to its design and subject to adequate notice to land holders who manage areas of the EBMRR danger area. Normal club shooting timings are Sundays as dictated by the published range schedule.

A list of Land Owners and their relevant contact details is listed at Attachment 3.3

2.3 Range Management

The committee of the MRC, which meets on a regular basis, will manage the EBMRR.

The committee of the MRC will:

- . Coordinate competition dates and yearly calendars;
- . Determine priorities where there are any conflicts;
- . Authorise EBMRR development works and general work details;
- . Scope and prioritise the expenditure of funding for general upgrades; and
- . Submit any requests for Grants and general support.

2.4 Range Closures

The committee of the MRC may close the range for any reason. Typically, the reason may be for extreme weather or extreme fire risk or where the use of vehicles or the conduct of events may cause excessive damage or risk to personnel.

2.5 Range Approvals

Current Range Approvals are at Attachment 3.4

2.6 No Shooting Alone

Under no circumstances will a shooter be allowed to use the EBMRR alone. Where only two shooters are present, one person must be an accredited Range Officer (RO).

No shooter is to shoot without direct supervision from a scorer or RO. No shooter is to commence a string of fire unless there is a scorer present. The scorer is to supervise the conduct of a cycle test before the commencement of each day's firing. The scorer is to clear the shooters weapon on the firing mound and supervise the insertion of the Empty Chamber Indicator (ECI) prior the shooter leaving the mound.

2.7 Supervision of Safety

The responsibility for supervision of safety remains with the duly appointed and accredited RO. The RO is the person appointed by the controlling body to take control of a shoot from the firing point.

ROs are to be visible/easily identified utilising a high visibility vest and are to remain on the firing point whilst firing is in progress.

All Third-Party Users that have been granted access to the EBMRR are legally responsible for the appointment of appropriately qualified and accredited ROs for the course of fire to be undertaken. Additionally, they must have proof of indemnity and insurance cover.

2.8 Range Officer Duties

All live firing is to be controlled by the RO.

The RO is responsible for the safe conduct of the shooting and the actions of personnel whilst on the range.

The RO is to ensure compliance with these RSOs.

Live firing is not to commence until authorised by the RO.

Prior to the commencement of live firing, the RO is to ensure that:

- . The appropriate danger flags and or movement barriers and warning signs are in place;
- . The first aid kits are in place at the firing point, and in the target gallery if required;
- . The range forward of the firing point is not occupied;
- . The observable danger area is clear of personnel;
- . All shooters have signed the range register; and
- . All shooters' licences have been inspected to be in date.

If, in the opinion of the RO, a firearm, cartridge or any other item being used is unsafe, the RO has the authority to order that it no longer be used until it has been made safe to the satisfaction of the RO.

The RO is to ensure the following actions have occurred at the conclusion of live firing:

- . All targets have been put away;
- . All rubbish has been collected and correctly disposed of;
- . All stores and equipment have been returned to the nominated storage location; and
- . All signage, flags and barriers have been removed and returned to storage locations.

The MRC will appoint an NRAA accredited RO for the full-bore range and all firing is to be in accordance with Standard Shooting Rules (SSRs) as listed on the NRAA website. Other accreditations may be acceptable on a case-by-case basis at the discretion of the MRC.

2.9 Firing Point Procedure

The following rules apply to all range users:

- . Mobile/temporary shooting benches acceptable to the RO may be used;
- . Spectators are to remain a safe distance to the rear of the firing point behind the designated marker;
- . Cycle testing as described in the SSRs is to occur prior to the first range on each day under the supervision of the scorer or RO;
- . The muzzles of all weapons are to be forward of the indicator on the mound; and
- . The use of muzzle breaks is at the discretion of the RO/MRC committee in line with SSRs. Should muzzle breaks be allowed, suitable baffles are to be in place.

2.10 Use of Electronic Targets

Electronic targets and conventional targets with markers can be used concurrently. In this in this case, or if personnel are to remain in the target gallery for whatever reason, then normal safety measures for the protection of personnel and the use of radio communications apply. When electronic targets are solely used with no personnel at all in the target gallery during live firing, the red flag is not to be raised in the target gallery and there is no requirement for radio communications. The appointed RO is to physically ensure that the target gallery and butts' areas are free of personnel before returning to the firing point and giving the order to commence firing.

The following rules apply when using electronic targets:

- . If there are no personnel in the target gallery/butts, there is no requirement for radio communications;
- . Care must be taken when moving monitors at the firing point.
- . Personnel relocating monitors must ensure that the rifle of the shooter waiting to commence shooting is unloaded before relocating the monitor. At no time shall personnel relocating a monitor step over a shooters body or rifle;
- . When it is necessary to move a cable connected monitor over a shooter or rifle, it is to be conducted as a two-person operation with personnel situated either side of the shooter or rifle; and
- . Monitors are NOT to be placed on any bench in use. Bench shooters must position the monitor on the ground.

2.11 Use of 100yd Bench rest

A bench rest may be utilised at the 100yd firing point for zeroing or ammunition/load testing procedures.

2.12 Clearance of Firearms and Magazines

Before retiring from a firing point each firer must go through the unloading procedure with the muzzle pointed towards the target and then remove the bolt from the rifle, or when approved by the match rules, leave the action in an open position and when cleared, insert an ECI.

For NRAA accredited matches and practice, as the firer completes firing, he/she must complete the unload procedure and remove the bolt. They must then present the breech to the scorer and check scorer where applicable so they can verify that the chamber of the rifle is empty by looking through the chamber and down the barrel. An ECI is then to be inserted. The bolt is not to be reinserted in the firearm after the breech has been cleared.

If using a magazine, the magazine and ammunition are to be removed from the firearm during the unloading procedure. Before leaving the firing point the firer must satisfy the RO/ scorer/ designated person clearing the firearm that, in addition to confirming that the chamber is empty, the magazine is also empty.

Alternatives to the above procedures include default procedures for clearing firearms and magazines as specified in the current SSRs.

2.13 Warning Signs to be in Place

Before any live firing at the EBMRR, red flags are to be positioned at the following locations:

- . At the flag pole at the entrance to the range;
- . At the firing point;
- . At the right side of the stop butt; and
- . Warning signs positioned on access roads, range boundaries and relevant danger areas.

Night live firing may occur only on approval of MRC committee. Additional safety measures are required in the form of red warning lights.

2.14 Specific Range Restrictions

In addition to standard safety procedures, the following restrictions apply to the EBMRR:

- . The use of shotguns is not permitted;
- . Clay target shooting is not permitted;
- . Automatic fire is not permitted;
- . Pyrotechnics and tracer ammunition is not permitted;
- . Calibres greater than 8mm are not permitted;
- . Use of steel plate targets is not permitted; and
- . Pistol shooting is not permitted.

2.15 Alcohol, Drugs and Responsible Control over a Firearm

The Queensland Firearms Act prohibits a person possessing, carrying or using a firearm while the person is under the influence of alcohol or any other drug. It also imposes severe penalties on others who do not take all reasonable steps to ensure that a person believed to be under the influence of alcohol or any other drug does not take part in shooting activities at a shooting range

Personnel are not authorised to shoot on the EBMRR if under the influence of alcohol or any other prohibited drug, or if for any reason they are unable to exercise responsible control over a firearm.

The RO has the authority to refuse an individual access to the firing point if:

- . they believe that individual is under the influence of alcohol or any other drug; or
- . for any reason that individual is unable to exercise responsible control of a firearm.

The onus of providing innocence rests with the individual and not the RO.

Under no circumstances may personnel consume alcohol on the EBMRR whilst firing or before firing.

Alcohol may only be consumed by personnel on the EBMRR once they have finished firing for the day and only in the designated bar area.

2.16 Shooter Safety Responsibilities

Shooters have the responsibility to comply with the following rules:

- . Ensuring they have a valid firearms licence and present it for inspection as required;
- . The sections in Part 2 of these ROs apply to all users no exceptions;
- . Firearms must be handled with utmost care with actions open and/or bolts removed;
- . The action may only be closed when the firearm is in the shoulder and pointed at the target from the firing point;
- . When receiving/handling a firearm, point the firearm in a safe direction and verify it is clear;
- . All shots are to be fired so that projectiles are safely captured by the stop butt;
- . No firearm is to be removed from the firing point unless it has been inspected and cleared;
- . On the command "CEASE FIRE" all firing must stop immediately, cartridges extracted from the breech all actions must be left open. An ECI is to be inserted;
- . All personnel are to follow the direction of the RO;
- . All firearms on the EBMRR must be in good mechanical condition and function safely;
- . Any person who is aware of any condition likely to cause danger or damage must notify the RO immediately;
- . In the event of a misfire or malfunction call the RO immediately. Do not attempt to open the firearm or remedy the problem. Keep the firearm pointing at the target and wait for assistance;
- . Firearm security on the EBMRR is the responsibility of the individual; and
- . Other people's firearms or equipment are not to be touched without the owner's permission.

10

2.17 General Health and Safety

The following is to be adhered to by all range users:

- . All personnel should be conscious of heat and cold extremes on the Range and ensure they have appropriate clothing, protection and sufficient hydration to match conditions;
- . All personnel should be vigilant for signs of snakes;
- . Machinery is to be checked prior to use to ensure that it is in safe working order; and
- . Machinery is not to be operated in proximity to firing mounds when the range is in use.

All users of the EBMRR are encouraged to report any dangers that they perceive to represent a risk to life and limb to the governing body as soon as practicable.

2.18 Personal Protective Equipment (PPE)

When in the vicinity of any active firing point, all shooters and spectators are to adhere to the following safety mandates:

- . Ear plugs, ear muffs, or similar hearing protection is to be worn when shooting, spectating or scoring;
- . Shooters are encouraged to wear shatter proof shooting glasses or similar eye protection whilst shooting; and
- . Enclosed footwear is to be used when shooting.

2.19 First Aid Kits

MRC is to maintain appropriate first aid kits in the following locations:

- . At any active firing point;
- . In the target gallery (if being used by markers or range staff); and
- . At the CWA hall located in the vicinity of the range which includes a defibrillator.

Third party users of the EBMRR are responsible for arranging the provision of appropriate first aid kits for use at the firing point and the target gallery (if required).

2.20 Prescribed Event (incident or accident on the EBMRR)

Any incident or accident on the EBMRR, specifically including injury to a person or damage to property at or in the vicinity of the range is considered to be a prescribed event and the following actions are to be observed:

- . Any user of the EBMRR may call for firing to CEASE or STOP if circumstances warrant, but in any event the RO must be advised immediately.
- . The RO is to ensure the immediate area is made safe;
- . The RO is to supervise any first aid treatment;
- . In the case of an accident or injury that requires evacuation for higher medical treatment a person nominated by the RO is to telephone 000.

Apart from making safe any firearm that may have been directly involved, the RO is to ensure the preservation of the incident site, so appropriate authorities can conduct an investigation (if required).

2.21 Prescribed Event – Additional Requirements

The following additional actions are to occur after injury to personnel or damage to property:

- . Consideration of the need to immediately notify Queensland Police (QPOL);
- . Photos of the scene and or damaged property are to be taken;
- . The incident is to be reported to the MRC committee including all details; and
- . The MRC committee is to review all details as soon as possible.

Where there has been a fatality or serious injury, QPOL and WorkSafe Qld is to be notified in accordance with Attachment 3.5

2.22 Non – Prescribed Events

An accident not related in any way to the conduct of shooting on the EBMRR shall be dealt with in a similar way to the preceding two paragraphs by the senior office bearer or member of the group involved. In the case of a third-party involvement, the MRC committee is to be notified immediately.

2.23 Environmental Protection

The EBMRR is subject to environmental regulation which sets out a number of requirements that must be observed. The MRC is a supporter of nature conservation and the protection of the environment. Consequently, the following rules are to be observed:

- . Dumping is not permitted on the EBMRR unless approved by the MRC committee;
- . Native fauna is not to be shot on the EBMRR;
- . Rubbish bins are provided for the collection of rubbish on the EBMRR; and
- . Firing of projectiles is only to be into the stop butt.

2.24 Use of Vehicles

Private vehicles may be used provided that personnel:

- . Only use designated roads, tracks and car parks;
- . No vehicles are to drive over or on the established firing mounds;
- . Take heed of all warning signs and flags;
- . Due to the black soil nature of the range area, no vehicles are to be used under wet conditions; and
- . Adhere to the general 20km/h speed limited. Speeding will not be tolerated. It causes damage to the roads, dust and is a danger to pedestrians and children.

2.25 Camping

The area on the E/W side of the range in the vicinity of the toilet block and storage facility is available for camping. The following must be observed:

- . When firing is taking place on the 900yd mound there is to be no movement past the designated safety barrier; and
- . Movement is to be kept to a minimum so as to not distract firers.

2.26 Third Party Range Bookings

All third-party range requests for use of the EBMRR must be directed to the MRC committee. In Submitting an application for use, the Third Party must provide the following:

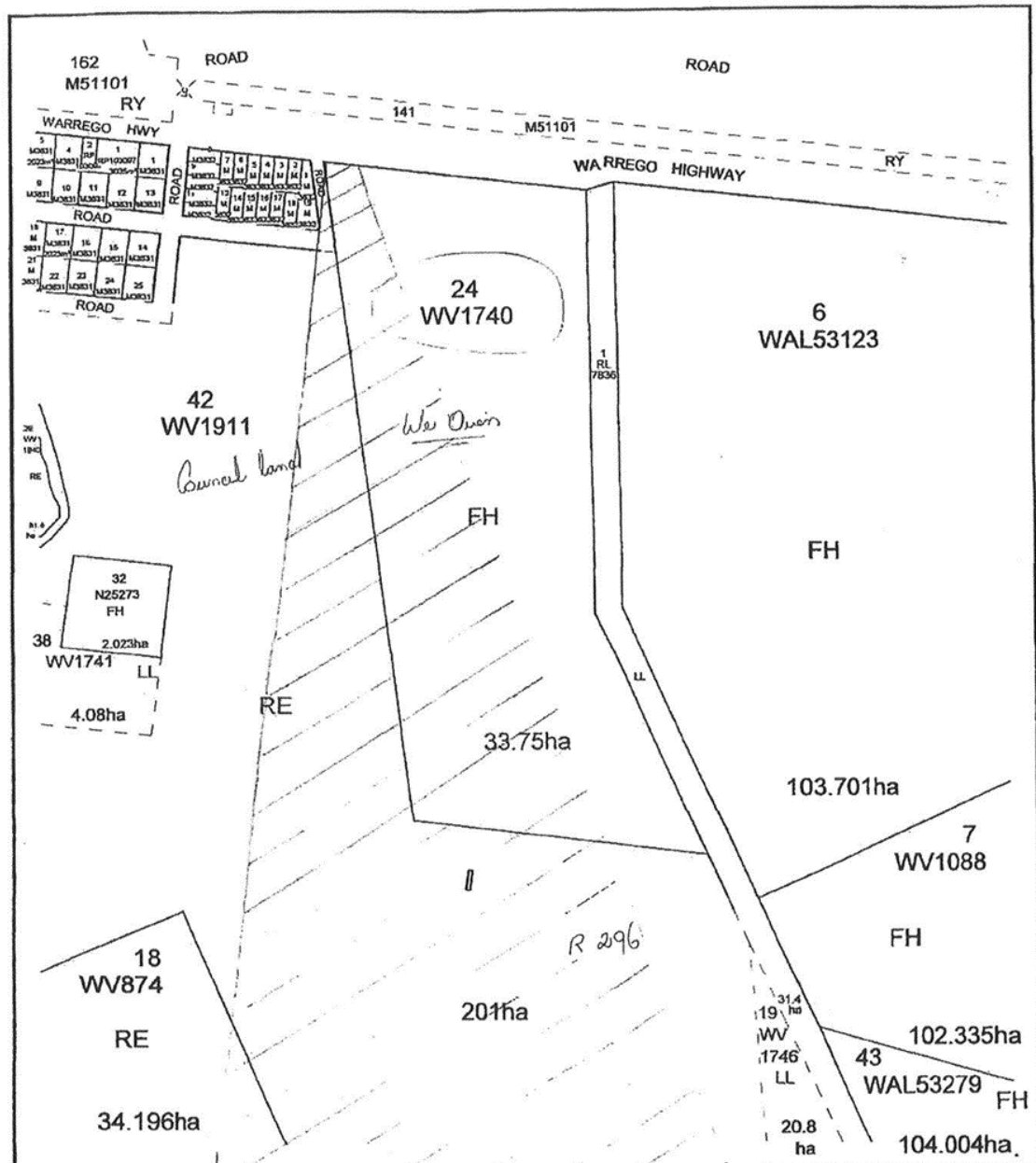
- . Legal indemnity to the MRC and proof of insurance of the third party;
- . Nominate appropriately qualified RO(s) to conduct the practice;
- . Identify the dates and timings of the proposed access/use;
- . Detail the weapons and course of fire to be used;
- . Detail any administrative support required;
- . Acknowledge that the Third Party has been issued with a copy of these RSOs and has provided written confirmation acknowledging their content;
- . Guarantee that any competition, practice or safety rules do not negate the intent of these RSOs; and
- . For Defence use, a current Defence Range Approval must be in place.

All Third-Party users of the EBMRR will be required to pay charges to the MRC as deemed by the Committee.

MRC approval is required for Third Party use of the EBMRR.

3 Attachments

- 3.1 Map identifying locations, boundaries and layout of the EBMRR
- 3.2 General description of the Range
- 3.3 Land owner contact details and signed firing rights
- 3.4 Current Range Approvals
- 3.5 Work safe report of an incident



STANDARD MAP NUMBER
8544-11342

MAP WINDOW POSITION

148757
283534

NEAREST LOCALITY

LUCKADILLA
074334

SUBJECT PARCEL DESCRIPTIONCLIENT SERVICE STANDARDS

LEGEND

PRINTED (y/m/d) 1997/5/4
(Important Notice: The information
hereon is NOT an OFFICIAL RECORD and
its ACCURACY is NOT GUARANTEED)
OCDB 1997/8/24
(Lots with an area less than 700 square
metres are not shown)
For symbology see the BLIN Abbreviations
Sheet.

BLINMAP

A Product of the
Basic Land Information Network
Based upon an extraction from the
Digital Cadastral Data Base



NATURAL RESOURCES

(c) The State of Queensland,
Department of Natural Resources, 1997

3.1 Map Identifying locations, boundaries and layout of the EBMRR

Reserved

3.2 General description of the Range

Reserved

3.3 Land Owners and contact details and signed firing rights

Reserved

Enquiries: Planning Department
Phone: 1300 007 662 (via Customer Service)
Our Ref/s: D23/6842



31 January 2023

Muckadilla Rifle Club Inc
C/- Wayne Bryant
PO Box 410
Roma QLD 4455

By email: muckadillarc@gmail.com

Dear Mr Bryant

**RE: Non-objection to Muckadilla Rifle Club Located at Warrego Highway Muckadilla
QLD 4461 (Lot: 24 WV: 1740)**

Thank you for notifying council of your application for the renewal of the Shooting Range Approval for the Muckadilla Rifle Club, located at Warrego Highway Muckadilla QLD 4461.

The present use of the land for Outdoor Sport and Recreation is considered to be an existing lawful use as defined under section 260 of the *Planning Act 2017*. The renewal of the *Weapons Act 1990* approval does not constitute a material change to the use of the site.

Council supports the continuation of these activities and has no objection to your application to renew your Shooting Range Approval.

If you have any enquiries in relation to this matter, please contact Council's Planning Department on 1300 007 662 or via email to planning@maranoa.qld.gov.au.

Yours faithfully

Kate Swepson
Planning Officer

(1)

MUCKADILLA RIFLE CLUB (Western Districts Rifle Association)				
RISK ASSESSMENT			DATE: - November 2024	
Who might be harmed	HAZARD	Risk	Control Measure in place	Further Risk reduction required Y / N
Participants	Drugs and Alcohol	Minor / Major injury	The Consumption of alcohol and non-prescribed drugs is prohibited. The committee will eject anyone from the range whom they suspect is under the influence.	
Participants	None qualified / insured instructors / coaches	Unsafe practice	Club Committee/RO's to ensure that the coach / instructor is qualified and insured and Range SOPs fully complied with	
Participants	Equipment failure	Minor / major injuries	Club Committee/RO's to ensure necessary equipment checks and servicing has been completed and documented	
Participants	Slips, trips, falls	Minor injury	Club Committee/RO's to ensure that the facility is fit for purpose, and that participants are aware that they should wear appropriate clothing.	
Participants	Fire	Burns / fatality	Club Committee/RO's to ensure a safety brief at the beginning of sessions includes what to do in the event of a fire, location of nearest exits, fire assembly points.	

(2)

Participants Public	Use of range by "unauthorized" members	Minor / Major injury	<p>Muckadilla Rifle Club (MRC) employs strict guidelines in place for admitting members to any range it uses.</p> <p>'Guest days' are in place where prospective members are allowed to use facilities under the supervision of members of MRC. Clear guidelines are outlined in the club's "SOPs" for Prospective, Probationary Members and full members.</p> <p>Records of members and guests' attendance at the range are kept by the Club's Committee of Management, in the forms as legislated by The <i>Weapons Act 1990</i>.</p> <p>A Range Attendance Register is in place and is strictly overseen by Range Officer. Records kept by the club committee in line with the <i>Weapons Act 1990</i></p> <p>The MRC is affiliated to the NRAA and insured against public liability, personal accident, fire and theft.</p>	
All	Unsafe use of Range by Guests, new members.	Minor / Major injury	<p>RO's and Committee members introduce all guests and new members via way of explaining range regulations which are on display at the range. Clear demonstration of basic information is supplied, e.g. what is the firing line, what is considered sensible clothing, what to do in the event of a misfire.</p> <p>A range officer is always in control of the range.</p>	

(3)

			A safety brief is given to all people unknown to the club committee regardless of previous experience. This occurs at every session before membership is due (at which registers are updated), and the main points are reiterated when membership forms are completed.	
Participants	Use of Range by all members.	Minor / Major injury	<p>Range Rules are on display at the range and a full Safety Briefing is conducted prior to any firing practice, which complies with the NRAA SSR, Range SOPs, and <i>Weapons Act 1990</i></p> <p>Range Attendance Register signed.</p> <p>All Safety Officers maintain a safety book and report all breaches in safety either to the Range Officer or Committee of Management.</p>	
Participants	Accidents on the range –	Minor / Major injury	<ul style="list-style-type: none"> • First Aid Kit present at on the Range at every practice. • AED is contained at club house. • Medical Evacuation Plans explained to all participants at all practices. • Emergency services can be contacted from any location on the Range or Club House, as the entire area is covered by adequate Mobile Phone Coverage. • All ranges have road access. 	



All	Enforcement of Range Safety Area	Major injury	<p>Activities to be completed by Range Officials prior to any shooting and/or firearms being placed on the firing line should include:</p> <ul style="list-style-type: none"> • Confirm the Range Safety approval is still current and adequately displayed for reference by all range users. • Check RSO and use any Range Guides to ensure specific activities are completed down-range prior to shooting – i.e. raise safety flags; lock doors and gates, notify neighbors etc. • Ensure the Range Danger area is secure and clear of people, sentries in place. • Check that all targets are set up correctly in approved locations and heights. • Ensure all range management systems are ready e.g. there is good communication with the butts via radio or telephone. • Ensure the availability of fire and other emergency equipment as required by the RSO or other risk management strategy. • Firing to STOP immediately if any shot is fired outside the target line or may impede outside the Limited Danger Area. The RO and committee will fully investigate this incident and detail a full report. 	
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RECOMMENDATIONS FOR RISK REDUCTION

Action	By When?	By Whom?	Completed
		MRC Committee	

Club President Date 13.2.25

Club Secretary *M. Mayda* Date 13.2.25

Health and Safety Officer Date

RISK ASSESSMENT REVIEW

Date	Comments	Actions	Completed

Club President Date 13.2.25

Club Secretary Date

Health and Safety Officer Date

FIRING RIGHTS AGREEMENT

THIS DEED made the 31 day of January 2002
BETWEEN COUNCIL OF THE SHIRE OF BUNGIL of Roma in the State of Queensland
(hereinafter called "the Landholder") of the one part and THE ROMA RIFLE CLUB (hereinafter
called "the Club") of the other part.

WHEREAS the Landholder is lawfully entitled to the management and control of that parcel of
land described as Camping and Water R296, County of Waldegrave, Parish of Muckadilla being
Lot 42 on Plan WV1911 and Cemetery Reserve R273, County of Waldegrave, Parish of
Muckadilla being Lot 44 on Plan WV1911 deposited in the Division of Information in Brisbane
more particularly delineated by red lines in the plan annexed hereto (hereinafter called "the said
land").

AND WHEREAS the said land adjoins or is contiguous to land (hereinafter called "the said
range") for the time being or from time to time occupied and used by the Club its servants,
agents and representatives for the purposes of a live firing range for rifles and other small arms.

AND WHEREAS bullets and other projectiles or matter may on occasions pass over or lodge
upon the said land during use of the said range as a live firing range.

AND WHEREAS the Landholder and the Club desire to define their respective responsibilities
and rights in relation to persons who, and animals which, may be injured or killed and in relation
to damage which may be suffered by property by such bullets projectiles or matter.

IN WITNESS WHEREOF the parties hereto have executed these presents.

SIGNED for and on behalf of the

LANDHOLDER by LEON PHILIP LOVE, CHIEF EXECUTIVE OFFICER
BUNGIL SHIRE COUNCIL

a person duly authorised to do so

this 20th day of December 2001

in the presence of



Don Owen (con of Dec)

A Justice of the Peace

SIGNED for and on behalf of the

CLUB by M.E. Kermack

a person duly authorised to do so

this 8th day of Dec. 2002

in the presence of

John Robert Hadenrich (con of Dec)

A Justice of the Peace

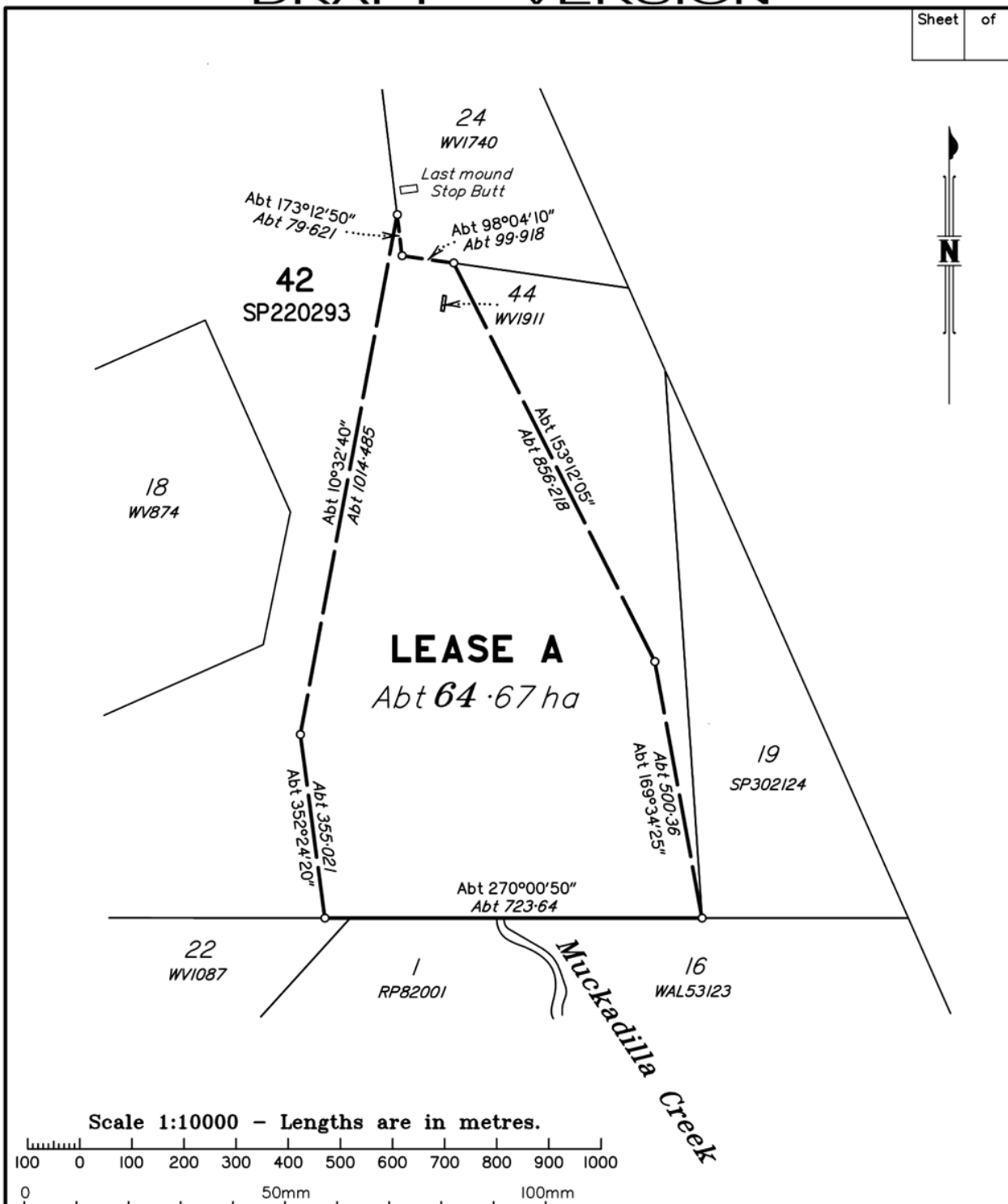
NOW THIS DEED WITNESSTH AS FOLLOWS:

1. **SUBJECT** as in hereinafter provided, the Club covenants and agrees that it will pay to the Landholder reasonable compensation in respect of –
 - a) any animals (other than animals feral naturae) the property or in the lawful custody of the Landholder which are injured or killed on the said land by bullets projectiles or other matter during live firing on the said range; and
 - b) any damage to fixed improvements trees or growing crops or any moveable property kept or placed on the said land by the Landholder caused by bullets projectiles or other matter during live firing on the said range.
2. The Landholder covenants and agrees as follows –
 - a) that he will take every reasonable step available to him to protect such animals or any moveable property placed or kept on the land from injury, death or damage caused by or in consequence of live firing as aforesaid; and
 - b) that he will if required by the Club take reasonable steps to warn persons, who are to his knowledge lawfully entitled or in any event likely to enter or to take animals or any property upon the said land during live firing, of the danger to person and property which may arise from the use of the said range for live firing.
3. The Club declares and it is a condition hereof that this Deed shall not deprive the Landholder, his executors, administrators or assigns of any lawful claim which he would otherwise have or have had against the Club for compensation damages or other money in respect of the death of or injury to a person including the Landholder himself or damage to any property when the same arises out of the neglect of the Club, its servants, agents or representatives.

4. **SUBJECT** to clause 2 hereof the Club **HEREBY INDEMNIFIES** the Landholder against all claims which may be made against him –
- a) by or in respect of any person who may be injured or killed;
 - b) in respect of any animals, the property of another person, which may be injured or killed; and
 - c) in respect of any property which may be damaged by bullets fired or projectiles or other matter passing over or lodged upon the said land.

DRAFT VERSION

Sheet of



ROMA
56 Bungil Street
PO Box 79
Roma QLD 4455

T 61 7 4672 6151
www.fyfe.com.au

Fyfe Pty Ltd (ACN 008 116 130), Cadastral Surveyor,
certify that the details shown in this sketch plan are
correct.

Authorised Delegate

Date

NOTE: The scale bar above determines the size of the original plan. A4

Plan of LEASE OF PART OF LOT 42 ON SP220293

LOCAL GOVT MARANOVA REGIONALLOCALITY MUCKADILLATITLE 49005545MERIDIAN SP220293OUR REF 38239-10SCALE See Scale
Bars AboveDwg
No. 38239-10_LEASE A

DRAFT VERSION

Drawn By: Nathan Brown

Date: 10/04/2024

Author: Shauna Heggan
File / Ref number: 2024/000947
Directorate / Unit: Land and Surveying Services
Phone: (07)4131 2304



Department of Resources

21 June 2024

Attention: Tim Smith

McInnes Wilson Lawyers
GPO Box 1089
BRISBANE QLD 4001

Dear Tim

APPLICATION FOR TRUSTEE LEASE OVER PART OF RESERVE FOR CAMPING AND WATER – LOT 42 ON SP220293 R296

Reference is made to the above application and the information has been considered as part of the Department's investigation. A decision has been made to refuse the Trustee Lease based on views received from our Stock Route Management Unit (SRMU) –

- The reserve's purpose is for camping and watering, whilst also being a major integral part of our stock route system in the area.
- SRMU do not support this type of trustee lease over the application area, as it is required for travelling stock and is associated with primary stock route 002MARA.

If you wish to discuss this matter please contact Shauna Heggan on (07)4131 2304.

All future correspondence relative to this matter is to be referred to the contact Officer at the address below or by email to Lasst3@resources.qld.gov.au. Any hard copy correspondence received will be electronically scanned and filed. For this reason, it is recommended that any attached plans, sketches or maps be no larger than A3-sized.

Please quote reference number 2024/000947 in any future correspondence.

Yours sincerely

A handwritten signature in black ink, appearing to read "S Heggan".

Shauna Heggan
Land Officer
Bundaberg Office

Postal Address:
Resources Bundaberg
PO Box 1167
Bundaberg
4670 QLD

Telephone: (07)4131 2304



OFFICER REPORT**Meeting:** Ordinary 9 August 2023**Date:** 24 July 2023**Item Number:** 14.4**File Number:** D23/60322**SUBJECT HEADING:** Muckadilla Rifle Range**Classification:** Open Access**Officer's Title:** Manager - Regional Facilities (Land, Buildings & Structures)

Executive Summary:

The Western District Rifle Association Inc. are seeking a formal arrangement with Council over part of the Camping and Water Reserve that is located behind the Eric Burey Memorial Muckadilla Rifle Range.

Officer's Recommendation:

That Council:

1. Pursuant to s236(2) of the *Local Government Regulation 2012 (Qld)*, that Council grant the lease the subject of the following resolution without tender or auction on the basis that the trustee lease is to be granted to a community organisation as permitted by the exception conferred by s236(1)(b)(ii) of the *Local Government Regulation 2012 (Qld)*.
2. Grant a trustee lease to the Western District Rifle Association Inc. over part of the reserve land described as Lot 42 on SP220293, subject to the following conditions:
 - a. The total term, including options to renew, of the trustee lease is to not exceed 10 years.
 - b. Council and Western District Rifle Association Inc. reaching agreement on the terms and conditions of the lease to the satisfaction of Council's Chief Executive Officer (or delegate).
3. Authorise the Chief Executive Officer (or delegate) to sign the lease and any associated documentation.

Individuals or Organisations to which the report applies:

Western District Rifle Association Inc.
Muckadilla Rifle Club



Acronyms:

Acronym	Description
Nil	Nil

Context:

The Muckadilla Rifle Club are in the process of renewing their range approval and the regulatory authority requires the club to have permission for firing rights over the adjoining Council managed reserve. The reserve is a Camping and Water Reserve that is an active stock route.

The club have advised that their governance structure is:

- Western District Rifle Association Inc is the governing body.
- Muckadilla Rifle Association is the user for firing rights and an unincorporated body.

Background:

The Muckadilla Rifle Range is located on Lot 24 on Crown Plan W1740 on the Warrego Highway Muckadilla. The Muckadilla Rifle Range is owned by trustees under instrument L918699Y, with the trustees being Gavin Hunter Burey, Gerald Bruce Rennick and John McAdam Sullivan.

The club has firing rights over the range and historically had an agreement with Bungil Shire Council for part of the Camping and Water Reserve (Lot 42 on SP220293) that is located behind the rifle club. This extra land is required for the purpose of community safety as this land is within the possible bullet trajectory zone. Bungil Shire Council in a letter dated 18 March 1985 stated that they had no objection to the usage of part of the Camping and Water reserve by the Rifle Club. The firing rights agreement issued by Bungil Shire Council in 2002 is attached.

The historic Muckadilla Cemetery being Lot 44 on WV1911 is also included in the firing zone. The cemetery will need to be excluded from the trustee lease.

As the land is a reserve the two tenure options available to Council are trustee lease or trustee permit.

A trustee lease is the correct tenure document. The lease will require ministerial consent and it is likely that (considering the proposed use) that the department will require a land management plan.

If the lease was for a period of more than 10 years, it would be necessary for Council to undertake a subdivision.

The Western District Rifle Association Inc. is a registered organization.



Org No	Name	Postcode
IA08593	WESTERN DISTRICT RIFLE ASSOCIATION INC	4455
Previous	1	Next
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Legislation, Local Laws, State Policies & Other Regulatory Requirements:

Trustees of reserves, with the Minister's approval may issue a trustee lease under the *Land Act 1994*. A trustee lease must be generally consistent with the purpose of the trust land and must not diminish the purpose of the trust land. A trustee lease must not be for more than 30 years (only 20 years is allowed for sporting clubs). For leases over 10 years, a subdivision may be triggered.

The *Land Act 1994* provides that a trustee may issue a trustee permit for the use of trust land. A trustee permit must not be inconsistent with the community purpose of the trust land and the requirements prescribed under a regulation. If a trustee permit is for more than 1 year, the trustee must lodge a copy of the permit with the Department for registration in the appropriate register. A trustee permit must not be for more than 3 years.

The Department has mandatory terms that must be included in trustee agreements.

Council Policies or Asset Management Plans:

Nil

Input into the Report & Recommendation:

Fredrick (Fred) Hewitt – Manager Regional Facilities met with Fredrick (Fred) Hewitt on the 26 May 2023 to discuss the proposal and legislative requirements around tenure on state land. Fred has indicated that the trustee lease is to be in the name of Western Districts Rifle Association. Fred confirmed that the club is wanting to tidy up land tenure arrangements.

Kent Morris, Senior Land Officer, State Land and Stock Route Management, Department of Resources. Kent believes that a trustee lease is the correct instrument of tenure. Access to the camping and water reserve will need to be restricted when the rifle range is in use. The stock route is primary route and is very active with a lot of stock movement.

Lee Jackson, Director Bungil. Lee has been managing the request from the Western District Rifles Association and Muckadilla Rifle Club and is aware of the historical approval granted and the club's need for a formal agreement over this section of the stock route.

Funding Bodies:

Nil



This Financial Year's Budget:

Legal fees, lease lodgment costs, costs for surveyor to prepare necessary plans or sketches. Costs to be funded from Regional Facilities Materials and Services.

Future Years' Budgets:

Nil

Impact on Other Individuals or Interested Parties:

Council Stock Route management teams (particularly Booringa and Bungil)
Permit holders – Travelling Stock

Risks:

Risk	Description of likelihood & consequences
Complaint from Stock Route – Travelling Stock	Low. Use of the camping and water reserve during rifle shoots has been a long-standing arrangement since at least 1985, and it is unlikely that it will cause complaint from drivers
Death or injury of stock route users or general public.	Low. Risk is managed by trustee lease and closure of this section of the stock route during rifle shoots.

Advice to Council:

For the purposes of disclosure, John McAdam Sullivan who is named in this report is a great Uncle to the Author (Manager Regional Facilities (Land, Buildings and Structures)). This relationship does not effect the authors ability to provide unbiased advice on this matter.

It is recommended that Council enter into a trustee lease with Western District Rifle Association Inc. with the lease to address matters such as public safety and tenure arrangements between the trustees and Western District Rifle Association Inc.

Recommendation:

That Council:

1. Pursuant to s236(2) of the *Local Government Regulation 2012 (Qld)*, that Council grant the lease the subject of the following resolution without tender or auction on the basis that the trustee lease is to be granted to a community organisation as permitted by the exception conferred by s236(1)(b)(ii) of the *Local Government Regulation 2012 (Qld)*.
2. Grant a trustee lease to the Western District Rifle Association Inc. over part of the reserve land described as Lot 42 on SP220293, subject to the following conditions:



- a. The total term, including options to renew, of the trustee lease is to not exceed 10 years.
 - b. Council and Western District Rifle Association Inc. reaching agreement on the terms and conditions of the lease to the satisfaction of the Council's Chief Executive Officer (or delegate).
3. Authorise the Chief Executive Officer (or delegate) to sign the lease and any associated documentation.

Link to Corporate Plan:

Corporate Plan 2018-2023
Corporate Plan Pillar 5: Inclusivity
5.11 Integrated recreation plan

Supporting Documentation:

1	Firing Agreement - Bungil Shire Council 2002	D23/60660
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Report authorised by:

Director - Regional Development, Environment and Planning

NOTICE OF REPEAL OR AMENDMENT OF RESOLUTION

Meeting: Ordinary 24 April 2025

Date: 16 April 2025

Item Number: 8.2

File Number: D25/39866

SUBJECT HEADING: Surat Raw Water Schedule (Winter)

Classification: Open Access

Officer's Title: Director - Warroo

Original Resolution Meeting Date: 10/4/25

Original Resolution Number: Resolution No. OM/04.2025/14

Original Resolution:

That:

1. Council receive and note the report.
2. Council adopt the amended Surat raw water schedule as follows • New Winter Watering Schedule (Raw Water) 1 April – 30 August (Effective 10 April 2025); • East Surat may water on Wednesday, Friday, and Sunday from 6am-10am & 4pm-8pm; • West Surat may water on Tuesday, Thursday, and Saturday from 6am-10am & 4pm-8pm.
3. Council officers provide an update on the Surat Water allocation at the ordinary meeting on 14 May, 2025.

Recommendation:

That Council amend Resolution No OM/04.2025/14 to state.

That:

1. Council receive and note the report.
2. Council adopt the amended Surat raw water schedule as follows • New Winter Watering Schedule (Raw Water) 1 April – 30 August (Effective 10 April 2025); • East Surat may water on Wednesday, Friday, and Sunday from 6am-10am & 2pm-6pm; • West Surat may water on Tuesday, Thursday, and Saturday from 6am-10am & 2pm-6pm.
3. Council officers provide an update on the Surat Water allocation at the ordinary meeting on 14 May, 2025.

Background:

This amendment seeks to revise the existing council resolution on 10/4/25 regarding the Surat raw water schedule to reflect current winter schedule in the afternoon/evening changing from 4-8pm (Summer) to 2-6pm (Winter).

Supporting Documentation:

Nil

Notice prepared by:

Director - Warroo

OFFICER REPORT

Meeting: Ordinary 24 April 2025

Date: 6 March 2025

Item Number: 11.1

File Number: D25/21544

SUBJECT HEADING: 2024/25 Quarter 3 Progress Report | Operational Plan to 31 March 2025.

Classification: Open Access

Officer's Title: Governance Officer

Executive Summary:

Under the *Local Government Act 2009*, the Chief Executive Officer is required to provide to Council a written assessment of progress towards implementing the annual operational plan at intervals not exceeding three months.

This report provides Council with an overview of progress for Quarter 3 of 2024/25, detailing the implementation of the Corporate Plan and Operational Plan.

Officer's Recommendation:

That Council:

1. Receive and note the 2024/25 Quarter 3 Report;
2. Endorse the Quarter 3 report as presented, in accordance with Section 104 (7) of the *Local Government Act 2009*.

Context (*Why is the matter coming before Council?*):

This matter is brought before Council to fulfill the statutory requirement of providing regular updates on the progress of the Corporate and Operational Plans. It promotes transparency and accountability, enabling both Councillors and the public to monitor the implementation of strategic initiatives.

Background (*Including any previous Council decisions*):

Progress on the Operational Plans is reported quarterly, in alignment with the Corporate Plan Strategy (2023-2028). The Quarter 3 Report includes updates on the implementation of key priorities from the Operational Plan 2024/25.

This is a routine report presented to Council quarterly to provide insight into the progress made, as well as any issues encountered during the implementation of the plans.

Options Considered:

N/A

Recommendation:

That Council:

1. Receive and note the 2024/25 Quarter 3 Report;
2. Endorse the Quarter 3 Report as presented, in accordance with Section 104 (7) of the *Local Government Act 2009*.

Risks:

Risk	Description of likelihood & consequences
Non-compliance with Legislation	Failure to adopt the operational plan may lead to non-compliance with statutory requirements.
Operational Inefficiencies	Without an operational plan, Council may face inefficiencies in managing resources, implementing projects, and delivering services.
Loss of Community Trust	A lack of transparency regarding the operational plan may reduce public confidence in Council's governance and ability to meet community needs.
Difficulty in Measuring Performance	Operational plans include performance indicators and benchmarks. Without these, assessing the success and impact of council initiatives or funding opportunities.

Policy and Legislative Compliance:

Local Government Act 2009

104 Financial management systems

(7) A local government must carry out a review of the implementation of the annual operational plan annually.

Budget / Funding (Current and future):

Nil

Timelines / Deadlines:

It is recommended that the quarterly report be presented to Council within the first month following the end of the quarter.

Consultation (*Internal / External*):

Chief Executive Officer

Executive Leadership Team

Senior Leadership Team

Strategic Asset Management Implications:

(If applicable, outline changes to whole of life costs and / or level of service)

Nil

Acronyms:

Acronym	Description
Q3	Quarter 3

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	N/A
Corporate	N/A

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.5 Good governance framework

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate Services

OFFICER REPORT

Meeting: Ordinary 24 April 2025

Date: 7 April 2025

Item Number: 11.2

File Number: D25/35786

SUBJECT HEADING: Monthly Financial Report as at 31 March 2025

Classification: Open Access

Officer's Title: Management Accountant

Executive Summary:

The purpose of this report is to present the monthly financial report to Council in accordance with section 204 of the *Local Government Regulation 2012* for the period ended 31 March 2025.

Results

The Year to Date (YTD) actual result at the end of March 2025 was a surplus of \$1.34 million, against a YTD budgeted result for that same period of \$14.29 million. The unfavourable variance of \$12.95 million are primarily as a result of the following:

- Materials & Services: Flood Event 13 expensed but not budgeted (\$10.8M)
- Employee Costs: Flood Event 13 expensed but not budgeted (\$800k)
- Depreciation: Revaluations increased cost compared to budget (\$864k)
- Grants & Subsidies: Flood Event 15/16 lower than YTD budget (\$2.6M)
- Plus, various smaller increases and decreases too many to list here

Year End Forecast

The quarter two revised budgeted Operating result was forecast to be a deficit of \$5.3 million, some \$2.0 million better than expected in the original budget for the year. Since the Quarter two review the following changes are expected to impact on the result:

- EOFY statutory accounting adjustments increasing expenditure by (\$200k)
- Flood Event 13 increasing revenue by \$11M
- Flood Event 13 increasing expenditure by (\$11.582M)
- Flood Event 15/16 decreasing expenditure by \$900k
- Capitalisation of operating revenue (\$3.9M)
- Capitalisation of operating expenditure \$3.9M
- WIP Finalisations increasing expenditure by (\$350k)

At this point in time, the Forecast operating result for full year to June 2025 is a deficit of \$5.5 million.

Officer's Recommendation:

That Council receive and note the Monthly Financial Report for the period ended 31 March 2025.

Individuals or Organisations to which the report applies:

Maranoa Regional Council

Acronyms:

Acronym	Description
EOFY	End of Financial Year
FAGs	Financial Assistance Grants
FY	Financial Year
HVSPP	Australian Government Heavy Vehicle Safety & Productivity Program
LRCI	Australian Government Local Roads & Community Infrastructure
M&S	Materials and Services
QRA	Queensland Reconstruction Authority
R2R	Australian Government Roads to Recovery Funding
RBA	Reserve Bank of Australia
RFQ	Request for Quote
RMPC	Road Maintenance Performance Contract
TMR	Transport and Main Roads
WIP	(Capital) Works in Progress
YTD	Year To Date

Context:

To present the monthly financial report for the period ended 31 March 2025, in accordance with section 204 of the *Local Government Regulation 2012*.

Background:

This report presents the consolidated statement of income and expenditure for operating and capital budgets versus actuals for the period ended 31 March 2025.

Maranoa Regional Council
Ordinary Meeting - 24 April 2025

1. Operating Budget: Income and Expenditure

Maranoa Regional Council Statement of Income and Expenditure 31 March 2025						
Council Consolidated Operating	Mar-24 YTD Act \$'000	24-25 Annual Curr Bud \$'000	Mar-25 YTD Bud \$'000	Mar-25 YTD Act \$'000	YTD Act vs YTD Bud (Target 100%)	Comments
Operating revenue						
Net rates, levies and charges	45,335	48,884	49,314	50,072	102%	
Fees and charges	2,702	4,234	3,117	3,027	97%	
Rental income	490	670	502	553	110%	
Interest received	4,639	5,932	4,374	4,154	95%	
Recoverable works and sales revenue	14,766	20,905	15,399	15,169	99%	<ul style="list-style-type: none"> Overall on track: RMPC works (87% of forecast) Airport revenue (95% forecast). Roma Saleyards (120% of forecast). Quarry revenue (104% of forecast)
Other income	5,178	4,310	3,116	3,932	126%	Quarry Pits internal revenue and Quarry Cartage revenue higher than budgeted – budget amendments included in Q2 budget review
Grants, subsidies, contributions	36,184	12,319	10,548	12,523	119%	<ul style="list-style-type: none"> Event 13 Flood Damage restoration – acquittal of program in progress for remaining 10% funding
Financial Assistance Grants (FAGS)	582	16,099	15,481	15,481	100%	<ul style="list-style-type: none"> 85% of the Financial Assistance Grant FY2024 received in July
Total operating revenue	109,876	113,353	101,851	104,911	103%	
Operating expenses						
Employee benefits (includes Councillor remuneration)	24,748	32,885	22,980	26,278	114%	Budget understated due to significant vacancies in FY23/24 now filled in FY24/25
Materials and services	71,380	59,792	45,876	57,469	125%	Refer commentary below
Finance costs	459	1,649	485	404	83%	Below target as rehabilitation provisions are calculated/recognised June 2025 following EOFY process (budget phasing issue)
Depreciation	17,624	24,295	18,221	19,425	107%	
Total operating expenses	114,211	118,621	87,562	103,576	118%	
Operating result						
Operating revenue	109,876	113,353	101,851	104,911	103%	
Operating expenses	114,211	118,621	87,562	103,576	118%	
Operating result total	(4,335)	(5,268)	14,289	1,335	9%	Net operating surplus/(deficit)

Operating revenue:

Operating revenue of \$104.911 million has been received to the end of March 2025 which is 103% of the March YTD Current Budget. This includes the 2024/2025 Commonwealth Financial Assistance Grant payment received in July, being approximately 85% of the annual allocation amount, with the remaining allocation of \$2.473 million to be received in four quarterly payments of \$618,278.

QRA Flood Emergency Works and Restoration Works**Event 13 Flood Restoration**

Completed 30 September 2024. Acquittal of this event is still in progress – the process is currently with QRA reviewing and clarifying documentation. Estimated additional revenue to be received by June 2025 is \$10.7 million.

Event 15 and 16 Flood Restoration

Current approved submissions for Event 15 and 16:

Event 15	\$50.191 million
Event 16	\$10.358 million
Total approved:	\$60.549 million

Submissions are currently under assessment by QRA for Event 15 and 16 is \$11.365 million. A submission for Bendemere/Booringa Seal/Drain is currently in development for Event 15 and 16 – estimated value of \$1.181 million.

Pending all approvals of Event 15 & 16, a full review of the flood restoration programs will be completed for planned delivery and amendments of budgets as applicable. The current estimated value for the Event 15 and 16 flood restoration program is \$73.095 million. *(i.e. current approved + under assessment + in development).*

Below is the current expenditure and revenue for flood restoration in 2024/25. Expenditure includes Event 13 works carried over from 2023/24 which has not been included in current budget pending final acquittal.

Note: For Event 13, QRA hold 10% of the final estimated cost until final acquittal process has been completed – the remaining revenue is expected by June 2025.

Flood Recovery	Current Budget	Mar YTD Actuals
Operating revenue		
Grants, subsidies, contributions *	8,500,000	10,398,116
Total operating revenue	8,500,000	10,398,116
Operating expenses		
Employee costs	234,249	2,704,370
Materials and services	6,867,310	18,645,361
Internal plant hire	-	1,387,667
Total operating expenses	7,101,559	22,737,398
Operating result	1,398,441	(12,339,282)

*Event 15 & 16 – an advance on approved flood damage submissions has been received with \$7.3 million currently in contract liabilities. As the works are completed, the revenue will be recognised in the grants, subsidies, contributions funding.

Event 13 – acquittal currently in progress – final estimated revenue to be received by June 2025 is approximately \$10.7 million.

Operating expenses:

Operating expenses of \$103.576 million is currently 118% of March YTD current budget.

Materials and services

The current year budget includes \$8.8 million for materials and services on flood restoration works with expenditure at 31 March 2025 of \$18.6 million (210%) – budget amendments to be updated following the finalisation of the Event 13 flood restoration program acquittal and all approvals for Event 15 & 16.

Business unit commentary

Airports – Is at 95% of YTD revenue budget and is expected to meet/exceed the budget. Air BP Leases are now being finalised and an increase in other revenue is expected when executed.

Saleyards – Is at 120% of YTD revenue budget and is currently on track with firm throughput numbers continuing to March. The Roma Saleyards experienced a strong start to the season with numbers above expected averages. Shutdown maintenance program completed.

Water - Overall current year to date revenue of \$7.192 million is 103% of YTD current budget, higher due to increase in water standpipe sales.

Operating expenses current year to date expenditure of \$5.905 million compared to year to date budget forecast of \$5.448 million - variance of \$457k mainly due to many employees working across various functions (Water, Sewerage, Gas) and therefore depending on required maintenance through the year, the current budget may not reflect what is actually occurring e.g. plumbers may be required to undertake more water main repairs/maintenance than sewerage mains and manholes due to a higher number of water main breaks. The current budget was the best “estimate” of employee costs against each function at the time of budget development.

Water Sites and Reticulation so far this year include:

- Windsock and Cable rack installs to be compliant at chemical sites \$23,171.16 (all finds committed via po's 3 sites to go).
- Additional costs not recovered from non-standard water service installs is estimated at \$51,752 explanation of non-standard as follows;
 - Long services run greater than 10m down service corridors.
 - Services with road crossings inclusive (horizontal bore or trench across roadway).
 - Wo's to check w11258.2030 and street maintenance numbers.
 - Works completed both in house and by contractors.
- Purchase of Electrically actuated valve for tower fill redundancy \$12,472.90.
- Bore 13 issues (pull and assess) - \$5,000 (More to come to have submersible).
- Bore 15 Pull and repair - \$54,414.75
- Pumps And solar booster site repairs \$24,548.84
- New chemical transfer pump + repair parts \$7,000
- Vac Truck hire wet and dry (when ours was down) \$93,787(2nd attachment for detail).
- New RPZD purchases \$5,000.
- Gantry fabrication and certification \$3,235.51
- Water Tool replacements and repairs \$14,793
 - Hydrant risers
 - Grease gun
 - Shoring repairs

Total cost of the above repairs and maintenance amounted to \$270,651.58

Sewerage - Overall current year to date revenue of \$3.327 million is 101% of YTD current budget.

Current year to date expenditure is \$2.029 million compared to year-to-date budget forecast of \$1.962 million (103% of YTD budget)

Sewer Sites and Reticulation so far this year include:

- Sewer spare pump sps8 \$4,508.88.
- SPS7 pump new impeller \$2124.19
- SPS8 Gate and fence rectification \$6,637.64.
- Rokk industry knife gate to SPS1 repair + 2 internal drops manholes \$13,195.32.
- Roma STP wetlands overgrowth removal and whole site cleanup (Contractor only Watsons multiple jobs) \$17,816.5
- Nonstandard sewer jump up repairs and installs \$14,565.
- CCTV of problem mains \$3,069.
- Chlorine shed door STP excess \$5,000
- New jetter mini reel for house drains \$5,994.

- Drafting and design SPS 1-3 Stairs \$6,058.46
- Imhoff tank extension design component \$1,705

Employees work across various functions (Water, Sewerage, Gas) and therefore depending on required maintenance through the year, the current budget may not reflect what is actually occurring e.g. plumbers may be required to undertake more water main repairs/maintenance than sewerage mains and manholes due to a higher number of water main breaks. The current budget was the best “estimate” of employee costs against each function at the time of budget development

Gas – Fees and charges are lower compared to budget due to billing cycle recognition (i.e. March gas utility billing to be issued in April.)

Current YTD revenue of \$0.734 million as of March is 78% against YTD budget of \$0.946 million.

YTD actual operating expenses is \$0.721 million compared to YTD budget of \$0.613 million, mainly due to increase in employee costs and materials and services incurred for the period on Gas Sites and Reticulation. This includes:

- Gas reactive maintenance this FY \$21,168
- Gas tool repairs and replacements this FY \$5,800.20
- Major repair Station Street \$6,000 – 12,000.

Quarry – Is at 104% of YTD total revenue of \$7.021 million against YTD budget of \$6.768 million and is currently on track. YTD operating expenses of \$6.635 million is at 111% of YTD budget due to increase in materials and services cost due to higher flood works carried out. Works are expected to increase over the remainder of the year, as such we are in the process of engaging a Contractor to assist with supply, and these costs will be spread out over the coming months.

Sponsorships for 2024/25:

Current approved budget: \$100,000

Total expenditure + committed: \$68,103

Balance remaining at 31 March 2025: \$31,897

Funds distributed: \$25,553

Roma Bowls Club Men's Open Fours Bowls Carnival \$1,000

Blue Edge Program - Qld Blue Light Association \$1,000

Maranoa Diggers Race Club Race Day \$500

Roma Country Music Festival \$12,000

Hodgson Soldiers Memorial Hall \$500

QCWA Branch Amby \$3,553

Saloon Car Club Roma \$5,000

Wallumbilla A & P \$2,000

Funds committed: \$42,550

Outback Queensland Masters Golf Event Mitchell \$22,000

Sculptures Out Back \$20,000

Roma Rugby Union Football Club \$550

Operating result:

The net operating result of the Council's operation as of March 2025 is a surplus of \$1.335 million.

2. Capital Budget:

Council Consolidated	2024-25 Annual Current Budget \$'000	Mar-2025 YTD Actual \$'000	Annual % of budget	Comments
Contributions – capital	5,555	1,983	36%	External contributions from Energy Sector – as works are completed, revenue will be allocated
Developer contributions/infrastructure charges	-	17	-%	
Government grants and subsidies	29,310	9,581	33%	Refer below schedule for details of grant fundings and payments received to date
Total capital revenue	34,865	11,581	33%	
Projects – capital	71,500	16,495	23%	Refer commentary below
Loan repayments	1,118	837	75%	
Total capital expenditure	72,618	17,332	24%	

Capital revenue:

Capital revenue received/invoiced so far is \$11.581 million to 31 March 2025. As externally funded projects are commenced/completed, external funding will be received however reimbursement will only occur on invoices received even if projects are in progress.

Capital expenditure:

Council's investment in community infrastructure capital works year to date is \$16.495 million before loan repayments. This is a conversion rate of only 23% of the capital budget program.

Major projects: Bollon Road Bitumen Extension Stage 2 and Redford Road Bitumen extension commenced in March 2025. Vehicle Rest Areas (near Colts Oval) and 24/25 Reseal Program also planned to commence April 2025 and the Roma Pool Upgrade construction planned to commence April/May 2025.

Capital Projects completed in March 2025

Primaries Road Extension
 Injune Aerodrome Lighting Upgrade
 Surat Lawn Cemetery

Capital works grant schedule for information:

Capital Works Grants	2024-25 grant budget \$	2024-25 grant received project \$	
Minor Infrastructure and Inclusive Facilities Fund	84,909	42,455	
Surat Golf Club - unisex toilet installation	84,909	42,455	Design and approvals currently in progress
Works for Queensland	387,693	230,193	
Repurpose the existing Oil Patch Museum at the Big Rig Roma - Peter Keegan Museum	230,193	230,193	Project completed
Construction of Housing Solutions in Roma for the Maranoa	157,500	0	Scope/design currently in progress (Advance received with funding to be allocated to project as works progress)
Building our Regions	90,383	43,178	
Install level monitors in Roma bores	40,503	0	In progress. Final funding to be received on completion/acquittal
Line Imhoff tanks Roma	49,880	43,178	Completed under budget
Qld Flooding Category C Flexible Funding Grants	18,000	0	
Gauging Station & Flood Warning Sign - Bungil Creek 3 - Bungil Street	9,000	0	In progress – sign has been constructed - awaiting footing design and installation. Funding to be received on acquittal
Gauging Station & Flood Warning Sign - Bungil Creek 4 - East Miscamble Street	9,000	0	In progress. sign has been constructed - awaiting footing design and installation Funding to be received on acquittal
TIDS	1,706,000	152,2	
Strategic Roads RRUP - Bitumen Extension Yuleba - Surat Road	13,977	13,978	Design completed. Tender documentation in progress. Planned construction commence will be 2025/26. No further funding to be allocated from TIDS. This project is also funded from RRUPP
Strategic Roads RRUP - Bitumen Extension Redford Road	1,692,023	138,309	Design completed and Tender awarded and construction commenced March 2025. This project is also funded from RRUPP
Local Government Cycle Network	308,739	7,057	
Miscamble and Queen Street Roma – intersection upgrade	275,739	0	Preconstruction activities currently in progress.
Miscamble Street, Carnarvon Highway to Arthur Street Roma detailed design	33,000	7,057	Design in progress
Local Government Levy Ready Grant Program R3	1,806,501	400,615	
Conversion of waste sites to transfer stations - Jackson Yuleba Wallumbilla Surat Injune and Mitchell	1,806,501	400,615	In progress - Extension of time requested for project completion to 30 May 2025
Queensland Reconstruction Authority	1,327,259	0	
Maranoa Road Betterment	1,128,263	0	Project completed – acquittal in progress
Roma Southern Road Betterment	198,996	0	Project completed – acquittal in progress

Maranoa Regional Council

Ordinary Meeting - 24 April 2025

Capital Works Grants	2024-25 grant budget \$	2024-25 grant received project \$	
Building Bush Tourism	200,000	0	
Yuleba Fire Tower Refurbishment of the fire tower cabin & interpretive historical display located within Cobb & Co Park	200,000	0	Concept design in progress
State Government Grants and Subsidies TOTAL	5,929,484	875,785	
Roads to Recovery (R2R)	4,473,835	2,423,087	
Asphalt Overlay - Charles Street Roma (Station to Bowen)	152,133	152,133	Project completed
Asphalt Rehabilitation - Roundabout Roma	450,960	423,992	Project completed
Asphalt Overlay - Arthur Street Roma (Bungil to McDowall)/ Mt Moffatt Road bitumen rehabilitation - Chainage 38.440 to Ch 40.700 km	0	57,560	Revenue adjustment from previous year – budget amendment required
Bollon Road Rehabilitation ch 37.48 to 40 km	542,942	542,942	Project completed
Thomby Road Gravel Resheet 83.10 to 96kms	480,000	480,144	Project completed
Bitumen Rehabilitation - Gunnawarra Road Ch 3.5 - 5.92km [R2R]	392,000	392,013	Project completed
Bitumen Rehabilitation - Westgrove Road / Womblebank Gap Road	450,000	0	Under review – funding to be reallocated to reseal project
Middle Road Bitumen Rehabilitation - Ch 0 - 2.6km	375,000	374,303	Project completed
Iona - Bardlomey Road bitumen rehabilitation/stabilisation	337,500	0	Under review – funding to be reallocated to reseal project
Binya Lane Gravel Resheet - School Bus Route	275,000	0	
Swerdna Downs Road – Gravel Renewal Works - Carnarvon Highway to Ch 8.92	456,000		Project completed – acquittal in progress
Primaries Road Extension	486,800	0	Project completed - this project is also funded through HVSP and LRCI Phase 4
Corfe Road Gravel Resheet - 1 kilometre section	75,000	0	
Roads of Strategic Importance (ROSI)	0	0	
Arcadia Valley Upgrade Works	0	0	Design in progress. Multi-year project – funding allocated in 2025/26
Remote Road Upgrade Pilot Program (RRUP)	13,403,651	4,579,926	
Remote Road Upgrade Pilot Program - Bollon Road Bitumen Extension	12,213,516	4,242,602	Stage 1 completed Stage 2 commenced March 2025 Stage 3 currently in tender negotiation – planned for delivery in 2025/26
Strategic Roads RRUP - Bitumen Extension Yuleba - Surat Road	30,753	30,753	Design completed. Tender documentation in progress – expected construction commencement in 2025/26
Strategic Roads RRUP - Bitumen Extension Redford Road	1,159,382	0	Design completed. Tender Awarded with construction commenced March 2025. This project is also funded from TIDS
Heavy Vehicle Safety and Productivity Program (HVSP)	320,392	50,392	

Maranoa Regional Council

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Capital Works Grants	2024-25 grant budget \$	2024-25 grant received project \$	
Primaries Road Extension	270,000	0	Project completed. Acquittal in progress. This project is also funded through R2R and LRCI Phase 4
Hoganthulla/Mitchell Forestvale Road Intersection construction	50,392	50,392	Design completed and tenders received exceeded funding available and therefore withdrawn. Project design completed and acquitted
Heavy Vehicle Rest Area (HVRA)	1,200,000	0	
Vehicle rest area - Eastern approach to Roma (opposite Big Rig)	1,120,000	0	Contract awarded – planned construction start April 2025.
Asphalt surfacing of heavy vehicle truck stop area at the Roma Truck Stop precinct	80,000	0	Multi-year project. Design/preconstruction planned for 2024/25 with construction planned for 2025/26
Remote Airstrip Upgrade Program Round 10	145,000	87,196	
Injune Aerodrome Lighting Upgrade - Replacement and upgrade to LED of all aerodrome lighting, replace lighting equipment box	145,000	87,196	Project completed – acquittal in progress
Community Energy Upgrades Fund Round 1	90,500	0	
Roma Airport - construct car park shade using PV solar, replace car park flood lighting with LED (pending successful funding application)	90,500	0	Funding successful – funding agreement currently in progress
Local Roads and Community Infrastructure Phase 4	3,747,007	1,195,968	
New community, council and tourism precinct in Wallumbilla (Calico)	2,576,007	1,133,338	In progress
Primaries Road Loop Extension	621,000	62,630	Project completed. This project is also funded through R2R and HVSP
New Kerb and Channel as per K&C Strategy	350,000	0	Foot Street K&C in progress
Strategic Bitumen Works - New Priority Bitumen on Sections of Flood Damage Resheeting	200,000	0	Roma Southern Road completed 2023/24. Scoping in place for remaining works
Growing Regions Program	0	0	
	0	0	
Grants and subsidies (capital) - Federal Total	23,379,885	8,705,143	
Total grants and subsidies	29,309,369	9,580,928	

3. Loans:

The closing balance of Queensland Treasury Corporation (QTC) loans as at 31 March 2025 is \$12,725,381.55 which includes accrued interest and administration costs for the month of March 2025.

Maranoa Regional Council
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4. Cash:

The Cash Balance at 31st March 2025 was \$105.430 million.

This was made up of Unrestricted cash of \$51.919 million and Restricted (Internal + External) cash of \$53.510 million.

The cash expense ratio as at 31 March 2025 is 11 months (QTC target is 3 months), which means that the current cash balance position of \$105.430 million can sustain the Councils monthly operating expenses (net of depreciation and finance cost) which is more than 3X the target ratio.

5. Rates & Charges:

Rates Outstanding - Number of Assessments – March 2025

	Total Number of Assessments
As at 31 Mar 2025	962
As at 28 Feb 2025	4692
As at 31 Mar 2024	1005

Rates Outstanding - Balance – March 2025

	Total Amount Outstanding
As at 31 Mar 2025	\$2,473,991.57
As at 28 Feb 2025	\$20,194,113.71
As at 31 Mar 2024	\$11,358,721.76

Assessment by Category Type – March 2025

Category	Total Number of Rates Assessments	Amount Outstanding	Number of Assessments Outstanding	Percentage of the Category Outstanding
Residential				
31 Mar 2025	4433	\$1,460,629.81	725	16.35%
28 Feb 2025	4437	\$3,960,029.07	2645	59.61%
31 Mar 2024	4431	\$1,629,274.61	752	16.97%
Commercial / Industrial				
31 Mar 2025	616	\$404,048.30	86	13.96%
28 Feb 2025	614	\$1,237,865.91	382	62.21%
31 Mar 2024	616	\$340,086.77	85	13.80%
Rural				
31 Mar 2025	1619	\$379,305.17	120	7.41%
28 Feb 2025	1616	\$2,863,723.23	938	58.04%
31 Mar 2024	1619	\$543,578.89	128	7.91%
Non-Urban Industrial				
31 Mar 2025	146	\$200,981.82	17	11.64%
28 Feb 2025	146	\$11,287,396.45	93	63.70%

<p align="center">Maranoa Regional Council</p> <p align="center">Ordinary Meeting - 24 April 2025</p>

Category	Total Number of Rates Assessments	Amount Outstanding	Number of Assessments Outstanding	Percentage of the Category Outstanding
31 Mar 2024	134	\$8,805,477.35	25	18.66%

Prepaid Rates:

	Prepaid Rates & Charges	Number of Assessments
31 Mar 2025	\$560,392.39	673
28 Feb 2025	\$410,083.23	443
31 Mar 2024	\$660,627.03	667

Payment Arrangements:

	Number of Accounts that have Payment Arrangement	Value Outstanding in Payment Arrangements	Percentage of Rates arrears in payment arrangements
31 Mar 2025	102	\$186,274.69	8%
28 Feb 2025	85	\$188,247.79	1%
31 Mar 2024	123	\$8,140,147.86	72%

Reminders & Demand Letters – 1 July 2024 to 30 June 2025

	Issue Date	Number Issued
1 st Reminder Letter Levy 1 – 2025	28.10.2024	870
2 nd Reminder Letter Levy 1 – 2025	13.11.2024	448
Demand Letter Levy 1 – 2025	28.11.2024	197
Statement of Liquidated Claim Levy 1 2025		
1 st Reminder Letter Levy 100 – 2025	27.03.2025	852
2 nd Reminder Letter Levy 100 – 2025		
Demand Letter Levy 100 – 2025		
Statement of Liquidated Claim Levy 100 - 2025		

Debt Recovery Status: 1 July 2023 – 30 June 2024

Recovery Step	No. of Accounts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	No. Open	Amount Owing \$
Demand Letter	80	\$1,740,519	\$109,650	5.90%	22	\$1,630,869
Statement of Liquidated Claim	8	\$15,355	\$2,169	0.12%	7	\$18,611
Statement of Liquidated Claim served	15	\$51,511	\$7,432	0.40%	14	\$58,196
Pre-Judgment	0	0	0	0	0	0
Post-Judgement	0	0	0	0	0	0
Total	103	\$1,807,386	\$119,251	6.42%	43	\$1,707,676

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Debt Recovery Status: 1 July 2024 – 30 June 2025

Recovery Step	No. of Accts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	No. Open	Amount Owning \$
Demand Letter	299	\$321,146	\$273,731	69.74%	60	\$47,415
Statement of Liquidated Claim	10	\$29,026	\$1,701	0.43%	9	\$36,758
Statement of Liquidated Claim served	19	\$42,355	\$16,175	4.12%	14	\$37,808
Pre-Judgment	0	0	0	0	0	0
Post-Judgement	0	0	0	0	0	0
Total	328	\$392,527	\$291,606	74.29%	83	\$121,981

Debt Recovery Status: 17 November 2016 – 31 March 2025

Recovery Step	No. of Accounts	Amount Referred \$	Amount Paid / Closed \$	% Paid / Closed	Number Open	Amount Owning \$
Demand Letter	2164	\$14,354,488	\$14,004,792	72.56%	34	\$349,696
Statement of Liquidated Claim	144	\$382,952	\$323,145	1.67%	17	\$78,533
Statement of Liquidated Claim served	409	\$2,181,001	\$2,145,352	11.12%	20	\$55,708
Pre-judgment	141	\$1,017,975	\$947,328	4.91%	7	\$80,203
Judgment	7	\$35,808	\$33,478	0.17%	1	\$3,142
Post Judgment	178	\$1,154,338	\$1,100,878	5.70%	18	\$78,050
Total	3043	\$19,126,562	\$18,554,883	96.13%	97	\$645,332

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

Local Government Regulation 2012

204 Financial Report

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

Council Policies or Asset Management Plans:

N/A

Input into the Report & Recommendation:

Lead Rates and Utility Billing Officer / System Administrator
Program Funding and Budget Coordinator
General Manager - Saleyards
Manager Airports (Roma) & Regional Compliance
Coordinator - Materials Production (Roma Quarry)

Funding Bodies:

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

This Financial Year's Budget:

The purpose of this report is to present financial information on the progress that has been made in relation to Council's budget for the period ended 31 March 2025.

Future Years' Budgets:

This report is for information purposes.

Impact on Other Individuals or Interested Parties:

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

Interested Parties – Maranoa residents, Department of State Development, Infrastructure, Local Government & Planning, Queensland Audit Office, Queensland Treasury Corporation.

Risks:

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

Advice to Council:

The presentation of monthly financial statements is a legislative requirement.

Recommendation:

That the monthly financial report for the period ended 31 March 2025 be received and noted.

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.5 Good governance framework

Supporting Documentation:

[1](#) March 2024-2025 Business Units P & L













D25/39389

Report authorised by:

Chief Financial Officer

Director - Corporate Services

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Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							 within target range  outside of target range, with a favourable impact  outside of target range, with an unfavourable impact	
TOTAL Airports								
Operating revenue								
Fees and charges - commercial	2,252,050	2,499,150	1,895,883	1,817,624	(78,259)	96%		
Other revenue	48,060	50,925	28,979	3,384	(25,595)	12%		Airport lease still in process
Total operating revenue	2,300,110	2,550,075	1,924,862	1,821,008	(103,854)	95%		
Operating expenses								
Employee costs	658,454	632,795	463,459	503,104	39,645	109%		
Finance costs	66,688	66,688	50,495	50,436	(59)	100%		
Materials and services	772,250	808,865	606,880	657,173	50,293	108%		
Internal corporate overhead	242,378	242,378	181,782	182,292	510	100%		
Depreciation	946,951	946,951	710,217	591,943	(118,274)	83%		Review in valuation assumptions as part of comprehensive valuation in June 2024 has resulted in lower actual depreciation by around \$90K in some Airport Asset Class.
Total operating expenses	2,686,721	2,697,677	2,012,833	1,984,948	(27,885)	99%		
Operating result - Surplus/(Deficit)	(386,611)	(147,602)	(87,971)	(163,940)	(75,969)	186%		

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Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							<div> <div></div> <div></div> <div></div> </div>	within target range outside of target range, with a favourable impact outside of target range, with an unfavourable impact
Roma Airport								
Operating revenue								
Fees and charges - commercial	2,237,800	2,485,400	1,885,578	1,805,929	(79,649)	96%		
Other revenue	48,060	50,925	28,979	3,384	(25,595)	12%		Airport lease still in process
Total operating revenue	2,285,860	2,536,325	1,914,557	1,809,313	(105,244)	95%		
Operating expenses								
Employee costs	622,029	604,445	443,002	473,731	30,729	107%		
Finance costs	66,688	66,688	50,495	50,436	(59)	100%		
Materials and services	706,000	745,210	570,393	612,548	42,155	107%		
Internal corporate overhead	242,378	242,378	181,782	182,292	510	100%		
Depreciation	719,478	719,478	539,604	423,051	(116,553)	78%		Review in valuation assumptions as part of comprehensive valuation in June 2024 has resulted in lower actual depreciation by around \$90K in some Airport Asset Class.
Total operating expenses	2,356,573	2,378,199	1,785,276	1,742,058	(43,218)	98%		
Operating result - Surplus/(Deficit)	(70,713)	158,126	129,281	67,255	(62,026)	52%		
Regional Airports								
Operating revenue								
Fees and charges - commercial	14,250	13,750	10,305	11,695	1,390	113%		
Total operating revenue	14,250	13,750	10,305	11,695	1,390	113%		
Operating expenses								
Employee costs	36,425	28,350	20,457	29,373	8,916	144%		Due to the high volumes of rain experienced across the region between November - January, the aerodromes needed frequent mowing to keep the grass heights low around the runway - this is important from a wildlife risk perspective.
Materials and services	66,250	63,655	36,487	44,625	8,138	122%		Phasing of YTD Current budget not accurate (57% of Annual Budget)
Depreciation	227,473	227,473	170,613	168,892	(1,721)	99%		
Total operating expenses	330,148	319,478	227,557	242,890	15,333	107%		
Operating result - Surplus/(Deficit)	(315,898)	(305,728)	(217,252)	(231,195)	(13,943)	106%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
								<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
Gas								
Operating revenue								
Fees and charges - commercial	951,500	1,027,500	798,058	617,901	(180,157)	77%		Jan-March Quarterly billing to be issued in April
Internal revenue	200,000	200,000	150,003	102,805	(47,198)	69%		Jan-March Quarterly billing to be issued in April
Other revenue	0	1,566	0	10,897	10,897	0%		Jan-March Quarterly billing to be issued in April
Rates and charges	(2,500)	(2,500)	(1,872)	2,077	3,949	(111%)		
Total operating revenue	1,149,000	1,226,566	946,189	733,680	(212,509)	78%		
Operating expenses								
Employee costs	119,966	119,966	87,661	120,367	32,706	137%		Estimated budget understated due to significant vacancies in FY 23/24 now filled in FY24/25
Materials and services	357,850	357,850	267,944	320,574	52,630	120%		Increased in Gas tools repairs and replacement cost and some proactive maintenance on various locations.
Internal corporate overhead	112,034	112,034	84,024	84,024	0	100%		
Depreciation	231,120	231,120	173,340	196,223	22,883	113%		Budget depreciation underestimated, as there was an increase in CPI valuation in June 2024
Total operating expenses	820,970	820,970	612,969	721,189	108,220	118%		
Operating result - Surplus/(Deficit)	328,030	405,596	333,220	12,491	(320,729)	4%		













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Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
								<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
TOTAL Saleyards								
Operating revenue								
Fees and charges - commercial	5,316,662	5,316,662	3,952,183	4,788,828	836,645	121%		\$836k higher Revenue due to strong throughput sales
Other revenue	190,000	190,000	143,199	143,142	(57)	100%		
Total operating revenue	5,506,662	5,506,662	4,095,382	4,931,970	836,588	120%		
Operating expenses								
Employee costs	1,075,000	1,075,000	798,299	755,739	(42,560)	95%		
Finance costs	92,239	92,239	70,030	63,690	(6,340)	91%		
Materials and services	3,169,900	3,169,900	2,264,040	2,864,269	600,229	127%		\$600k higher external contractors due to higher sales
Internal corporate overhead	317,298	317,298	237,969	237,978	9	100%		
Depreciation	525,994	525,994	394,497	408,610	14,113	104%		
Total operating expenses	5,180,431	5,180,431	3,764,835	4,330,287	565,452	115%		
Operating result - Surplus/(Deficit)	326,231	326,231	330,547	601,684	271,137	182%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary ● within target range ● outside of target range, with a favourable impact ● outside of target range, with an unfavourable impact

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Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							 within target range  outside of target range, with a favourable impact  outside of target range, with an unfavourable impact	
Sewerage								
Operating revenue								
Fees and charges - commercial (prev. 'statutory')	116,291	42,200	25,429	36,980	11,551	145%		\$11k Revenue higher due to Sewerage Connections Fees
Rates and charges	3,265,734	3,271,553	3,264,026	3,290,057	26,031	101%		
Total operating revenue	3,382,025	3,313,753	3,289,455	3,327,036	37,581	101%		
Operating expenses								
Employee costs	627,725	627,725	458,788	414,418	(44,370)	90%		
Finance costs	52,588	52,588	39,829	39,773	(56)	100%		
Materials and services	578,627	593,627	451,110	504,474	53,364	112%		Maintenance costs have increased this year due to various work done as mentioned in the report.
Internal corporate overhead	397,176	397,176	297,882	297,882	0	100%		
Depreciation	952,868	952,868	714,636	772,099	57,463	108%		
Total operating expenses	2,608,984	2,623,984	1,962,245	2,028,645	66,400	103%		
Operating result - Surplus/(Deficit)	773,041	689,769	1,327,210	1,298,391	(28,819)	98%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
								<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
TOTAL Quarries								
Operating revenue								
Internal revenue	1,250,000	1,700,000	1,274,994	1,649,955	374,961	129%		\$375k Revenue higher due to flood works demand (Pits)
Other revenue	1,100,000	1,750,000	1,312,488	1,783,307	470,819	136%		\$471k Revenue higher due to flood works demand (Roma Quarry)
Sale of goods and major services	5,160,000	5,882,656	4,180,052	3,588,141	(591,911)	86%		Lower Revenue due to delays with operational commencement of the quarry
Total operating revenue	7,510,000	9,332,656	6,767,534	7,021,403	253,869	104%		
Operating expenses								
Employee costs	795,375	941,425	672,274	576,746	(95,528)	86%		
Finance costs	65,000	72,500	52,503	0	(52,503)	0%		Timing variance only. Finance costs calculated at EOFY - monthly cashflow forecast to be amended to reflect total forecast cost in June
Materials and services	4,918,270	6,661,311	4,636,186	5,499,683	863,497	119%		M&S is higher due to flood works demand, includes Production and Cartage Expenses, offsets with the higher revenue.
Internal corporate overhead	333,250	333,250	249,930	249,930	0	100%		
Depreciation	466,776	466,776	350,082	308,786	(41,296)	88%		
Total operating expenses	6,578,671	8,475,262	5,960,975	6,635,145	674,170	111%		
Operating result - Surplus/(Deficit)	931,329	857,394	806,559	386,258	(420,301)	48%		














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Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
								<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
Roma Quarry								
Operating revenue								
Other revenue	1,100,000	1,750,000	1,312,488	1,783,307	470,819	136%		\$302k Revenue higher due to flood works demand (Cartage)
Sale of goods and major services	5,160,000	5,225,000	3,916,990	3,588,141	(328,849)	92%		
Total operating revenue	6,260,000	6,975,000	5,229,478	5,371,448	141,970	103%		
Operating expenses								
Employee costs	684,675	684,675	500,345	457,869	(42,476)	92%		
Finance costs	65,000	65,000	48,753	0	(48,753)	0%		Finance costs calculated at EOFY - monthly cashflow forecast to be amended to reflect total forecast cost in June
Materials and services	4,128,270	5,246,570	3,920,732	5,129,868	1,209,136	131%		M&S is higher due to flood works demand, includes Production and Cartage Expenses, offsets with the higher revenue.
Internal corporate overhead	166,625	166,625	124,965	124,965	0	100%		
Depreciation	466,776	466,776	350,082	308,786	(41,296)	88%		
Total operating expenses	5,511,346	6,629,646	4,944,877	6,021,488	1,076,611	122%		
Operating result - Surplus/(Deficit)	748,654	345,354	284,601	(650,041)	(934,642)	(228%)		
Headache Hill Quarry								
Operating revenue								
Sale of goods and major services	0	657,656	263,062	0	(263,062)	0%		Lower Revenue due to delays with operational commencement of the quarry
Total operating revenue	0	657,656	263,062	0	(263,062)	0%		
Operating expenses								
Employee costs	0	74,750	37,374	156	(37,218)	0%		Lower Costs due to delays with operational commencement of the quarry
Finance costs	0	7,500	3,750	0	(3,750)	0%		Timing variance only. Finance costs calculated at EOFY - monthly cashflow forecast to be amended to reflect total forecast cost in June
Materials and services	0	544,741	272,370	0	(272,370)	0%		Lower Costs due to delays with operational commencement of the quarry
Total operating expenses	0	626,991	313,494	156	(313,338)	0%		
Operating result - Surplus/(Deficit)	0	30,665	(50,432)	(156)	50,276	0%		















Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
								<div> <div></div> within target range <div></div> outside of target range, with a favourable impact <div></div> outside of target range, with an unfavourable impact </div>
Quarry Pits								
Operating revenue								
Internal revenue	1,250,000	1,700,000	1,274,994	1,649,955	374,961	129%		\$375k Revenue higher due to flood damage works demand
Total operating revenue	1,250,000	1,700,000	1,274,994	1,649,955	374,961	129%		
Operating expenses								
Employee costs	110,700	182,000	134,555	118,721	(15,834)	88%		
Materials and services	790,000	870,000	443,084	369,815	(73,269)	83%		
Internal corporate overhead	166,625	166,625	124,965	124,965	0	100%		
Total operating expenses	1,067,325	1,218,625	702,604	613,500	(89,104)	87%		
Operating result - Surplus/(Deficit)	182,675	481,375	572,390	1,036,455	464,065	181%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							 within target range  outside of target range, with a favourable impact  outside of target range, with an unfavourable impact	
Waste								
Operating revenue								
Fees and charges - commercial	1,087,131	1,087,131	823,372	617,109	(206,263)	75%		\$209k lower Revenue due to overstatement of budget for Refuse Disposal Fee Roma (wrong budget assumption used); \$3k higher Revenue due to Waste Water fees
Fees and charges - statutory	1,165,000	1,165,000	873,747	869,606	(4,141)	100%		
Grants subsidies and contributions	471,647	471,647	353,736	487,196	133,460	138%		Government Levy Ready Grant funding received
Rates and charges	1,812,313	1,812,313	1,810,949	1,829,795	18,846	101%		
Total operating revenue	4,536,091	4,536,091	3,861,804	3,803,707	(58,097)	98%		
Operating expenses								
Employee costs	1,225,078	895,578	657,446	557,855	(99,591)	85%		There are still vacancies in the waste team. Currently the Roma team is short one operator, and we still have a vacancy in the Manager role.
Finance costs	1,000,000	1,000,000	0	0	0	0%		
Materials and services	9,446,247	7,525,747	5,804,283	6,092,150	287,867	105%		
Internal corporate overhead	444,395	444,395	333,297	333,297	0	100%		
Depreciation	129,638	129,638	97,236	140,545	43,309	145%		Budget depreciation underestimated, as there was an increase in CPI valuation in June 2024
Total operating expenses	12,245,358	9,995,358	6,892,262	7,123,848	231,586	103%		
Operating result - Surplus/(Deficit)	(7,709,267)	(5,459,267)	(3,030,458)	(3,320,141)	(289,683)	110%		

Confidential Information - Restricted external access

Maranoa Regional Council Business Units - Statement of Income and Expenditure 31 March 2025								
	FY24/25 Orig Bud \$	FY24/25 Curr Bud \$	FY24/25 Curr Bud YTD \$	FY24/25 Act YTD \$	YTD Act - YTD Bud variance \$	YTD Act as a % of YTD Bud (Target 100%)	Target Result (Acceptance of +/- 10% within Target, or within +/- \$5k)	Commentary
							 within target range  outside of target range, with a favourable impact  outside of target range, with an unfavourable impact	
Water								
Operating revenue								
Fees and charges - statutory	492,325	554,655	439,979	562,837	122,858	128%		\$123k Revenue higher due to Water Standpipe Sales
Grants subsidies and contributions	0	58,500	0	0	0	0%		
Internal revenue	15,000	25,000	18,747	21,705	2,958	116%		
Rates and charges	6,516,451	6,523,451	6,507,983	6,605,507	97,524	101%		
Sales of contract and recoverable works	0	0	0	1,456	1,456	0%		
Total operating revenue	7,023,776	7,161,606	6,966,709	7,191,504	224,795	103%		
Operating expenses								
Employee costs	1,688,959	1,688,959	1,234,294	1,313,292	78,998	106%		
Finance costs	59,703	59,703	46,544	45,292	(1,252)	97%		
Materials and services	2,870,005	2,974,408	2,236,960	2,594,860	357,900	116%		Mains maintenance costs have increased this year (more breaks and issues) increasing M&S (general supplies). Plus a few more New Connections this year. The network is getting older (end of life).
Internal corporate overhead	584,887	584,887	438,660	438,669	9	100%		
Depreciation	1,988,766	1,988,766	1,491,579	1,513,072	21,493	101%		
Total operating expenses	7,192,320	7,296,723	5,448,037	5,905,184	457,147	108%		
Operating result - Surplus/(Deficit)	(168,544)	(135,117)	1,518,672	1,286,320	(232,352)	85%		

OFFICER REPORT

Meeting: Ordinary 24 April 2025

Date: 10 April 2025

Item Number: 11.3

File Number: D25/38093

SUBJECT HEADING: Audit Committee Meeting Report | 24 March 2025

Classification: Open Access

Officer's Title: Director - Corporate Services

Executive Summary:

In accord with section 211(1)(c) of the Local Government Regulation 2012, this report provides an update to Council on the matters reviewed and the recommendations made by the Audit Meeting, at their meeting held on 24 March 2025.

Officer's Recommendation:

That Council receive and note the update from the Audit Committee Meeting held on 24 March 2025.

Background (Including any previous Council decisions):

Council has established an Audit Committee in accordance with section 105 of the *Local Government Act 2009*.

The main purpose of the Committee is to provide an oversight function to Council in the effective performance of its responsibilities related to draft financial statements, internal audit and risk management as prescribed under the *Local Government Act 2009*, the *Local Government Regulation 2012* and other relevant legislation, standards and requirements.

Body of Report:

The Audit Committee met on 24 March 2025 and considered the following agenda items:

2025 Queensland Audit Office Audit Plan

Each year the Queensland Audit Office in conjunction with their contract audit provider, in this case Pitcher Partners, prepares an audit plan to set in place the expectations and timeframes for the annual audit of Council's financial statements and financial sustainability measures.

The external audit plan documents an assessment of Maranoa Regional Council's business and financial reporting risks, the planned audit response to these risks, the financial reporting and audit deliverables timetable and other matters.

The Audit Committee and staff were comfortable with the expectations and timeframes outlined in the plan, and with the proposed audit fees.

The Audit Committee resolved to receive and note the report.

QAO Briefing Paper March 2025

QAO provided an update on reports and resources relevant to Council in their briefing paper, including learnings from their tabled reports to parliament, newly published resources and an update on audits that are in progress. A copy of the briefing paper is attached for reference.

The Audit Committee resolved to receive and note the briefing paper as presented.

Strategic Internal Audit Plan

Crowe provide an outsourced internal audit function for the Maranoa Regional Council with the Audit Committee providing oversight, review and guidance of the internal audit plan.

Crowe provided their three-year Strategic Internal Audit Plan to the Audit Committee, which noted Cyber Security, Procurement Management and Business Continuity Planning as the focus of the planned work to be undertaken during the 2024-2025 financial year.

The Audit Committee resolved to receive and note the Internal Audit Plan as presented.

Audit Committee Workplan 2025

An Audit Committee Workplan was developed for the 2025 calendar year. The workplan outlines suggested agenda items for each scheduled Audit Committee meeting throughout the year. The workplan was developed in conjunction with LGMA, with a copy attached for reference.

The Audit Committee resolved to receive and endorse the proposed annual workplan.

Audit Committee Terms of Reference

The Audit Committee's Terms of Reference (ToR) serve as a crucial governance tool, guiding the committee's functions and ensuring adherence to good governance practices. Periodic reviews of the ToR (at least annually) are recommended to keep it current with legislative changes and to ensure ongoing relevance.

The Audit Committee's ToR were adopted at the Ordinary Meeting of Council held on 24 May 2024.

In March 2025, a review of the ToR was conducted as part of a governance review being undertaken. This input and an internal review of the ToR resulted in proposed changes to the document.

The more significant changes to the ToR that were presented to the Committee included the following:

- Change of name for the Audit Committee to the Audit and Risk Committee;
- Establishment of the Audit and Risk Committee as an ongoing committee of Council;
- Define the term limits for Audit and Risk Committee members;
- Clarify the responsibilities of the committee; and
- Set out the authority of the committee.

At the meeting, the Committee suggested some additional minor changes to be made, including more robust wording in some sections.

The Audit Committee resolved to recommend the ToR for the Audit and Risk Committee, subject to minor changes as discussed, to Council for adoption.

The amended ToR will be tabled at a future Ordinary Meeting of Council for review and adoption.

Internal Audit Policy and Charter

In accord with Section 105(1) of the *Local Government Act 2009*, it is a mandatory requirement that Council must establish an efficient and effective internal audit function. To support this requirement, Council currently has Crowe engaged to facilitate the internal audit function.

During a recent governance review, it became evident that while council meets the legislative requirements, a supporting policy and charter was not established to document how council would manage this function.

A draft Internal Audit Policy and Charter were presented to the Audit Committee at their meeting.

The Audit Committee resolved to recommend the Internal Audit Policy and Charter to Council for adoption.

The Internal Audit Policy and Charter will be tabled at a future Ordinary Meeting of Council for review and adoption.

Risk Management Framework Development

The risk management maturity journey for Maranoa Regional Council is being guided by a phased framework development and implementation plan, with guidance from Queensland Treasury Corporation.

A proposed Risk Management Development Plan was presented to the Audit Committee. The committee were satisfied with the plan. A copy is attached for reference.

The Audit Committee resolved to receive and note the Risk Management Framework Development approach.

Asset Capitalisation Progress Update

A report was presented to the Audit Committee to update them on the progress of the asset finalisation/capitalisation process. The Deputy Director – Strategic Road Management, also provided a verbal update at the meeting. It was noted that the overall target is to have a nil stale WIP balance by the end of the financial year, and that staff are confident this target will be met. The Committee commended all of the staff involved for the work that has gone into fixing the issue to date.

The Audit Committee resolved to receive and note the asset capitalisation progress update.

Monthly Financial Report as at February 2025

The Audit Committee were provided with a copy of the Monthly Financial Report for the period ended 28 February 2025. This financial report was presented to the full Council at the Ordinary Meeting on 26 March 2025.

The Audit Committee resolved to receive and note the Monthly Financial Report for the period ended 28 February 2025.

Cybersecurity Assurance Briefing: External Penetration Test Findings and Recommendations

The Audit Committee were presented with the key findings from the December 2024 independent external penetration test, which simulated real-world cyberattacks on the Council's internet-facing infrastructure and web applications. The key findings were as follows:

- There were no system compromises, confirming the Council's strong security posture.
- Council has a limited attack surface, with no direct access to internal infrastructure
- In relation to web applications security, there were effective controls blocking malicious attacks:
- There is a strong culture of cybersecurity awareness within the organisation, as evidenced with no breaches through phishing simulation attacks.

Areas of possible improvement:

- Maintenance of regular patching to ensure all externally exposed systems and applications remain up to date.
- Enhanced cybersecurity training to reinforce staff awareness and responsiveness to threats.

- Improved authentication security by modifying the password reset function.

The Audit Committee resolved to receive and note the report as presented.

Outstanding Audit Actions Register

An outstanding internal audit actions register was presented to the Audit Committee. It was noted by staff that there is a gap in closing out outstanding actions in the register. The committee suggested that Council's outsourced internal auditors, being Crowe, could work with officers to update and/or close out the outstanding actions.

The Audit Committee resolved to recommend that management commence drafting an internal procedure, and that the CEO engages the internal auditors for 5 to 7 days to work through and update the outstanding internal audit action items, with a reset register to be presented to the Committee at the June meeting.

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.5 Good governance framework

Supporting Documentation:

1	QAO March 2025 Audit Committee Briefing Paper	D25/25413
2	Draft Audit Committee Work Plan 2025	D25/24743
3	Risk Management Framework Development Plan	D25/24752

Report authorised by:

Director - Corporate Services



Maranoa Regional Council

17 March 2025

QAO representatives

Megan Manuel – Director (QAO)

Jessica Rossouw – Manager (QAO)

Dan Colwell – Engagement Leader (Pitcher Partners)

Clayton Russell – Engagement Manager (Pitcher Partners)

SENSITIVE

2025 Audit committee briefing paper

1. Summary

Audit progress

We have issued our external audit plan which has been approved by management and will be presented to the committee alongside this briefing paper. Our interim visit is scheduled to commence on 31 March 2025.

2. Update on new reports and resources

We present to you our update on reports and resources, as at 17 March 2025. It provides an overview of the information relevant to your entity, including learnings from our tabled reports to parliament, newly published resources such as our blog articles and fact sheets, and an update on our audits that are in progress.

Other relevant reports in progress

The below reports to parliament do not directly involve your entity but are currently underway and may be of further interest to you.

Title	Audit status
Insights on audit committees in local government	Audit in reporting stage. Anticipated tabling: April 2025. This report will provide insights into effective audit committee practices in local governments.
Local government 2024	Audit in reporting stage. Anticipated tabling: April 2025 This report will include the results of our assessment of councils' financial statement preparation processes and internal controls, and financial performance of the sector.
Reducing organic household waste sent to landfill	Audit in conduct stage. Anticipated tabling: July to September 2025 This audit will assess how effective the Department of Environment, Tourism, Science and Innovation and selected South East Queensland Councils' strategies are in reducing organic household waste sent to landfill.
Overseeing the use of Artificial Intelligence	Audit in conduct stage. Anticipated tabling: August 2025 This audit will examine how public sector entities are using AI and the governance arrangements and oversight practices over its use.

Recently tabled reports to parliament

Since your last meeting, we have tabled the below reports to parliament. For more information on any of these reports, please see our website: www.qao.qld.gov.au/reports-resources/reports-parliament.

Report	Summary
Major projects 2024 (Report 9: 2024–25) Tabled 20 January 2025	Queensland's growth relies on strong infrastructure investment, which drives economic development and improves quality of life. To support this, the Queensland Government is increasing spending on major projects. However, challenges such as a tight labour market, industrial disputes, and rising supply costs must be managed to ensure the effective delivery of infrastructure plans over the next decade. This report provides insights into significant infrastructure projects in Queensland and an analysis of Queensland Government expenditure: www.qao.qld.gov.au/reports-resources/reports-parliament/major-projects-2024

SENSITIVE

2025 Audit committee briefing paper

Report	Summary
	<p>Wider learnings</p> <p>Agencies need to communicate more on asset transfers</p> <p>Assets owned by one government agency can often be transferred to another through machinery of government changes. This can also occur where the asset is constructed by one agency and transferred to another agency which will be responsible for its ongoing operation and maintenance.</p> <p>Early collaboration between agencies helps ensure asset transfers are timely and that operational transfers consider financial reporting impacts. This should include discussing with key stakeholders, including ministers and relevant central agencies, about when, and how, the asset transfers should be completed and designated to assist with financial reporting.</p> <p>Managing conflicts of interest is essential to good procurement decisions</p> <p>Compliance with established procurement policies is essential for ensuring public sector projects are delivered in the best interests of the public and represent the best use of public money. This includes managing conflicts of interest, to avoid non-compliance and ultimately, procurement decisions that could fail scrutiny.</p>
<p>Health 2024 (Report 8: 2024–25) Tabled 15 January 2025</p>	<p>Queensland's health sector entities work together to provide accessible healthcare for the state and support the wellbeing of people in their communities. They do this while facing rising costs, growing demand for services, and workforce pressures.</p> <p>This report summarises the audit results of Queensland Health entities, which include the Department of Health and 16 hospital and health services. It also summarises the audit results for 13 hospital foundations, 4 other statutory bodies, and 2 entities controlled by other health entities. It also looks at the sector's financial performance and sustainability, asset management, and demand for health services: www.qao.qld.gov.au/reports-resources/reports-parliament/health-2024</p> <p>Wider learnings</p> <p>A consistent approach is needed for managing asset maintenance</p> <p>Deferred asset maintenance can lead to risks such as disruptions to service delivery and potentially higher whole-of-life costs. All entities need to consistently measure and report on overdue asset maintenance.</p> <p>Entities need clear guidance about how to do this from central agencies who fund asset maintenance and are responsible for the performance of entities in their sector. More consistent reporting from entities helps ensure central agencies have the comparable information they need to assess the extent of overdue maintenance and determine the level of funding required.</p> <p>Strong controls reduce the risk of inappropriate access to information systems</p> <p>Entities must consistently monitor controls over access to their information systems. They should:</p> <ul style="list-style-type: none"> • ensure access levels are appropriate • apply secure access methods, such as multi-factor authentication • remove access in a timely manner when no longer required. <p>All entities should have documented and approved policies and procedures for information security, and ensure actual practice is consistent with these. Entities also need to ensure their access controls consider the full range of users with access to their systems, including employees, contractors, suppliers, clients, temporary users, and accounts associated with technology enabled devices.</p>

Recent blog articles of interest

QAO's blog, available at www.qao.qld.gov.au/blog, provides updates on topical issues, insights from our work, and general news from QAO. Here are the latest posts you may be interested in.

SENSITIVE

2025 Audit committee briefing paper

Published	About
How understanding the 'fraud risk triangle' can reduce employee fraud risk 12 February 2025	Employee fraud can often take longer to detect than other types of fraud, so it's important to understand why it happens. This blog discusses how using the fraud risk triangle can help, and shares useful internal controls and resources: www.qao.qld.gov.au/blog/how-understanding-fraud-risk-triangle-can-reduce-employee-fraud-risk
What does it mean to have a 'culture of risk leadership'? 17 January 2025	A good risk culture is more than just a tagline. It's influenced by the tone at the top and driven by good leadership practices. When leaders model good risk management practices, it encourages all staff to adopt them in their own roles. Read our latest blog to understand what a good risk culture looks like and learn how to encourage and foster this in your organisation: www.qao.qld.gov.au/blog/what-does-it-mean-have-culture-risk-leadership

Upcoming and Recent QAO events

Briefing for audit committee chairs

QAO briefs the chairs of public sector and local government audit committees twice each year. The next briefing is on 13 May 2025. Invitations will be sent in March 2025.

The most recent briefing was held on 3 December 2024.

Copies of the presentations from our prior updates are available on our website: www.qao.qld.gov.au/reports-resources/events

Client technical audit update

The most recent update was held on 25 February 2025. It covered Queensland Treasury and QAO providing an update on auditing and accounting standards, climate reporting and assurance, fraud, internal systems, and key learnings from reports and upcoming audits.

A copy of the presentation is available on our website: www.qao.qld.gov.au/reports-resources/events.



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qao.qld.gov.au/reports-resources/reports-parliament



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Maranoa Regional Council

Audit and Risk Committee - Annual Work Plan 2025

Meeting Schedule	Considerations
	<ul style="list-style-type: none"> Committee in-camera session Financial report year to date (incorporates project updates) Asset capitalisation update Governance update (Int/Ext influences)
Standing Items Each Meeting	Insurance - Update on Claims
	Health, Safety, Environment and Quality update
	Human Resources update
	Legal Matters Update
	CEO update - Verbal
	Internal Audit & Progress Reports
	Internal/External Audit Actions Register
	Business arising from prior meeting
Meeting 1 - March	Review/Update of annual and three year Internal Audit Plan
	Audit committee charter/terms (Review)
	Internal Audit Policy and Charter review
	Cyber Security update
	QAO External Audit Plan
Meeting 2 - May/June	External Audit - Interim management letter
	External Audit - Accounting Position Papers
	Insurance - update on new coverage
	ICT - Overview and key risks
	Review performance of Internal Audit
	Complaints/Fraud Report or Register
	Risk Management Framework update
	Annual asset valuation position paper
Meeting 3 - October	Draft financial statements & Variance Analysis
	Financial Statement Assumptions & Estimates
	Financial Statement Compliance
	Management Representation Letter to External Audit
	External Auditor Closing Report (draft)
	Update on Disaster Management Plan
Meeting 4 - December	Final financial statements
	QAO Final management letter
	Annual Compliance Checklist (For Info)
	Risk Management Framework update
	Annual committee self assessment
	Set Annual Work Plan & Calendar of meetings
Post meeting actions	Report of Audit Committee discussions to Council
	Audit Committee Action List updated

RISK MANAGEMENT FRAMEWORK DEVELOPMENT PLAN

Outlining the plan for risk management maturity development

MARCH 2025



Risk Management Framework Development Plan



Overview of the Risk Management Framework

Maranoa Regional Council's Risk Management Framework provides a structured approach to identifying and managing risks, ensuring alignment with ISO 31000:2018 principles and local government best practices. This framework fosters proactive risk management, embedding risk awareness into governance, strategic planning, and daily operations.

Key Components:

- Four Phases: Design, Implement, Embed, and Review
- Aligned with Industry Best Practices: Jardine Lloyd Thompson (JLT) public sector guidelines and Queensland Government risk frameworks
- Core Governance Elements:
 - Risk Management Policy – Establishing a clear risk governance structure
 - Risk Appetite Statement – Defining acceptable risk levels
 - Corporate Risk Register – Capturing and managing Council's key risks
 - Risk Matrix (Heat Map) – Standardised risk severity assessment
 - Reporting Mechanisms – Ensuring accountability and continuous oversight
- Governance Oversight: The Audit and Risk Committee will independent assurance and Queensland Treasury Corporation (QTC) provide support and guidance as required.

Implementation Plan by Phase

The framework is structured into **four progressive phases** to systematically strengthen risk management across Council operations.

Phase 1: Design (April – October 2025)

Objective

Establish the foundational risk management structure, identify key risks, and develop essential governance documents.

Key Activities

- Risk Gap Analysis and Stakeholder Engagement – Engaging Councillors, Audit and Risk Committee, and Executive Leadership Team
- Development of Core Documents – Drafting the Risk Management Policy, Risk Appetite Statement, Corporate Risk Register, and Risk Matrix (agreeing to consequence and likelihood and risk assessment matrix)
- Governance and Reporting Framework – Defining risk escalation pathways and reporting templates
- Audit and Risk Committee endorsement – Formal endorsement and recommendation to Council
- Council Approval and Adoption – Formal endorsement and executive commitment

Risk Management Framework Development Plan



Key activities are supported by workshops with Council, Executive Leadership, and the Audit and Risk Committee Chair.

Outcome

A Council-approved Risk Management Policy, Risk Appetite Statement, and Corporate Risk Register, forming the foundation for implementation.

Phase 2: Implement (October 2025 – 2026)

Objective

Embed risk management within Council's governance, strategic planning, and operational processes.

Key Activities

- Training and Capacity Building – Equipping staff with risk assessment tools and processes
- Integration into Decision-Making – Embedding risk assessment in budgeting, planning, and project approvals
- Operational Risk Registers and Treatment Plans – Expanding risk identification and mitigation strategies across departments
- Ongoing Risk Monitoring and Reporting – Implementing structured risk reporting to the Audit and Risk Committee and Council
- Benchmarking and External Engagement – Leveraging insights from QTC and peer councils

Outcome

A fully operational risk management framework, integrated into governance and decision-making structures.

Phase 3: Embed (2027 – 2028)

Objective

Institutionalise risk awareness and integrate risk management into Council's culture.

Key Activities

- Executive Leadership Commitment – Strengthening risk-aware decision-making at the senior level
- Ongoing Training and Awareness Initiatives – Ensuring staff engagement and understanding
- Alignment with Internal Audit and Performance Management – Incorporating risk indicators into strategic planning
- Enhancement of Risk Management Systems – Exploring technology-driven risk tracking and reporting

Outcome

A risk-aware culture where risk management is an integral part of Council's operations.

Risk Management Framework Development Plan



Phase 4: Review and Continuous Improvement (2029 and beyond)

Objective

Maintain the effectiveness of the risk management framework through continuous evaluation and adaptation.

Key Activities

- Bi-Annual Risk Framework Reviews – Assessing the effectiveness of risk policies and practices
- Risk Appetite and Register Updates – Ensuring alignment with evolving Council priorities
- Performance Monitoring and Trend Analysis – Using data-driven insights for decision-making
- Independent Audits and External Reviews – Ensuring adherence to industry best practices

Outcome

A resilient and future-focused Council, continuously evolving its risk management approach.

Stakeholder Engagement and Governance

Key Stakeholders and Their Roles

- Council and Councillors – Setting strategic direction and approving risk appetite
- Audit and Risk Committee – Providing independent oversight and review
- Executive Leadership Team – Driving implementation and embedding risk management in operations
- Queensland Treasury Corporation (QTC) – Offering support and guidance as required
- All Staff and Department Leaders – Operational risk identification and mitigation

Outcome

A collaborative approach to risk governance, ensuring transparency and accountability across all levels of Council.

Timeline – Key Milestones

- April – September 2025 → Phase 1: Design and Approval
- October 2025 – December 2026 → Phase 2: Implementation and Training
- 2027 – 2028 → Phase 3: Cultural Embedding and Maturity
- 2029 and Beyond → Phase 4: Continuous Monitoring and Adaptation

Risk Management Framework Development Plan



Conclusion and Next Steps

The Maranoa Regional Council Risk Management Framework provides a structured, proactive approach to managing risks, ensuring compliance with best practices and enhancing Council's ability to deliver strategic objectives effectively.

Immediate Next Steps

- Formal Framework Adoption – Securing Council approval
- Training and Capacity Development – Preparing staff for effective risk implementation
- Embedding Risk Monitoring – Establishing regular reporting and governance oversight
- Ongoing Improvement – Periodic review and refinement of risk policies

Outcome

A sustainable and adaptable risk management system, supporting informed decision-making and protecting the long-term interests of the Maranoa community.

PLANNING & BUILDING DEVELOPMENT REPORT

Meeting: Ordinary 24 April 2025

Date: 7 April 2025

Item Number: 14.1

File Number: D25/35973

SUBJECT HEADING: Development Application Material Change of Use "Tourist Park" (Extension of existing use) - 2-8 McDowall Street, 8-18 Major Street Roma (Ref:2024/21328)

Classification: Open Access

Officer's Title: Planning Officer

Executive Summary:

SMK Consultants on behalf of East Coast Parks 3 Pty Ltd have submitted a development application seeking approval for a Material Change of Use for an extension to the existing "Tourist Park" located at 2-8 McDowall Street, 8-18 Major Street, Roma (Lot 1 & 2 on RP74811 and Lots 32 & 33 on SP180966). 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* ('Planning Act') and any relevant matters prescribed by the regulation.

Public notification about the application was carried out in accordance with Part 4 of the *Development Assessment Rules* ('DA Rules') and for a period of 15 business days, between 24 February 2025 and 14 March 2025. No properly made submissions were received during this period.

The procedural requirement set out by the DA 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 and the Maranoa Planning Scheme; and can be otherwise be conditioned to achieve compliance

Officer's Recommendation:

The development application for a Material Change of Use - "Tourist Park" located at 2-8 McDowall Street, 8-18 Major Street, Roma, described as Lot 1 & 2 on RP74811 and Lots 32 & 33 on SP180966, be approved subject to the listed conditions and general advice.

Development details

1. The approved development is a Material change of use – "Tourist Park" as defined in the Planning Scheme and as shown on the approved plans.
2. The approved development is permitted to occur over four (4) stages. Unless otherwise stated, the conditions of this development approval apply to all stages of the approved development.

Amalgamation of lots

3. The lots comprising the development site (Lots 1 & 2 on RP74811, Lots 32 & 33 on SP180966) must be amalgamated prior to the commencement of the use.

Compliance inspection

4. All conditions relating to the establishment of the approved development must be fulfilled prior to the commencement of use of each approved stage (as applicable), unless noted in these conditions or otherwise permitted by Council.
5. Prior to the commencement of use, the applicant shall contact Council to arrange a development compliance inspection.

Approved plans and documents

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

Plan/Document number	Plan/Document name	Date
Job No.24-358, Sheet 1 of 1	Site Map Showing Existing and Proposed Changes	1-11-2024
Quote 3762_4A - Cabin No:2495	Factory Details	8/04/2022
Quote 3762_3A – Cabin No:2495	Elevations	11/03/2022
A101	Floor Plan	2022
A102	Elevations	2022

Development works

7. 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.
8. 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).
9. All civil and related work shall be designed and supervised by Registered Professional Engineers of Queensland (RPEQ-Civil) who are competent in the construction of the works. RPEQ certification is to be provided to Council for all works involving Council infrastructure that are authorised by this development approval and any related approval. This must include a Design Certificate with application/s for Operational work and a Construction Supervision Certificate at completion of the approved works and/or prior to Council's acceptance of any works on-maintenance.

Applicable standards

10. 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.

Works in road reserve

11. A Works in a Road Reserve Permit will be required from Council for any works associated with the development that are undertaken within the Council road reserve by private contractor/entity. Works include, but are not limited to, cutting work, kerb and channel, site access/crossovers and footpaths. All works on or near roadways shall be adequately signed in accordance with the "Manual for Uniform Traffic Control Devices – Part 3, Works on Roads".

Avoiding nuisance

12. No unreasonable 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.
13. Lighting of the site, 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.
14. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

Note: The Queensland Government *Environmental Protection Act 1994* includes controls for light nuisances.

15. 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.
16. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
17. Dust emanating as a result of operations carried out onsite must be continually monitored and suppressed in order to prevent any dust drifting onto road networks, nearby properties and sensitive land uses.

Screening mechanical equipment

18. All mechanical equipment (including air conditioners and the like) and rainwater tanks are to be screened from the adjoining roadway and nearby properties.

Refuse storage and collection

19. Bulk refuse storage and collection facilities must be provided on-site generally in the location shown as 'Garbage Bulk Waste' on the approved Site Plan. The bulk refuse storage container/s shall be screened and retain reasonable standards of amenity for users of the premises and surrounding properties.
20. All bulk refuse storage areas must be enclosed on a minimum of three sides with a screen wall extending 0.2 metres above the height of all refuse containers.
21. Convenient access to the bulk refuse storage areas must be provided at all times for service vehicles.
22. Refuse collection from the site must not occur before 7:00am or after 6:00 pm, or on Sundays or public holidays.

Access

23. Vehicle crossovers to and from the development site area shall be provided from McDowall Street, generally in the location shown on the approved Site Plan. The vehicle crossover is to be maintained generally in accordance with CMDG Drawing - CMDG-R-042A Rev B, dated 12/2016 and must be designed to cater for the maximum vehicle size accessing the site, ensuring no damage to the roadway or kerb. The grade of the vehicle crossover must not exceed the specifications of the CMDG.
24. The landowner is responsible for the maintenance of vehicle crossovers from the property boundary to the external road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.

Parking

25. Car park design, including car parking spaces (widths and lengths), vehicle access lanes and manoeuvring areas are to comply with Australian Standard AS/NZS 2890.1:2004 Part 1: Off-street car parking.
26. Onsite service vehicle access, parking and manoeuvring is to be designed in accordance with Australian Standard AS/NZS 2890.2:2004 - Parking facilities Part 2: Off-street commercial vehicle facilities requirements.
27. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
28. Vehicles accessing the site and designated onsite parking areas must be able to enter and leave the site in forward direction. All vehicle manoeuvres to and from the onsite parking spaces must be totally contained within the development site boundaries and must not encroach onto the adjacent roadway.

Services

29. The approved development is to be connected to Council's reticulated water supply network in accordance with the Water Services Association of Australia (WSAA) publication and the CMDG Design Guidelines – D11 'Water Reticulation', at no cost to Council.
30. The approved development is to be connected to Council's reticulated sewerage disposal system in accordance with the Sewerage Code of Australia and the CMDG Design Guideline - D12 'Sewerage Reticulation', at no cost to Council.
31. Any connection to or works associated with Council's sewerage infrastructure must be completed by a qualified plumber/drainlayer under Council supervision. No works are to be undertaken on Council's sewerage infrastructure without first obtaining the express permission of Council.

Note: Any damage caused to Council's sewer infrastructure due to the progression of works or as a result of the approved use shall be rectified at the landowner's expense.
32. Connection of the development to a telecommunication service must be undertaken in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.
33. The development must be connected to an electricity reticulation service in accordance with the relevant service provider's requirements and specifications along with relevant building standards, requirements and specifications.
34. All services installation, including sewer, water, electricity and telecommunications connections to the respective networks, must comply with (i) the development approval conditions, (ii) any relevant provisions in the planning scheme for the area, (iii) Council's standard designs for such work where such designs exist (iv) the Capricorn Municipal Development Guidelines (CMDG) where it applies (v) any relevant Australian Standard that applies to that type of work and (vi) 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.
35. Any conflicts associated with proposed and existing services shall be forwarded by the developer to the appropriate controlling authority for approval for any proposed changes.

Landscaping

36. Prior to commencement of Stage 2, a vegetation screen is to be provided along the Tiffin Street frontage of the site, in the location as shown on the approved plans.
37. Prior to commencement of Stage 4, a vegetation screen is to be provided along the Major Street frontage of the site, in the location as shown on the approved plans.
38. Vegetation screen planting shall include a mix of shrubs and trees which contribute to the amenity of the development and the street. A landscaping plan is to be submitted to Council for approval, prior to commencement of construction.

Note: Refer to Planning Scheme Policy SC6.2 – Landscaping for Council's preferred species list.

- 39. All landscaping works are to be completed prior to the commencement of the approved use.
- 40. All site landscaping is to be maintained throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.
- 41. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.
- 42. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Advertising signage

- 43. Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless complaint with the requirements for "Accepted development" or "Accepted development subject to requirements" identified in the planning scheme in force at the time.
- 44. Any advertising signage associated with the approved use must be fully contained within the development site boundaries and must not encroach into adjoining properties or roads

Stormwater and drainage

- 45. Stormwater runoff from roofs and impervious surfaces is to be collected internally in accordance with CMDG Design Guidelines D-5 'Stormwater Drainage Design'.
- 46. 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.
- 47. 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.
- 48. 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.

Construction activities and erosion control

- 49. During the course of any construction activities, soil erosion and sediment must be managed in accordance with CMDG Design Guidelines D-7 'Erosion Control and Stormwater Management'.
- 50. 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.
- 51. Should it be necessary for the road and/or drainage system to be reinstated or cleaned up due to erosion and/or sedimentation from the site, then such works shall be at no cost to Council. Such works shall be undertaken immediately.

52. Temporary fencing must be erected and maintained around the perimeter of the development area whilst construction activities are carried out.

Building design

53. Building within the Defined Flood Hazard area 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 –
 - (b) hydrostatic action
 - (c) hydrodynamic action;
 - (d) erosion and scouring;
 - (e) wind; and
 - (f) any other action; and
 - (g) safeguards occupants and other people against illness and injury caused by flood water affecting the building.
54. 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.
55. Buildings are to meet all requirements within the Queensland Development Code MP 3.5 – Construction of Buildings in Flood Hazard Areas.
56. New Buildings are to be constructed at least 300mm above the DFE.

Emergency events

57. A Flood Management Plan shall be prepared prior to the commencement of the use having regard to the site characteristics and management procedures in the event of flood. All staff must be made aware of the Flood Management Plan, its content, and the procedures that need to be followed in the case of a major flood event.
58. All reasonable efforts should be made to advise visitor/s/customers in advance of premises closures that are required due to inclement weather events.

No cost to Council

59. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.
60. 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.
61. All rates and charges of any description and all arrears of such rates and charges, together with interest outstanding thereon, on the land, due to Council shall be paid prior to the commencement of use.

Latest versions

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

publicly available at the time the first operational works or compliance approval is lodged with the assessment manager or approval agency for those types of works to be performed or approved, unless a regulation or law requires otherwise.

Application documentation

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

GENERAL ADVICE

- a) Refer to <http://www.cmdg.com.au/> for the Capricorn Municipal Development Guidelines (CMDG).
- b) Refer to <http://www.maranoa.qld.gov.au/council-policies> for Council Policies.
- c) The relevant planning scheme for this development is Maranoa Planning Scheme 2017. All references to the 'Planning Scheme' and 'Planning Scheme Schedules' within these conditions refer to the above Planning Scheme.
- d) Under the Planning Scheme –

Tourist Park means the use of premises for:

- (a) holiday, accommodation in caravans, self-contained cabins, tents or other similar structures; or*
- (b) amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).*
- e) A licence for the operation of a "Tourist Park", as required by Council's Local Laws, must remain in effect whilst the approved use is carried out. The license holder is responsible for ensuring any conditions attached to this licence are complied with.
- f) 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.
- g) 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.

- h) 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.
 - i) An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m³.
 - j) All persons involved in the development, 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.
 - k) Refer to attached Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
 - l) 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.
-

Context:

The determination of the Impact Assessable application is generally made by Council resolution.

Background:

Proposal

The applicant SMK Consultants on behalf of East Coast Parks 3 Pty Ltd seeks a development approval for an extension to the existing Tourist Park on site. The subject site contains the Big Rig Tourist Park, an existing lawful use of the premises, with access via a sealed crossover to McDowall Street.

The proposed works will be completed over four (4) stages, summarised as:

- **Stage 1** – Relocation of Cabins Ten (10) and Eleven (11)
- **Stage 2**- Construction of Four (4) One (1) bedroom units to cover the area previously used as Cabins 10, 11 and unpowered Site 9
- **Stage 3**- Removal of existing dwelling fronting Major Street and the conversion of Caravan Sites 20 and 21 into carparking for the new
- **Stage 4**-Construction of six (6) one (1) bedroom units on the previously cleared space 8-18 Major Street.

The proposed site plan is included in below Figure 1.



Figure 1-Site Plan *Source: Application Documents*

Additional details about the proposal, including a full assessment of the application against the applicable assessment benchmarks prescribed is provided in the Supporting Documents.

Options Considered:

N/A

Recommendation:

The proposed development is generally consistent with the assessment benchmarks. Any potential impacts can be appropriately managed by the way of conditions of developments and to achieve compliance to the greatest extent possible. Any residual inconsistency with the assessment benchmarks needs to be considered in light of the various relevant matters including:

- The proposal provides additional Short-Term accommodation within close proximity to the Roma CBD.
- The proposed expansion supports an existing business within the region.
- The proposal increases tourist accommodation in the region, supporting tourism and economic growth.
- The proposed expansion will include raised buildings to address the flood hazard risk of the premises.

Risks:

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 call 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 or a submitter can appeal any aspect of the decision to the Planning and Environment Court (the Court).

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

Policy and Legislative Compliance:

The proposal constitutes a Material Change of Use as defined in the Planning Act 2016 as "a *material increase in intensity or scaled of the use of the premises*"

The proposed development is identified as a "Tourist Park" in the *Maranoa Planning Scheme 2017* (the 'Planning Scheme')

Tourist Park:

- a) *holiday, accommodation in caravans, self-contained cabins, tents or other similar structures; or*
- b) *amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).*

The development application is 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 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 submissions about the application.

In accordance with Section 60 of the *Planning Act 2016*, after carrying it 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.

A full assessment of the development application against the relevant assessment benchmarks is provided as an attachment to this report.

Budget / Funding:

N/A-The project is a private development that will be funded by an external party. The costs of fulfilling any development approval obligations, financial or otherwise, remains the sole responsibility if the applicant/landowner. There is potential for council to incur costs only in the event that its decision regarding the application is appealed to the Court.

Timelines / Deadlines:

Timelines

Commencement of the use is to occur within 6 years of the issue of the development permit, otherwise the approval lapses.

Deadlines

The applicant submitted the Notice of Compliance with Public Notification on 14 March 2025.

In accordance with the Development Assessment Rules, Council's Decision-Making Period ends on 7 May 2025.

Consultation (Internal / External):

Public Notification

The development application was publicly notified between 24 February 2025 and 14 March 2025. The applicant published a notice in Maranoa Today on 24 February, placed a notice on the frontage of the site on 24 February and notified the adjoining landowners on 24 February.

In accordance with the development assessment rules, the applicant has complied with the requirement for public notification. No properly made submissions were made in relation to the development application.

Acronyms:

Acronym	Description
CMDG	Capricorn Municipal Design Guidelines

Addition to Operational or Corporate Plan:

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 2: Environment

2.2 Sustainable urban & regional planning

Supporting Documentation:

- | | | |
|--------------------|---|-----------|
| 1↓ | 2024/21328 - MCU "Tourist Park" (Extension to Existing Use) - East Coast Parks Pty Ltd - Big Rig Caravan Park 8 McDowall Street ROMA - Lot: 1 RP: 74811- Planning Assessment Report | D25/24928 |
| 2↓ | 2024/21328- MCU "Tourist Park" (Extension to Existing Use)- East Coast Parks Pty Ltd - 8 McDowall Street Roma- Lot: 1 RP:74811 - Proposed Development Plans | D25/37057 |

Report authorised by:

Manager – Planning, Building & Development Services
Director - Regional Development, Environment & Planning

Planning Assessment Report-2024/21328

Application Number:	2024/21328
Proposal:	Material Change of Use-"Tourist Park" (Extension of existing use – 10 new accommodation units)
Applicant:	East Coast Parks 3 Pty Ltd C/- SMK Consultants Pty Ltd
Street Address:	2-8 McDowall Street, 8-18 Major Street
Real Property Description:	Lots 1 & 2 on RP74811, Lots 32 & 33 on SP180966
Officer	Planning Officer

Proposed Land Use

SMK Consultants on behalf of East Coast Parks 3 Pty Ltd has submitted a development application for the construction of 10 new units at the Big Rig Caravan Park, over four stages. The development includes the removal of the preexisting dwelling, the relocation of 2 cabins, and the construction of 10 new units. The site is located on the eastern side of Roma, located at 2-8 McDowall Street, 8-18 Major Street, properly described as Lots 1 & 2 on RP274811 and Lots 32 & 33 on SP180966.

Details of Proposed Development

The application is a Development Permit for a Material Change of Use for a 'Tourist Park', with the proposal consisting of an expansion to the preexisting Big Rig Caravan Park situated on site. The proposed extension will be undertaken over four (4) stages, as outlined below.

Stage 1

Relocation of cabins 10 and 11 as per Figure 1.1



Figure 1.1: Stage 1 Site Plan (Source: SMK Consultants)

Stage 2

The construction of Four (4) One (1) bedroom units to cover the area previously used as Cabins 10 and 11 and Unpowered Site 9, as per Figure 1.2



Figure 1.2: Stage 2 Site Plan (Source: SMK Consultants)

Stage 3

Removal of existing dwelling fronting Major Street and the conversion of Caravan Sites 20 and 21 into carparking for new units, as per Figure 1.3



Figure 1.3: Stage 3 Site Plan (Source: SMK Consultants)

Stage 4

Construction of six (6) one (1) bedroom units on the previously cleared space at 8-18 Major Street.



Figure 1.4: Final Site Plan (Source: SMK Consultants)

Characteristics of the Site

The development site is located on the eastern side of Roma and is developed with the existing Tourist Park (Big Rig Caravan Park). The site consists of four (4) regular shaped allotments, with street frontages to Major Street (West), Tiffin Street (East) and McDowall Street (North).

The site is zoned as "General Residential" in the Maranoa Planning Scheme 2017, and can be generally described as:

- Having an existing lawful caravan park use located onsite
- Located within 150m of the Bungil Creek
- Identified as a Low Flood Hazard Category
- Having a total site area of 16,163m²



Figure 2- Zoning (Source: Spectrum Spatial)

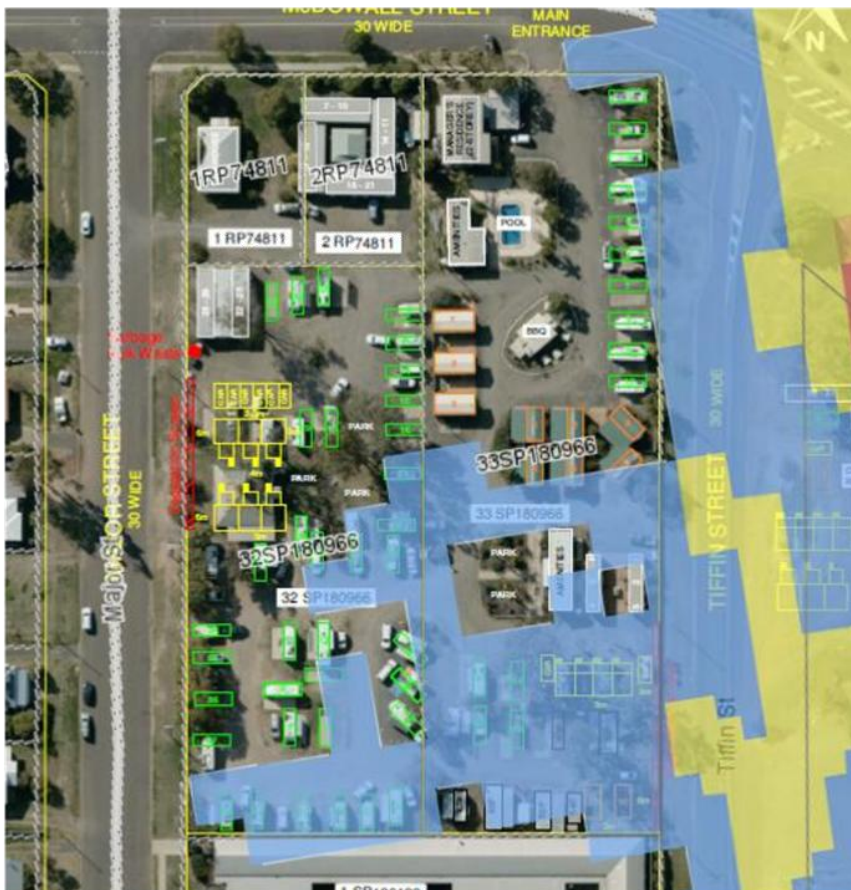


Figure 3- Flood Overlay (Source: Spectrum Spatial)

Referral Agencies

Concurrence Agency

The proposed development site accommodates more than 75 people and is within 100m of a State Controlled intersection, triggering Schedule 10, Part 9, Division 4, Subdivision 1, Table 1, Item 1 of the *Planning Regulation 2017* and Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 of the *Planning Regulation 2017*.

The application was properly referred to the State Assessment and Referral Agency (SARA) on 17 January 2025. SARA issued a response 10 February 2025, approving the development with no requirements. A copy of this response will be included within the decision notice.

Advice Agency

The site is within 100m of a substation, triggering Schedule 10, Part 9, Division 2, Table 2, Item 1 of the *Planning Regulation 2017*. The application was properly referred to Energy Queensland on 17 January 2025. Energy Queensland issued a response on 13 January approving the development in full with no objections. A copy of this response will be included within the decision notice.

Assessment Benchmarks against The Planning Scheme

The proposal constitutes a Material Change of Use as defined in the *Planning Act 2016* as "a material increase in intensity or scaled of the use of the premises".

The site is located in the General Residential Zone, where a Tourist Park is Impact Assessable Development.

In accordance with section 45 of the *Planning Act 2016*, an impact assessment is an assessment that-

- (a) *Must be carried out-*
 - i. *Against the assessment benchmarks in a categorising instrument for the development; and*
 - ii. *Having regard to any matters prescribed by regulation for this subparagraph; and*
- (b) *May be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstance, financial or otherwise.*

Assessment Benchmarks

The Assessment Benchmarks applicable to the development assessment are:

- The Regional Plan (Darling Downs Regional Plan)
- The State Planning Policy; and
- The Maranoa Planning Scheme 2017

After completing an assessment of the proposal against the Assessment Benchmarks, council must decide whether to approve or refuse this development application in accordance with Section 60 of the *Planning Act 2016*.

The Darling Downs Regional Plan

The *Darling Downs Regional Plan* was adopted in October 2013 and covers the local government areas of Balonne, Goondiwindi, Maranoa, Southern Downs, Toowoomba and Western Downs.

The Maranoa Planning Scheme appropriately integrates all relevant aspects of the Darling Downs Regional Plan. Despite this, the Planning Regulation 2017 requires that Impact assessable applications be assessed against the relevant regional plan (irrespective of whether the planning scheme appropriately reflects the regional plan).

The subject site is located within the Roma Priority Living Area (PLA). The proposed development is not a resource related development and maintains the liveability of the Roma town centre. The proposal is not considered to conflict with the outcomes of the Regional Plan.

State Planning Policy

Council is required to consider the State Planning Policy to the extent that the applicable sections have not been appropriately integrated in the Maranoa Planning Scheme. As the Maranoa Planning Scheme appropriately integrates all relevant aspects of the State Planning Policy, a separate assessment of the application is not required.

The Maranoa Planning Scheme 2017

- Part 3 Strategic Framework
- Part 5 Tables of Assessment
- Part 6 Zone
 - 6.2.3 General Residential Zone Code
- Part 8 Overlay Codes
 - Flood Hazard overlay Code
- Part 9 Development Code
 - 9.3.1 Accommodation Activities Code

Part 3-Strategic Framework

The Strategic Framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs within the planning scheme area for the life of the planning scheme.

An assessment of the proposed development against the strategic themes of the Planning Scheme is provided in the table below:

Theme	Response
Liveable Communities and Housing	The proposed development expands an existing Tourist Park in Roma, supporting the role of Roma as the principal centre in the region. While the site is located within the General Residential Zone, the development represents an appropriate mix of land uses. The proximity of the site to the Roma CBD and Adungadoo pathway encourages walking in the locality
Economic Growth	The proposal increases tourist accommodation in the region and the site is located within close proximity to the Roma town centre. The design of the buildings is consistent with community expectations for short-term accommodation facilities.
Environment and Heritage	The development site is appropriately separated from the Bungil Creek and will not impact on the biodiversity, heritage and water quality values within and surrounding the natural water course. The developer has an ongoing obligation to protect any cultural heritage values identified on the premises during construction.

Theme	Response
Hazards and Safety	Parts of the site are mapped as being within the low flood hazard area. The proposed cabins will be conditioned to be constructed above the defined flood level to provide adequate protection to tourists and travellers. The proposal is not an incompatible land use in the context of the existing lawful use and surrounding land uses.
Infrastructure	The proposed expansion will not create an undue load on existing servicing infrastructure. No extensions to the trunk networks are required to service the development.

Part 5-Tables of Assessment

The Tables of Assessment identify the category of development, the category of assessment and the assessment benchmarks for assessable development in the planning scheme area. The Tables of Assessment identify the level of assessment for the proposed use in the proposed location as "Impact Assessment".

Part 6-Zones

The purpose of the General residential zone is to:

- (a) *provide for predominantly detached dwelling houses supported by community uses and small-scale services and facilities that cater for the needs of local residents;*
- (b) *encourage higher residential densities where appropriate by providing for multiple dwellings and smaller lot housing nearer the Principal centre (within the Central living precinct);*
- (c) *ensure that residential development is protected from natural hazards and from development types that would adversely impact existing amenity.*
- (d) *ensure that development maintains the integrity and water quality of the Murray-Darling Basin Catchment; and*
- (e) *maximise the use of existing infrastructure and transport networks.*

The overall outcomes sought for the General residential zone code are as follows:

- (a) *a range of housing, predominantly detached dwelling houses, on a range of lot sizes;*
- (b) *development results in an efficient land use pattern that is well connected to other parts of the local government area;*
- (c) *development is designed to provide safe and walkable neighbourhoods;*
- (d) *development provides for uses that front the street to provide a sense of residential amenity and character and enhance community safety;*
- (e) *other small-scale non-residential uses (including home-based business uses) that integrate work and family and complement local residential amenity are facilitated;*
- (f) *development maintains a high level of residential amenity having regard to traffic, noise, dust, odour, lighting and other locally specific impacts;*
- (g) *development is designed to incorporate sustainable practices including maximising energy efficiency, water conservation and transport use;*
- (h) *transport infrastructure is designed to provide and promote safe walking and cycling;*
- (i) *development is reflective and responsive to the environmental constraints of the land;*
- (j) *development is supported by necessary community facilities, open space and recreational areas and appropriate infrastructure to support the needs of the local community;*

- (k) non-residential uses may be supported where such uses directly support the day-to-day needs of the immediate residential community, do not detract from the residential amenity of the area and do not undermine the viability of nearby centres;
- (l) natural features such as creeks, gullies, waterways, wetlands and vegetation and bushland are retained, enhanced and buffered from the impacts of development. Any unavoidable impacts are minimised through location, design, operation and management requirements;
- (m) residential development maintains the safety and integrity of airport operations;
- (n) residential development yields in the defined flood event inundation area subject to Significant, High or Extreme hazard do not exceed one dwelling house per lot as it exists at the commencement date of the planning scheme; and,
- (o) non-resident workforce accommodation is not supported in this zone.
- (p) Uses other than accommodation activities may be supported where lots are contiguous with land not zoned residential, where the use is similar to the adjacent non-residential land use/s.

The proposed development complies with the Purpose and Overall Outcomes of the General Residential Zone Code due to:

- The proposed extension will have limited impact on surrounding residential uses as the site is separated from nearby Dwelling Houses by the existing road network.
- A Tourist Park is defined as an accommodation activity within the Planning Scheme.
- The proposed development is the expansion of a preexisting Tourist Park that supports tourism within the Maranoa Region.
- The location of the site in close proximity to the Roma CBD supports walking and cycling as a mode of transport.
- The proposed expansion of the Tourist Park will not impact on the Bungil Creek or nearby biodiversity values.

6.2.3 General Residential Zone Code

PERFORMANCEOUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PLANNING		
Use, density and built form		
PO 1 Scale Uses other than Accommodation activities : (a) are of a small-scale and low intensity; (b) directly support the day-to-day needs of the immediate residential community; (c) do not prejudice the operation and viability of other uses or activities in the General Residential Zone or other zones; (d) have all car parking needs met on site;		Not Applicable The existing lawful use is defined as an accommodation activity. The scale of the extension remains generally consistent with development on the site and does not prejudice the operation of other uses.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>(e) may occur on residential zoned lots contiguous with land that is not zoned residential, where the use is similar to the non-residential land use on the contiguous parcel;</p> <p>(f) include mitigation measures such as acoustic fencing, landscaping and appropriate setbacks in instances where there is a potential for land use conflict between the use and adjoining and nearby accommodation activities; and</p> <p>(g) have access to reticulated sewer, water and stormwater.</p>		
<p>PO 2 Location</p> <p>Residential living is conveniently connected to the principal, major or district centres.</p> <p>Uses other than <i>accommodation activities (general residential)</i> are located so as:</p> <p>(a) not to prejudice the consolidation of like non-residential uses in other more appropriate areas;</p> <p>(b) to be co-located with other non-residential uses wherever possible;</p> <p>(c) to be accessible for, and provide a service to, the immediate local population; and</p> <p>(d) to be located on the major road network rather than local residential streets.</p> <p>Note: Non-residential uses are any uses that are not associated with a Dwelling use.</p>		<p>Complies</p> <p>The proposed development is defined as an accommodation activity. Adjoining another short-term accommodation facility, the site is located off a major road having minimal affect on residential streets.</p>
<p>PO 3 Density and site coverage</p> <p>Development provides for an attractive, open and relatively low-density form of urban residential settlement that maintains a high level of residential amenity.</p>	<p>AO 3.1</p> <p>Site coverage, not including paths, residential outbuildings and carports shall not exceed 60% of the premises.</p>	<p>Complies</p> <p>Site cover will not exceed 60%.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>PO 4 Setbacks Building setbacks:</p> <p>(a) enhance the appearance and character of streets and buildings;</p> <p>(b) are appropriate to the scale of the development and the intended character of the General Residential Zone;</p> <p>(c) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site;</p> <p>(d) are sufficient to minimise loss of privacy, overshadowing and overlooking of adjoining premises; and</p> <p>(e) provide adequate separation and buffering between residential and non-residential premises.</p>	<p>For Dwelling house:</p> <p>AO 4.1 Boundary setbacks are provided in accordance with the Queensland Development Code MP 1.2.</p> <p>For uses other than Dwelling house:</p> <p>AO 4.2 Buildings and car parking areas are setback a minimum of 6 m from the primary street frontage, 3 m from any secondary frontage and 3 m from side and rear boundaries.</p> <p>For development on a corner allotment:</p> <p>AO 4.3 No structure exceeding 2 m in height is to be built within a 9 m by 9 m truncation at the corner of the two road frontages.</p>	<p>4.1 Not Applicable The proposed development does not include a dwelling house.</p> <p>4.2 Complies Proposed development plans indicate the proposed new buildings will be setback 6m from all road frontages.</p> <p>4.3 Complies The proposed development plans indicate that no structure over 2m height will be located within the 9mx9m truncation at the corner of McDowall and Tiffin Streets. The proposed development has no impact on 1RP75811 located at the corner of McDowall and Major Street.</p>
<p>PO 5 Height The height of buildings is compatible with and complementary to the character of the residential environment and does not unduly reduce privacy or access to sunlight on adjoining land.</p>		<p>Complies The proposed new units are compatible with the established structures on site.</p>
<p>PO 6 Outbuildings Residential amenity is to be maintained and outbuildings are not to be used for ancillary non-residential uses. Residential amenity is not compromised by the storage of domestic goods.</p>	<p>AO 6.1 Boundary setbacks are provided in accordance with the Queensland Development Code MP 1.2.</p> <p>AO 6.2 The size of outbuildings is restricted to structures with a maximum of 4.2 m in height and a maximum of 82 m² floor area. Note: The maximum floor area of the outbuilding can be exceeded if it includes an attached carport open on three sides to a maximum of 36 m² floor area (118 m² total area).</p> <p>AO 6.3 The combined site coverage of all outbuildings, including shipping containers and other forms of permanent private storage structures, is not to exceed 15% of the remaining site area available without buildings already constructed upon it.</p>	<p>AO 6.1 Not Applicable The proposed development does not include a residential outbuilding.</p> <p>AO 6.2 Not Applicable The proposed development does not include a residential outbuilding.</p> <p>AO 6.3 & 6.4 Not Applicable The proposed development does not include shipping containers on site.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>Note: Ancillary non-residential uses are any uses that are not ancillary to the activities within a Dwelling.</p>	<p>AO 6.4</p> <p>The use of shipping containers for permanent private storage is limited to:</p> <ul style="list-style-type: none"> (a) allotments with a minimum area of 800 m²; and (b) one shipping container per allotment. <p>AO 6.5</p> <p>The use of shipping containers for permanent private storage is permitted only in circumstances where the shipping container:</p> <ul style="list-style-type: none"> (a) is incidental to the primary use of the site and occurs only on a lot where a principal building exists; (b) is located in the rear yard and is/are screened from any road frontage and adjoining property through the use of landscaping or other suitable screening structures (ie. lattice); (c) includes a stormwater discharge system in accordance with the <i>Building Code of Australia</i> and Council requirements to prevent rainwater ponding on the roof or nuisance to adjoining properties; (d) is in good repair with no visual rust marks; (e) is not used as fencing or screening; (f) is not used as an advertising device or as a commercial storage facility; and (g) is not used for human habitation. <p>Note: 'Outbuildings' include any form of shipping container, railway carriage, pre-fabricated building or the like, that is used for domestic storage</p>	
<p>PO 7 Separation from incompatible land uses</p> <p>Adequate separation distances are provided between uses in the General Residential zone (and also uses outside the zone) to ensure:</p> <ul style="list-style-type: none"> (a) the future viability of surrounding uses; (b) infrastructure items are protected from incompatible development; (c) an appropriate standard of amenity and public safety; and (d) conflict arising from incompatible uses is minimised. 		<p>Complies</p> <p>The proposed development site is a preestablished caravan park that is adequately separated from residential lots by surrounding roads and established landscape buffers. The proposal is an accommodation activity and is not considered to be an incompatible land use.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>PO 8 Buffers</p> <p>Adequate buffers are provided to protect general residential uses from agricultural, transport and industrial activities.</p> <p>Note: A 'general residential use' has a level of assessment other than Impact Assessable in the General Residential zone.</p> <p>Note: Refer to SC6.2 Planning scheme policy – Landscaping for guidance on designing and establishing landscape buffers.</p>		<p>Complies</p> <p>The proposed development site is an existing accommodation use. The site is not located in proximity to any agricultural or industrial activities. Conditions will be applied to ensure all landscaping is adequately established and maintained in accordance with SC6.2 Planning Scheme Policy- Landscaping.</p>
Amenity		
<p>PO 9 General amenity</p> <p>Uses other than Accommodation activities established in the General Residential Zone:</p> <p>(a) do not impact adversely on the residential amenity of the General Residential Zone; and</p> <p>(b) do not prejudice the landscape values of the town.</p>		<p>Not Applicable</p> <p>A Tourist Park is defined as an Accommodation Activity.</p>
<p>PO 10 Building appearance</p> <p>Buildings are designed to a high aesthetic standard.</p> <p>Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.</p>	<p>AO 10.1</p> <p>Mechanical equipment and water tanks, material or equipment storage areas, and areas where work takes place are located or screened so as not to be visible from the road or public open space.</p> <p>Note: Mechanical equipment includes air conditioners and other plant equipment. It does not include solar panels for electricity generation or water heating and does not include antennas.</p>	<p>Conditioned to Comply</p> <p>Conditions will be applied to ensure all mechanical equipment and water tanks connected to the new units are located or screened so as not to be visible from the road or public open space.</p>
<p>PO 11 Neighbourhood character</p> <p>The design of development recognises and responds to the surrounding area or neighbourhood.</p>	<p>AO 11.1</p> <p>The development reflects the predominant elements of the surrounding urban area, including the positioning of buildings on their site, and the general form and materials of the surrounding buildings.</p> <p>Note: where it is proposed that the development will substantially deviate from the predominant surrounding urban fabric, sufficient justification shall be given to explain the deviation. The Heritage and character policy give guidelines for integrating new development into the existing streetscape and surroundings.</p>	<p>Complies</p> <p>The proposed cabin plans indicate the incorporation of design elements that reflect the established character of the existing use.</p>
<p>PO 12 Footpaths</p> <p>Footpaths are provided for pedestrian comfort.</p>	<p>AO 12.1</p> <p>Footpaths are provided for the full length of the site frontage where there is a footpath fronting an adjoining property on the same road; and,</p>	<p>Alternative Solution</p> <p>The site is located within the Central Living Precinct. Footpaths are currently constructed along the McDowall Street frontage of</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	AO 12.2 In the Central living precinct, footpaths are provided for the full length of the site frontage.	the site, as well as along Bowen Street, fronting the adjacent motel. The proposed expansion is not considered to require construction of footpaths along Tiffin or Major Streets.
PO 13 Streetscape Buildings in the General Residential Zone: <ul style="list-style-type: none"> (a) address the street frontage; (b) have a clearly defined front entry or entry path that is visible from the street; and (c) provide opportunities for informal surveillance of streets and other public spaces from habitable rooms. 		Alternative Solution The existing use of the site includes an office/reception building that addresses the McDowall Street frontage. All existing and proposed cabins are oriented internally to maintain privacy to external residences. All cabins have a clearly defined front entry path. The nature of the use provides opportunities for informal surveillance of the street and public spaces.
PO 14 Cultural heritage The physical integrity and significance of cultural heritage discovered during development are retained. Note: Cultural heritage refers to indigenous and non- indigenous cultural heritage.	AO 14.1 Protection of cultural heritage is achieved by demonstrated agreement with the appropriate aboriginal or cultural heritage body responsible for the care of that heritage.	Not Applicable Site is not identified as heritage listed. The landowner has ongoing duty of care under the <i>Aboriginal Cultural Heritage Act 2003</i> to protect any identified cultural heritage matters.
Landscaping, privacy and fencing		
Landscaping – refer to the Operational works landscaping code		
PO 15 Landscaping Street trees and landscaping at the site shall: <ul style="list-style-type: none"> (a) contribute positively to the built form and the street; (b) be visually pleasing and create an attractive environment; (c) be located to take account of the direction of the breezes and sun; (d) be located to give privacy and buffering from or for any incompatible uses; (e) be located to avoid interference with electricity lines and other infrastructure; and 	For all uses other than Dwelling house: AO 15.1 Landscaping is to be provided with a minimum width of 1.5 m along the front boundary and 1 m along the side and rear boundaries shared with an accommodation activity. AO 15.2 A minimum 2 m wide vegetated buffer is provided to any vehicle movement and parking area that adjoins a boundary with an accommodation activity; and AO 15.3 Shade trees are to be planted on the edges of car parks and are to reach a mature height of at least 3 m within 4 years of planting. Note: Refer to SC6.2 Planning scheme policy – Landscaping for guidance on designing and establishing	AO 15.1 Complies The proposed use is an accommodation activity. Vegetation screens are proposed adjacent to the new cabin buildings. AO 15.2 Not Applicable The subject site and adjoining premises are both used for accommodation activities. No landscaping is provided between the two uses. No changes to this interface are proposed as part of the development application. AO 15.3 Not Applicable The development site does

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
(f) maintain sight lines at intersections for traffic.	landscape works. Note: Landscape works within, or directly adjacent to, a State-controlled road corridor require approval from Department of Transport and Main Roads in accordance with the <i>Transport Infrastructure Act 1994</i> and the Department of Transport and Main Roads Road Landscape Manual	not include a car parking area.
PO 16 Privacy and screening Non-accommodation activities provide adequate screening for adjoining residential premises so that the privacy and amenity of residential use is protected.	AO 16.1 Windows and openings of buildings and structures housing non-accommodation activities do not overlook the living areas, (including outdoor living areas) of adjoining dwellings.	Complies The proposed development is for accommodation activities with appropriate separation to adjoining land uses.
PO 17 Fencing Where uses other than <i>Accommodation activities</i> adjoin <i>Accommodation activities</i> , fencing provides separation for privacy.	For uses other than Accommodation activities: AO 17.1 Fencing is provided along all boundaries shared with an <i>Accommodation activity</i> . AO 17.2 The constructed fence is to consist of a 1.8 m high solid structure.	Not Applicable The proposed development includes a defined Accommodation Activity.
Avoiding Nuisance		
PO 18 Operating hours Uses are operated in a manner that ensures the local amenity is protected.	For Community activities:: AO 18.1 Uses are operated between the hours of 7:00am and 8:00pm. For Business activities: AO 18.2 Uses are operated between the hours of 7:00 am and 8:00 pm Monday to Saturday only and not including public holidays. For all other non-accommodation activities: AO 18.3 Uses are operated between the hours of 7:00 am and 6:00 pm Monday to Saturday only and not including public holidays.	Not Applicable The proposed development is an extension to an existing Tourist Park, defined as an accommodation activity.
PO 19 Delivery of goods The loading and unloading of goods occur at the appropriate times to protect the amenity of the area and surrounding areas.	AO 19.1 Loading and unloading of goods occur: <ul style="list-style-type: none"> 7:00 am to 6:00 pm Monday to Friday, 8:00 am to 5:00 pm Saturday AO 19.2 No loading or unloading occurs on Sundays or Public Holidays.	AO 19.1 Conditioned to Comply Conditions will be applied to ensure that all deliveries occur in accordance with times set within AO 19.1. AO 19.2 Conditioned to Comply Conditions will be applied to ensure that deliveries do

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	AO 19.3 The use does not generate: <ul style="list-style-type: none"> (a) more than two truck movements per week of trucks with a gross vehicle mass of 10 tonnes or less; and (b) does not generate any truck movements of trucks with a gross vehicle mass of greater than 10 tonnes. 	not occur on Sundays or public holidays. AO 19.3 Complies The proposed expansion development does not increase truck movement on the premises.
PO 20 Noise emissions Noise emissions from premises do not cause a nuisance to adjoining properties or sensitive land uses.	Note: Sensitive land uses are defined in the State Planning Policy.	Conditioned to Comply Conditions will be applied to ensure that noise emissions during the construction phase do not cause a nuisance to the adjoining properties.
PO 21 Lighting Lighting is designed in a manner that ensures ongoing amenity and safety in the activity area, whilst ensuring surrounding areas are protected from undue glare or lighting overspill.	AO 21.1 All lighting does not exceed 8 lux at 1.5 m beyond any site boundary adjoining sensitive land uses. Note: Sensitive land uses are defined in the State Planning Policy.	Conditioned to Comply Conditions will be applied to ensure the lighting from the additional units onsite do not exceed 8 lux at 1.5m beyond any site boundaries.
PO 22 Refuse storage Refuse storage areas are: <ul style="list-style-type: none"> (a) located in convenient and unobtrusive positions; (b) screened from the street and adjoining uses; and (c) capable of being serviced by a waste collector if required to be emptied on site. 	AO 22.1 Refuse storage areas are located behind the front building line and are screened from view from the street and any adjoining residential uses by a 1.8 m high screen fence of maximum transparency of 50%. For developments comprising eight or more dwelling units, and uses other than accommodation activities: AO 22.2 Service vehicle access and manoeuvring areas are to be provided on-site in accordance with the <i>Capricorn Municipal Development Guidelines</i> , to enable waste collection.	AO 22.1 Conditioned to Comply Proposed development plans indicate a refuse storage area located on the western boundary of the site. Conditions will be applied to ensure the refuse storage area is screened from the road. AO 22.2 Conditioned to Comply Conditions will be applied to ensure all service vehicle access and manoeuvring areas are provided on site in accordance with the CMD Guidelines.
ENGINEERING		
Erosion Control		
PO 23 Construction activities Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	AO 23.1 During construction, soil erosion and sediment are managed in accordance with the <i>Capricorn Municipal Development Guidelines</i> .	Conditioned to Comply Conditions will be applied to ensure that during construction, soil erosion and sediment are managed in accordance with the CMD Guidelines.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
Provision of services		
PO 24 Electricity supply Premises are provided with a supply of electricity adequate for the activity.	AO 24.1 Premises are connected to the reticulated electricity infrastructure. The connection is to be approved by the relevant energy regulatory authority; and/or AO 24.2 Renewable energy systems contribute to the supply and use of electricity to and from the grid.	AO 24.1 Complies The site is connected to reticulated electricity. AO 24.2 Complies The proposed development has the ability to install future renewable energy systems.
PO 25 Gas supply Where a reticulated gas supply is available: (a) premises are provided with a supply of reticulated gas adequate for the activity; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	AO 25.1 Where available, premises are connected to Council's reticulated gas system.	Complies The site is connected to reticulated gas.
PO 26 Water supply To ensure the provision of a potable and fire- fighting water supply: (a) premises are provided with a supply and volume of water adequate for the activity; and (b) access to reticulated water infrastructure is to be maintained for maintenance and replacement purposes.	AO 26.1 Premises are connected to Council's reticulated water system. AO 26.2 No buildings are constructed over water supply infrastructure including trunk mains and manholes. AO 26.3 A clear level area of a minimum of 2.5 m radius is to be maintained around existing water supply infrastructure including trunk mains and manholes for maintenance and upgrade purposes.	AO 26.1 Complies The site is connected to reticulated water. AO 26.2 Complies No units will be located over water supply infrastructure. AO 26.3 Complies No units will be located within 2.5m of water supply infrastructure.
PO 27 Effluent disposal To ensure that public health and environmental values are preserved: (a) all premises provide for the effective treatment and disposal of effluent and other waste water; and (b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.	AO 27.1 Premises are connected to Council's reticulated sewerage system; or AO 27.2 Premises located within the General residential zone of Yuleba and Wallumbilla are connected to an on-site effluent disposal system in accordance with AS/NZS 1547:2012. AO 27.3 No buildings are constructed over sewerage infrastructure including trunk mains and manholes; and	AO 27.1 Complies The site is connected to reticulated sewerage. AO 27.2 Not Applicable AO 27.3 Conditioned to Comply Conditions will be applied to ensure the new and moved units are not located over any sewerage infrastructure.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	AO 27.4 A clear level area of a minimum of 2.5 m radius is to be maintained around existing sewerage infrastructure including trunk mains and manholes for maintenance and upgrade purposes.	AO 27.4 Conditioned to Comply Conditions will be applied to ensure the new and moved units are not located within 2.5m of any sewerage infrastructure.
Stormwater and drainage		
PO 28 Stormwater and inter-allotment drainage Stormwater is collected and discharged to: <ul style="list-style-type: none"> (a) protect the stability of buildings and the use of adjacent land; (b) prevent water-logging of nearby land; (c) protect and maintain environmental values; and (d) maintain access to reticulated infrastructure for maintenance and replacement purposes 	AO 28.1 Stormwater and inter-allotment drainage is collected and discharged in accordance with the <i>Capricorn Municipal Development Guidelines</i> . Note: Refer to <i>Queensland Development Code (QDC) MP1.4</i> – Building over or near relevant infrastructure.	Conditioned to Comply Conditions will be applied to ensure stormwater is collected and discharged in accordance with the CMD guidelines.
Roads and rail		
PO 29 Protection of State-controlled roads Development adjacent to State-controlled roads is located to ensure safe and efficient use of the highway, and maintain and enhance the integrity of the highway as a link between centres.	AO 29.1 Lots with primary access to a State-controlled road have a single access only. Vehicles must always enter and exit the site in a forward direction. AO 29.2 Where access is available to a road other than a State-controlled road from the lot, access shall be from the local road.	AO 29.1 Complies The proposed development site does not have direct access to a State-controlled Road. AO 29.2 Complies The proposed development site does not have direct access to a State-controlled Road.
PO 30 Roads A sealed road is provided between the premises and the existing sealed road network.	AO 30.1 Roads are designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i> . AO 30.2 Premises have approved access to the existing road network.	Not Applicable No new roads are proposed. AO 30.2 Complies The proposed development will utilize the existing access to the road network.
Access, parking and manoeuvring		
PO 31 Vehicle access Vehicle access is provided to a standard appropriate for the use.	AO 31.1 Access roads are to be sealed and connect to the existing road network via a crossover designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i> .	AO 31.1 Complies Proposed development site is established with connection to the existing road network being designed and constructed in accordance with the CMD guidelines.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	<p>AO 31.2 Where existing, kerb and channelling 5 m either side of new crossovers is to be renewed and/or reinstated to match the existing infrastructure profile.</p> <p>AO 31.3 Access is to be designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i>. Note: An 'all-weather' road is a road that remains accessible during all normal weather events but exclude continued functioning during natural hazard events such as fire and flood.</p>	<p>AO 31.2 Not Applicable The proposed development does not require a new crossover to added to site.</p> <p>AO 31.3 Complies Proposed development site is established with connection to the existing access designed and constructed in accordance with the CMD guidelines.</p>
<p>PO 32 Parking and manoeuvring Vehicle parking and service vehicle provision is adequate for the activity and ensures both safety and functionality for motorists and pedestrians.</p>	<p>AO 32.1 Where the existing floor area is redeveloped for an alternate use listed as accepted development subject to requirements or code assessable in the General Residential Zone, there are nil car parking number requirements for that existing portion of floor area.</p> <p>AO 32.2 All uses provide vehicle parking in accordance with Schedule 7, Parking standards.</p> <p>AO 32.3 All uses provide for vehicle manoeuvring in accordance with Australian Standard AS 2890. For all uses other than Dwelling House:</p> <p>AO 32.4 The number of on-site car parking spaces required to be provided in conjunction with any non-accommodation activity use in accordance with Schedule 7 Parking standards, does not exceed ten; and</p> <p>AO 32.5 All car parking, access and manoeuvring areas are to be sealed with an impervious surface; and</p> <p>AO 32.6 All vehicles drive forward when entering and exiting the site.</p>	<p>AO 32.1 Complies The proposed alterations to the existing layout of the lot still adhere to car parking numbers required onsite.</p> <p>AO 32.2 Complies The proposed alterations to the existing layout adhere to Schedule 7, Parking Standards.</p> <p>AO 32.3 Conditioned to Comply Conditions will be applied to ensure that with the addition of the new units all vehicle manoeuvring areas are in accordance with Australian Standard AS 2890.</p> <p>AO 32.4 Complies The proposed alterations to the existing layout adhere to on-site parking spaces in accordance Schedule 7, Parking Standards.</p> <p>AO 32.5 Conditioned to Comply Conditions will be applied to ensure that with the addition of the new units all vehicle manoeuvring areas are to be sealed with an impervious surface.</p>
ENVIRONMENTAL		
<p>PO 33 Air emissions Air emissions including odour do not cause environmental harm or nuisance to adjoining</p>	<p>Note: Sensitive land uses are defined in the State Planning Policy.</p>	<p>Conditioned to Comply Conditions will be applied to ensure air emissions during the development</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
properties or sensitive land uses.		stages do not cause environmental harm or nuisance to adjoining properties.
PO 34 Energy use Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.	AO 34.1 Passive solar design principles are adopted in buildings to maximise energy efficiency. AO 34.2 Building design and orientation provide opportunities for the incorporation of alternative energy technologies.	AO 34.1 Conditioned to Comply Conditions will be applied to ensure where appropriate solar design principles are adopted in building to maximise energy efficiency. AO 34.2 Complies Proposed and existing structures are orientated on the site to allow for the incorporation of alternative energy technologies.
PO 35 Water quality The standard of effluent and/or stormwater 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; (d) agricultural use or industrial use; and (e) minimises nuisance or harm to adjoining land owners.		Conditioned to Comply Conditions will be applied to ensure that with the addition of additional units and the reconfiguration of the site that the current quality of the surface water isn't altered or affected.

8.2.5 Flood Hazard Overlay Code

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PLANNING		
<i>Use, density and built form</i>		
PO 1 Scale The scale of development within the Defined flood area does not increase.		Alternative Solution The proposed additional cabins are generally located on parts of the site outside the mapped hazard areas. Cabins located within the flood hazard area, near the Tiffin Street frontage, will be raised above the flood level.
PO 2 Location Premises are	AO 2.1	AO 2.1 Alternative Solution

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>located to:</p> <p>(a) avoid flooding;</p> <p>(b) protect life and property; and</p> <p>(c) avoid changing the extent and magnitude of flooding.</p> <p>Note: Where no local flood hazard map is available, assessment of potential flooding impacts will take account of the Level 1 Flood hazard area in the Queensland floodplain mapping in the SPP interactive mapping system online (plan making).</p>	<p>Where the development site is in any part, within the defined flood area:</p> <p>Development is sited on areas within the site that would not be subject to flooding during a Defined flood event; or</p> <p>AO 2.2</p> <p>Development conforms to the Performance Outcomes within this code.</p> <p>AO 2.3</p> <p>Where outside the Defined flood area, but mapped as flood prone in the SPP online mapping:</p> <p>Development maintains personal safety at all times, and is resilient to flood events by avoiding the potential risk of flooding.</p>	<p>The site is partly located within the Low flood hazard area. All proposed cabins within the flood hazard area will be raised above the flood height. The nature of the use for short-term accommodation is considered to be an acceptable development risk.</p> <p>AO 2.2 Complies</p> <p>Please refer to performance outcomes within the code.</p>
<p>PO 3 Density and site coverage</p> <p>The number of people requiring assistance during flood events is minimised.</p>	<p>AO 3.1</p> <p>There is no increase in people living or working within the significant, high and extreme flood hazard areas.</p> <p>AO 3.2</p> <p>Within the low flood hazard areas, increases in population are minimal, and uses are of a low density, and</p> <p>AO 3.3</p> <p>In rural areas subject to flooding, occupied uses are located outside flood affected areas.</p> <p>Note: The Reconfiguring a Lot Code also prevents any additional lots being created within the Defined flood area.</p>	<p>AO 3.1 Complies</p> <p>The proposed development site is located within a low flood hazard area.</p> <p>AO 3.2 Complies</p> <p>The proposed development is an increase to the existing short-term accommodation, with minimal impact to the permanent population surrounding the area.</p> <p>AO 3.3 Not Applicable</p> <p>The proposed development is not located in a rural area.</p>
Amenity		
<p>PO 4 General amenity</p> <p>Surrounding land does not suffer a reduction in usevalue as a result of development within the floodplain.</p>	<p>AO 4.1</p> <p>For rural areas:</p> <p>Areas mapped as flood areas within this scheme, or by the SPP online mapping, may not be physically altered by any works, including vegetation clearing.</p> <p>AO 4.2</p>	<p>AO 4.1 Not Applicable</p> <p>The proposed development is not located in a rural area.</p> <p>AO 4.2 Complies</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>Note: Where any alteration of patterns of flooding is expected, a flood assessment report will be necessary to demonstrate compliance to the satisfaction of the assessment manager. This flood assessment report should include an assessment of the proposal against these outcomes and may require specific hydraulic and hydrologic investigation to be undertaken by a suitably qualified professional engineer.</p>	<p>For urban areas: Works do not involve any physical alteration to a watercourse or floodway, including vegetation clearing, and involve no net filling exceeding 50 m³ of fill; or</p> <p>AO 4.3 For urban areas: The development complies with any applicable development criteria set out in a floodplain management plan; or</p>	<p>The proposed development does not involve works to a watercourse or floodway.</p> <p>Not Applicable</p>
	<p>AO 4.4 For urban areas: If a floodplain management plan does not exist, the proposed works either:</p> <p>(a) avoid any reductions of on-site flood storage capacity and contain within the subject site any changes to depth / duration / velocity of floodwaters of all floods up to and including a Defined flood event; or</p> <p>(b) do not change the flood characteristic at the Defined flood event flood level outside the subject site in ways that would result in:</p> <p>(i) loss of flood storage; (ii) loss of or changes to flow paths; (iii) acceleration or retardation of flows; or (iv) any reduction in flood warning times.</p>	<p>AO 4.3 Conditioned to Comply Conditions will be applied to ensure the cabins are raised above the defined flood level and no earthworks are proposed that would impact the flood storage capacity onsite or worsen the effects of a defined flood event.</p>
	<p>PO 5 Building standards Buildings are designed to be resilient to flooding.</p>	<p>AO 5.1 Buildings meet the requirements of <i>Queensland Development Code MP 3.5 – Construction of buildings in flood hazard areas</i>.</p> <p>AO 5.2 Dwellings are sited so that the base of the bearers of floors of all habitable rooms can be located at least 300 mm above the defined flood event; or</p> <p>AO 5.3</p>
		<p>AO 5.1 Conditioned to Comply Conditions will be applied to ensure that all new buildings meet the requirements with the QDC MP 3.5.</p> <p>AO 5.2 Conditioned to Comply Conditions will be applied to ensure that all new buildings are constructed to sit at least 300mm above the defined flood event.</p> <p>AO 5.3 Not Applicable</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
Note: The relevant building assessment provisions under the <i>Building Act 1975</i> , including QDC MP 3.5 – Construction of buildings in flood hazard areas, apply to building work within a flood hazard area.	Where involving an extension to an existing dwelling house with a finished floor level below the Defined flood event flood level: (a) the extension must not be for the purpose of adding a secondary dwelling; and (b) the extension must not have a finished floor level that is lower than the finished floor level of the existing dwelling.	The proposed development does not involve the extension of an existing dwelling.
PO 6 Building materials and techniques Where construction is below the Defined flood level, materials and building techniques are used that minimise the need for repair after a flood event.	AO 6.1 Building materials and surface treatments used under the Defined flood level are resistant to water damage and do not include wall cavities that would collect water and sediment during a flood event.	Conditioned to Comply Conditions will be applied to ensure that all new buildings are designed to be resistant to water damage.
PO 7 Essential community infrastructure Essential community infrastructure maintains functionality during and after a Defined flood event.	AO 7.1 Essential community infrastructure is not located within the Defined flood area. Note: Essential community infrastructure includes emergency services and emergency shelters, police facilities, and hospitals and associated facilities.	Complies The proposed development does not involve essential community infrastructure.
ENGINEERING		
Floodwater		
PO 8 Flood storage capacity and the Defined flood area Development does not directly, indirectly or cumulatively change flood characteristics in a manner that may cause adverse impacts external to the development site. Note: Where any alteration of patterns of flooding is expected, a flood assessment report will be necessary to demonstrate compliance to the satisfaction of the assessment manager. This flood assessment report should include an assessment of the proposal against these outcomes and may require specific hydraulic and hydrologic investigation to be undertaken by a suitably qualified professional engineer.	AO 8.1 Development within the Defined flood area does not result in a reduction in flood storage capacity. AO 8.2 Development does not increase the duration of flooding or the depth and velocity of floodwaters external to the development site.	AO 8.1 Complies The proposed expansion to the existing short-term accommodation does not include any earthworks and will not impact on the flood storage capacity. AO 8.2 Complies The proposed expansion to the existing short-term accommodation will include raised buildings and is not expected to impact on the severity of the flooding in the locality.
Access and parking		
PO 9 Access An escape/safety route is identified and maintained for all development within the Defined flood area.	AO 9.1 For all development within the Defined flood area, a direct route passing only through areas of lower hazard ratings and suitable for the predicted warning time is defined and maintained.	AO 9.1 Complies The proposed development site is located within a low flood hazard area with a direct access escape/safety route in/out of the site that is not subject to inundation.
PO 10 Parking and	AO 10.1	AO 10.1 Complies

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
manoeuvring Vehicle parking and service vehicle provision maybe provided within the Defined flood area where the vehicles can be removed before flooding occurs.	A direct access route suitable for the stored vehicles passing only through areas of lower hazard ratings and suitable for the predicted warning time is defined and maintained. AO 10.2 All car parking, access and manoeuvring areas are to be sealed with an impervious surface.	The proposed development site is located within a low flood hazard area with direct access away from the flood hazard area. AO 10.2 Complies All manoeuvring areas are sealed with an impervious surface.
ENVIRONMENTAL		
PO 11 Water quality The environment and so too public safety are not affected by the detrimental impacts of hazardous materials released to the environment during a flood event.	AO 11.1 The manufacture, storage and use of hazardous materials: (a) takes place above the Defined flood level; or (b) takes place in a structure that is designed to exclude floodwater intrusion.	Conditioned to Comply Conditions will be applied to ensure any hazardous materials on site are stored above the defined flood level.
SAFETY AND RESILIENCE TO HAZARDS		
PO 12 Personal safety Development maintains the safety of people during all floods up to and including a Defined Flood Event. Note: Where no local flood hazard map is available, assessment of potential flooding impacts will take account of the Level 1 Flood hazard area in the Queensland floodplain mapping in the SPP interactive mapping system online (plan making).		Complies The proposed development site is an established short-term accommodation use. Guest safety can be maintained during a flood event, if required.
PO 13 Temporary or movable structures For development involving temporary or movable residential structures, clear escape from flooding is available, identified and maintained.	AO 13.1 There is at least one evacuation route that remains passable for emergency evacuations during all floods up to and including a Defined flood event; and AO 13.2 A flood evacuation management plan is made available to all occupants of the site; and AO 13.3 The premises are located in an area where there is sufficient flood warning time to enable safe evacuation or safe refuge is available within the site.	AO 13.1 Complies The proposed development site is located in a low flood hazard area with access routes located out of site. AO 13.2 Conditioned to Comply Conditions will be applied to ensure that the site has a flood evacuation management plan and that it is made available to all occupants onsite. AO 13.3 Complies The proposed development site is located in an area with sufficient flood warning time.
PO 14 Protection of essential	AO 14.1	Conditioned to Comply

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
services Essential services infrastructure maintains functionality during and after a Defined flood event. Note: Essential services infrastructure includes, but is not limited to, on-site electricity, gas, water supply, sewerage and telecommunications services.	Components of infrastructure that are likely to fail to function or may result in contamination when inundated by floodwater (eg. electrical switchgear and motors, water supply pipeline airvalves) are: (a) located above the Defined flood level; or (b) designed and constructed to exclude flood water intrusion and/or infiltration, and to resist hydrostatic and hydrodynamic forces as a result of inundation by a Defined flood event.	Conditions will be applied to ensure that all necessary infrastructure is located above the defined flood event level.

9.3.1 Accommodation Activities Code

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
RELOCATABLE HOME PARK AND TOURIST PARK		
PLANNING		
<i>Use, density and built form</i>		
PO 12 Scale and location Development is located on premises: (a) within or in close proximity to an urban area; (b) with convenient access to infrastructure, services and facilities; and (c) with sufficient area to: (i) provide adequate boundary setbacks, open space, access, car parking and landscaping; and (ii) ensure a reasonable standard of amenity is provided for occupants of the premises and adjoining properties.	AO 12.1 A minimum allotment size of 4000 m ² is required to accommodate the use. For Tourist park: AO 12.2 Development is located on a major road and/or scenic route. Note: Major roads include State-controlled roads, Trunk Collectors, Major Collectors and Commercial streets.	Complies The proposed development site is comprised of 4 separate lots approximately 1.6ha in total. Alternative Solution The proposal is an extension to the existing tourist park use. The site is located within 25m of a major road. The site has convenient access to infrastructure, services and facilities.
PO 13 Density and site coverage The development provides suitable levels of buffering, amenity, privacy and recreation areas commensurate with the reasonable expectations of	AO 13.1 There is a maximum of one relocatable home, camping site, tourist or permanent accommodation unit for each 120 m ² of site area. AO 13.2	AO 13.1 Complies The proposed development site plan indicates the site density does not exceed one per 120m ² . AO 13.2 Complies

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
visitors and residents having regard to the nature of the accommodation use and the character of the locality.	Where accommodation is provided in units or cabins, the combined building footprint of all buildings and roofed structures does not exceed 40% of the total site area.	With the units/cabins spanning over 2 lots the combined total does not
PO 14 Separation Separation distances are provided to ensure a reasonable level of privacy for all residents and visitors of the <i>Relocatable home park</i> or <i>Tourist park</i> .	AO 14.1 Relocatable homes, camping sites, tourist and permanent accommodation buildings are sited such that no part of the structure is within 3 m of any other relocatable home, camping site, tourist or permanent accommodation building. AO 14.2 No part of any relocatable home, camping site, tourist and/or permanent accommodation building is located within 2 m of any internal vehicle movement area.	AO 14.1 Complies The existing and additional sites/buildings are not located within 3m of each other. AO 14.1 Conditioned to Comply Conditions will be applied to ensure all additional structures added to site are located further then 2m for any internal vehicle movement.
Amenity		
PO 15 General amenity Amenities and facilities are conveniently located for the day-to-day living and comfort of visitors and residents.	AO 15.1 Toilet, laundry and ablution facilities are provided on the site for visitors and residents. AO 15.2 Where private facilities are not provided to each relocatable home, camping site, tourist and/or permanent accommodation building or the like, amenity buildings providing toilet, laundry or ablution facilities are to be located: (a) a maximum distance of 100 m from any site; and (b) no closer than 6 m to any site.	AO 15.1 Complies Adequate facilities are provided on site. AO 15.2 Complies All new cabins will be provided with private facilities.
PO 16 Pedestrian Comfort Convenient access is provided for the comfort of people visiting and residing at the <i>Relocatable home park</i> or <i>Tourist park</i> .	AO 16.1 Pedestrian footpaths are provided adjacent to the road frontage/s of the premises and connected to any existing footpaths at the frontage of adjoining premises, in accordance with the <i>Capricorn Municipal Development Guidelines</i> . Note: AO 16.1 does not apply to development located in the Rural residential zone or Rural zone, unless pedestrian footpaths exist at the frontage of adjoining premises. AO 16.2 Internal footpaths are provided between all accommodation sites and associated services and facilities on the premises. Note: Internal footpaths may be accommodated within the internal vehicle carriageways.	AO 16.1 Complies The site has an established footpath along McDowall Street that connects to the pedestrian network in the CBD. AO 16.1 Alternative Solution No formal internal footpaths are provided. Convenient access is provided for the comfort of visitors within the premises.
Landscaping, privacy and fencing		

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
PO 17 Open space Open space is provided to meet the needs of visitors and residents for privacy, relaxation, entertainment, recreation and direct access to daylight and open air.	AO 17.1 A minimum of 20% of the total site area, exclusive of landscaped setbacks, is provided for open space. AO 17.2 Each relocatable home, camping site, tourist and/or permanent accommodation building or the like, is provided with private open space that has a minimum dimension of 2.5 m x 2.5 m. Note: Areas provided for private and communal open space do not include areas provided for clothes drying.	AO 17.1 Complies The existing site contains adequate open space areas. AO 17.2 Complies The proposed new cabins include private open space verandas with suitable dimensions.
PO 18 Landscaping Street trees and landscaping at the site shall: (a) contribute positively to the built form and the street; (b) be visually pleasing and create an attractive environment; (c) be located to take account of the direction of the breezes and sun; (d) be located to give privacy and buffering from or for any incompatible uses, (e) be located to avoid interference with electricity lines and other infrastructure; and (f) maintain sightlines at intersections for traffic.	AO 18.1 Landscaping is to be provided with a minimum width of 1.5 m along any boundary fronting a public road and 1 m along side and rear boundaries. AO 18.2 A minimum 2 m wide vegetated buffer is provided to any vehicle movement and parking area that adjoins a boundary shared with an accommodation activity. AO 18.3 Relocatable home sites, cabins, tent sites and the like are clearly delineated and separated from adjoining sites by trees and/or shrubs. AO 18.4 Mature street trees are planted at the site frontage/s in accordance with SC6.2 Planning scheme policy – Landscaping.	AO 18.1 Complies Proposed development plans indicate landscaping is provided along all boundaries fronting a public road. AO 18.2 Complies Existing landscaping is established adjacent to vehicle movement areas. AO 18.3 Complies Landscaping is provided within the site to provide privacy between sites. AO 18.4 Complies Existing trees are located at the front of the site.
PO 19 Fencing Fencing is provided to ensure privacy and amenity for visitors and residents of the development and adjoining premises.	AO 19.1 Fencing is provided along all side and rear boundaries of the site. AO 19.2 The constructed fence is to consist of a 1.8 m high solid structure.	Complies The site has three road frontage boundaries with open timber fencing. The rear boundary, adjoining the Motel, has a 1.8m high solid screen fence.
Avoiding Nuisance		
PO 20 Refuse storage Refuse storage and collection facilities are located in areas that: (a) retain reasonable standards of amenity for occupants of the premises and adjoining properties;	AO 20.1 Refuse storage areas are located a minimum distance of 50 m from any relocatable home, camping site, tourist or permanent accommodation building. For Tourist park: AO 20.2 A central refuse storage area is provided for a bulk refuse container/s per every 40 accommodation sites	AO 20.1 Complies Proposed development plans indicate a refuse storage area is located on the development site.

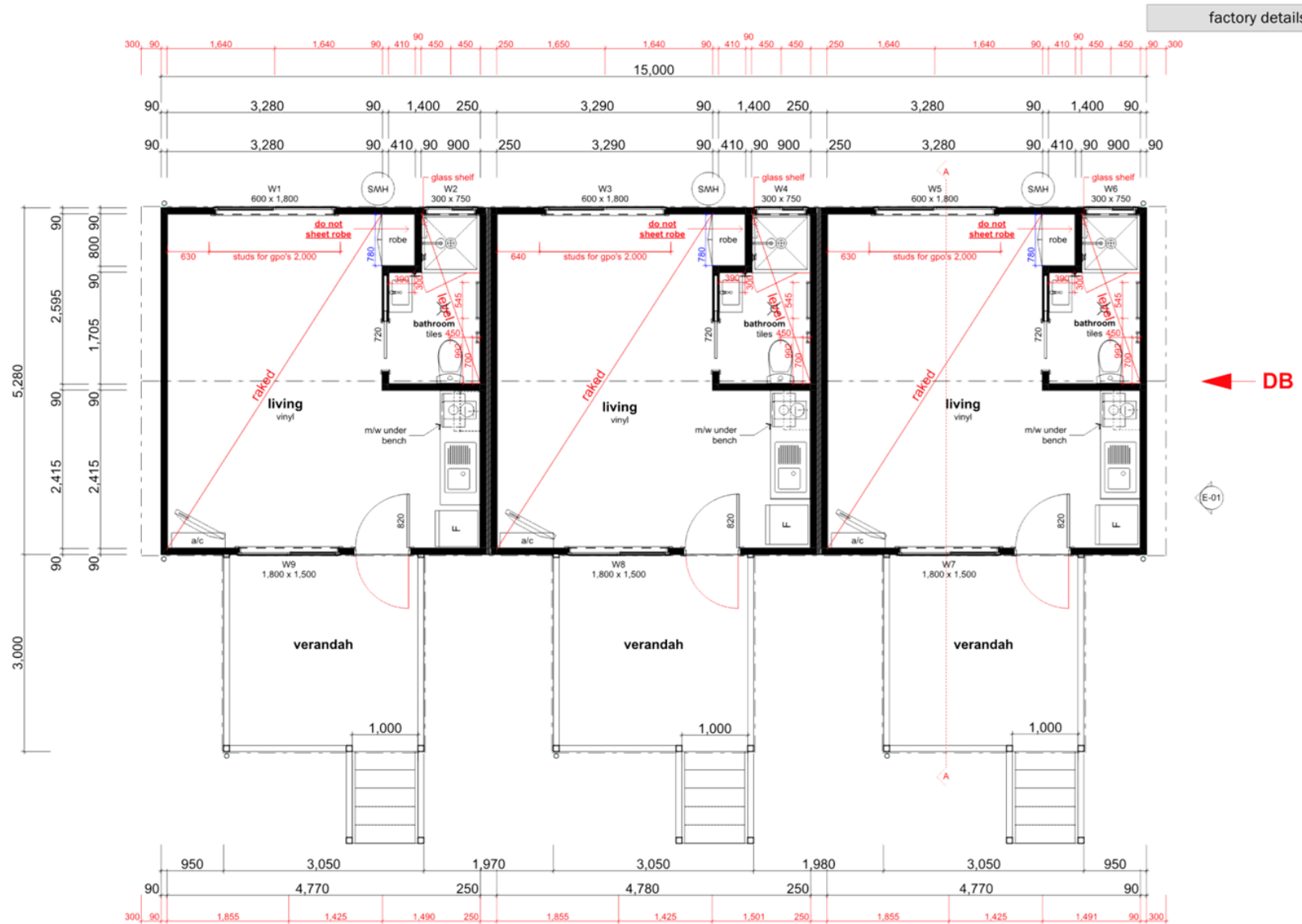
PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
(b) are not visually obtrusive from the street; and provide convenient access for service vehicles.	<p>or part thereof within the development and is serviced by a licensed contractor.</p> <p>AO 20.3 Central refuse storage areas are enclosed on a minimum of three sides with a screen wall extending 0.2 m above the height of all refuse containers and screened by dense planting.</p> <p><i>For Relocatable home park:</i></p> <p>AO 20.4 Refuse containers are provided for every relocatable home site.</p>	<p>AO 20.2 Complies The existing Tourist Park that has appropriate waste facilities.</p> <p>AO 20.3 Not Applicable No changes to the existing central refuse storage area is proposed as part of the extension.</p>
ENGINEERING		
Access, parking and manoeuvring		
<p>PO 21 Parking and manoeuvring The design and management of internal vehicle access, parking and manoeuvring areas facilitates the safe and convenient use of the Relocatable home park or Tourist park</p>	<p>AO 21.1 Internal vehicle access and manoeuvring areas are provided to enable service and emergency vehicles to access each accommodation site and connect sites with amenities, recreational open space and external roads.</p> <p>AO 21.2 Internal vehicle movement areas:</p> <ul style="list-style-type: none"> (a) have a carriageway width of no less than 6 m for two-way traffic and not less than 4 m for one-way traffic; (b) are constructed with a sealed pavement surface the width of the carriageway; (c) incorporate signposts/markings to indicate single direction vehicle movements; (d) are designed and signposted to discourage vehicle speeds in excess of 15 km per hour; (e) provide a loop circulation system with cul- de-sacs avoided or minimised; and (f) incorporate turning bays to enable conventional service vehicles to reverse direction with a maximum of two movements where cul-de-sacs are provided. <p>AO 21.3 No relocatable home site has direct access to a public road.</p>	<p>AO 21.1 Complies Internal access and manoeuvring areas are adequate for emergency vehicles.</p> <p>AO 21.1 Complies Internal vehicle manoeuvring areas are suitably constructed for safe two-way vehicle access.</p> <p>AO 21.3 Complies Fencing is constructed around the entire site to ensure traffic only accesses the premises via McDowall Street.</p>

Assessment Summary

The proposed development is generally consistent with the General Residential and the Accommodation Activities Code of the Maranoa Planning Scheme 2017. Any non-compliance with the planning scheme can be appropriately addressed by the way of conditions of development approval. It is recommended that the development for a Development Permit for a Material Change of Use "Tourist Park" be approved subject to reasonable and relevant conditions.

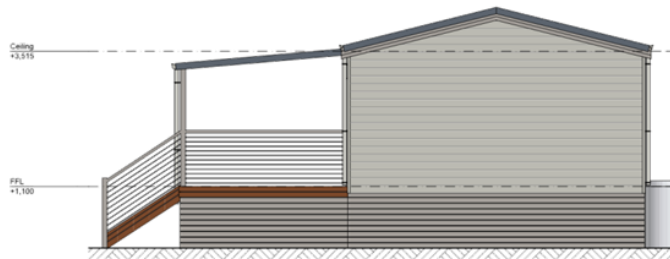
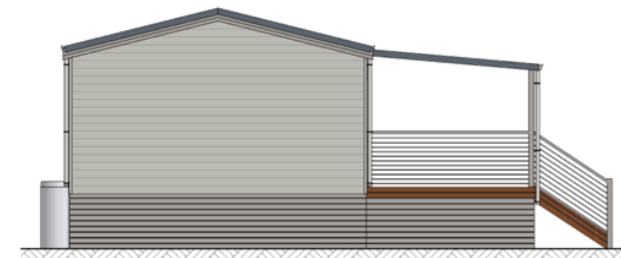


CLIENT: EAST COAST VAN PARKS		DESCRIPTION: SITE MAP SHOWING EXISTING AND PROPOSED CHANGES	SHEET No. 1 of 1		
PROJECT: ROMA REDEVELOPMENT			JOB No. 24-358 COMPUTER FILE (MJO): 2024-11-04 Stage 1 Floor Space Old Magnet.mps		
SCALES: HORIZ 1:1100 VERT DATUM: LOCAL AHD MGA ZONE 55		A4 SMK CONSULTANTS surveying - irrigation - environmental PO BOX 774, MOREE NSW 2400 (02) 6752 1021 - www.smk.com.au	PLAN REVISION:		DATE
			A	FIRST ISSUE	1-11-2024
			B		
			C		
SURVEYED DESIGNED PAUL COVELL CHECKED PAUL COVELL		Contours Design Existing Major: 1.0 m Minor: 0.2 m			



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issue	date	description				client: Moree Tourist Park		scale: as shown @ A3	drawn by: TGT	quote no: 3762_4A			
revision schedule						address: 28 Oak St, Moree NSW 2400		issue date: 8/04/2022	revision no: 1				

elevations

E-01 front elevation
1:80E-02 side elevation
1:80E-03 side elevation
1:80E-04 back elevation
1:80

glazing schedule									
windo no.	W1	W2	W3	W4	W5	W6	W7	W8	W9
type	Sliding Window	Sliding Window	Sliding Window	Sliding Window	Sliding Window	Sliding Window	Sliding Door	Sliding Door	Sliding Door
glazing	Clear Glass	Obsc. Glass	Clear Glass	Obsc. Glass	Clear Glass	Obsc. Glass	Clear Glass	Clear Glass	Clear Glass
height	600	300	600	300	600	300	2,082	2,082	2,082
width	1,800	750	1,800	750	1,800	750	2,676	2,676	2,676
qty	1	1	1	1	1	1	1	1	1
ext view									

issue	date	description
revision schedule		

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project: proposed modified Vermont
client: Moree Tourist Park
address: 28 Oak St, Moree NSW 2400

elevations
scale: as shown @ A3
drawn by: TGT
issue date: 11/03/2022
revision no: 1

cabin no: 2495
quote no: 3762_3A



1

GROUND FLOOR PLAN 1

1 : 75

**4 STUDIO MODULE**

Project No. _____ Project Number _____

DRAWN	Author
CHECKED	Checker
APRN No.	Approver
ISSUED FOR	Project Status

Revisions

APPROVAL COLUMN

Project North

Scale 1 : 75

FLOOR PLAN

A101

Sheet No. _____ ©2022



4 STUDIO MODULE

Project No.	Project Number
DRAWN	Author
CHECKED	Checker
APRN No.	Approver
ISSUED FOR	Project Status

Revisions

APPROVAL COLUMN

Project North

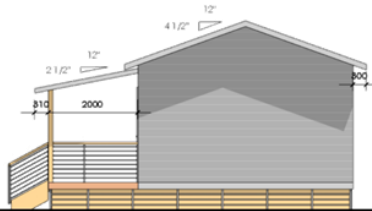


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ELEVATIONS

A102

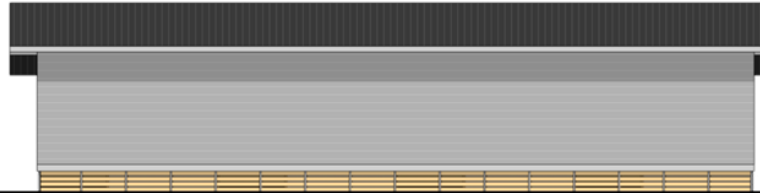
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LEFT ELEVATION

3

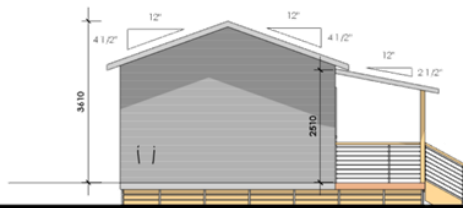
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REAR ELEVATION

4

1 : 100



RIGHT ELEVATION

2

1 : 100



FRONT ELEVATION

1

1 : 100