

# NOTICE OF MEETING & AGENDA

## Ordinary Meeting

**Thursday 28 August 2025**

Roma Administration Centre

### NOTICE OF MEETING

Date: 21 August 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 **28 August 2025 at 9:00 AM**.



Robert Hayward  
**Chief Executive Officer**





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**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 Lease over Lot 8 on SP107700**  
**Classification:** Closed Access  
 Local Government Regulation 2012 Section 254J(3)(h) negotiations relating to the taking of land by the local government under the Acquisition of Land Act 1967.
- C.2 Injune Museum Project – Update on Design Options and Next Steps**  
**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.3 Hire to Buy Opportunity - Cone Crusher (Roma Quarry)**

**Classification:** Closed Access

Local Government Regulation 2012 Section 254J(3)(c) (g) the local government's budget; AND 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.

**Closure**

**MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 14 AUGUST 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 (by Microsoft Teams), Cr J R P Birkett (By Microsoft Teams from 9.03am to 10.50am), 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**

Deputy CEO - Strategic Roads, airports & Major Projects – Cameron Hoffmann, Director Corporate Services – Brett Exelby, Director Engineering – Seamus Batstone, Director Regional Development, Environment and Planning – Jamie Gorry, Director Roma – Dean Ellwood, Manager - Regional Facilities Management – Leah Cooper, Manager - Strategic Water, Sewerage & Gas – Mathew Liston, (Acting) - Senior Town Planner – Kate Swepson, Lead Local Development Officer – Georgie Adams-Woodall, Regional Arts and Culture Officer – Kimberley Johnson, Planning Officer – Logan Connell, Local Development Officer Warroo – Jessica Cashen.

**WELCOME**

The Mayor welcomed all present and declared the meeting open at 9.03am.

**CONFIRMATION OF MINUTES**

<b>Resolution No. OM/08.2025/01</b>	
<b>Moved Cr Brumpton</b>	<b>Seconded Cr Seawright</b>
<b>That the minutes of the Ordinary Meeting held on 24 July 2025 be confirmed.</b>	
<b>CARRIED</b>	<b>9/0</b>

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**CONSIDERATION OF NOTICES OF MOTION**

**Item Number:** 8.1 **File Number:** D25/78350

**SUBJECT HEADING:** **ADVOCACY CONSIDERATION | CALL FOR LGAQ  
CONFERENCE MOTIONS (2025)**

**Officer's Title:** **Deputy Director / Strategic Road Management**

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**Original Resolution Meeting Date:** **24 July 2025**  
**Original Resolution Number:** OM/07.2025/35

*Original Resolution:*

*That Council submit the following motions to the 2025 Local Government Association of Queensland (LGAQ) Annual Conference:*

- 1. On behalf of Maranoa Regional Council – Call on the Local Government Association of Queensland (LGAQ) to advocate to the Queensland Government for further legislative or administrative reform that prevents the renewal of resource tenements where the applicant has outstanding local government rates in any Queensland local government area, not just the jurisdiction of the tenement where rates are owing.*
- 2. On behalf of the South West Queensland Regional Organisation of Councils (SWQROC) – Call on the Local Government Association of Queensland (LGAQ) to advocate to the Queensland Department of Transport and Main Roads (TMR) for the timely release of the upcoming tender for regulated long distance air services across Queensland, and to ensure that the development of the tender scope includes early and comprehensive engagement with impacted local governments and their communities.*
- 3. That Maranoa Regional Council call on LGAQ to advocate for legislative amendments to the Federal Assistance Grants that would define a set payment schedule of full payment within the same financial year for which the grant is intended.*

**Resolution No. OM/08.2025/02**

**Moved Cr O'Neil**

**Seconded Cr Davis**

**That Council amend Resolution Number OM/07.2025/35 to read as follows:**

**That Council submit the following motions to the 2025 Local Government Association of Queensland (LGAQ) Annual Conference:**

- 1. On behalf of Maranoa Regional Council – Call on the Local Government Association of Queensland (LGAQ) to advocate to the Queensland Government for further legislative or administrative reform that prevents the renewal of resource tenements where the applicant has outstanding local government rates in any Queensland local government area, not just the jurisdiction of the tenement where rates are owing.**
- 2. On behalf of the South West Queensland Regional Organisation of Councils (SWQROC) – That the LGAQ calls on the State Government to undertake the scheduled 2026 review of regulated air service contracts in Queensland in a manner that:**
  - 1. Involves early, comprehensive and contemporary engagement with affected communities, councils, regional industries, service users and other relevant stakeholders ensuring all voices are heard and considered**
  - 2. Provides opportunities for councils and communities to contribute to the development of the terms of reference / scope of the review ensuring it will address key concerns identified**
  - 3. Involves a more extensive review than those previously undertaken to provide a future focused approach which supports economic growth and equitable airline services for regional, rural and remote Queenslanders.**
- 3. That Maranoa Regional Council call on LGAQ to advocate for legislative amendments to the Federal Assistance Grants that would define a set payment schedule of full payment within the same financial year for which the grant is intended.**

**CARRIED**

**9/0**

**Responsible Officer**

**Deputy Director / Strategic Road Management**

## BUSINESS

### ENGINEERING

Item Number: 12.1 File Number: D25/58622

SUBJECT HEADING: WALLUMBILLA MULTIPURPOSE BUILDING | LETTABLE SPACE EXPRESSION OF INTEREST

Officer's Title: Project Officer - Contract Management Office

#### **Executive Summary:**

Council undertook an Expression of Interest (EOI) process in April 2025 to gauge community and commercial interest in leasing the 24m<sup>2</sup> space designed as a commercial kitchen within the Wallumbilla Multipurpose Building.

Four responses were received, indicating varying interest and proposed uses for the space, ranging from frozen meal storage and extra dining/display space to operating a café-style commercial kitchen.

**Resolution No. OM/08.2025/03**

Moved Cr Seawright

Seconded Cr Davis

That Council:

1. Close the Expression of Interest for the Wallumbilla Lettable Space, without shortlisting any respondents.
2. Undertake a Tender Process for a Commercial Kitchen and shared dining space within the Wallumbilla Multipurpose Building.
3. Write to the Roma Meals on Wheels Group to discuss potential options for meeting their storage needs within another Council facility at Wallumbilla or Yuleba.

CARRIED

9/0

Responsible Officer

Project Officer - Contract Management Office

## REPORTS - LOCAL AREA DIRECTORS

### Declaration of Interest

<b>Item</b>	<b>13.1</b>
Description	Maranoa Duathlon 2025
<b>Declaring Councillor</b>	<b>Cr Cameron O'Neil</b>
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	Richard Johnson, Duathlon committee member is a personal friend.
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/08.2025/04**

**Moved Cr Davis**

**Seconded Cr Brumpton**

**That it is in the public interest that Councillor O'Neil participates and votes on agenda item 13.1 because a reasonable person would trust that the decision is made in the public interest.**

CARRIED

8/0

**Item Number:**

**13.1**

**File Number: D25/73427**

**SUBJECT HEADING:**

**MARANOA DUATHLON 2025**

**Officer's Title:**

**Lead Local Development Officer**

***Executive Summary:***

*This report provided an overview of the Maranoa Duathlon event, scheduled for Saturday 25 October 2025. The purpose of this report is to inform Councillors of the event, its potential impact on businesses and residents and the extent of Council's involvement.*

**Resolution No. OM/08.2025/05**

**Moved Cr Flynn**

**Seconded Cr Seawright**

**That Council:**

- 1. Approve and support the Maranoa Triathlon Committee to host a Duathlon event on 25 October 2025 in Roma.**
- 2. Allocate up to \$2,000 from WO 19866.2571.2001 – Roma In-Kind Assistance budget.**
- 3. Encourage staff to nominate to participate as part of the Maranoa Regional Council team, and if a Councillor wishes to participate advise the CEO.**

CARRIED

9/0

**Responsible Officer**

**Lead Local Development Officer**

**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.



**Item Number:** 13.2 **File Number:** D25/77396  
**SUBJECT HEADING:** MARANOA NETBALL ASSOCIATION - FUTURE FACILITY DEVELOPMENT PRIORITIES  
**Officer's Title:** Lead Local Development Officer

**Executive Summary:**

*Council has committed \$150,000 in the 2025-26 budget to resurface the courts at the Maranoa Netball Association's facility. The association has expressed appreciation for Council's support and has submitted an updated list of priority infrastructure improvements to support the growth of netball participation and event hosting capacity in the region.*

*This report outlined those priorities and seeks Council's consideration for potential future investment and planning support.*

**Resolution No. OM/08.2025/06**

**Moved Cr Flynn**

**Seconded Cr Vincent**

**That Council:**

1. Acknowledge the correspondence received from Maranoa Netball Association outlining their priority infrastructure improvements.
2. Thank the association for their valuable contribution to sport in the Maranoa region and for proactively informing Council of their future priorities.
3. Work with the association to progress the projects identified in their priority list.
4. Support the association in identifying and applying for suitable external grant funding opportunities, working in collaboration with Netball Queensland.

CARRIED

9/0

**Responsible Officer**

**Lead Local Development Officer**

**Item Number:** 13.3 **File Number:** D25/38246  
**SUBJECT HEADING:** REQUEST FOR IN-KIND ASSISTANCE - TEELBA GUN CLUB  
**Officer's Title:** Director - Warroo

**Executive Summary:**

*The Teelba Gun Club submitted a request to Council to cart and supply gravel from council's local quarry to resheet the facility's car park.*

*The Teelba Gun Club is a valued community asset and one of the few dedicated gathering spaces in south-east Maranoa. In addition to hosting community and council meetings and events, the club also serves as an emergency refuge during critical times.*

*Together with the local school, it provides a principal place for the community to come together for a wide range of activities and events including as a hard stand area for council vehicles and plant.*

**Resolution No. OM/08.2025/07**

**Moved Cr Hancock**

**Seconded Cr Brumpton**

**That Council:**

1. Receive and note the report.
2. Acknowledge the correspondence and ask Teelba Gun Club to reapply via Council's Community Grants Program with the assistance of the Surat and Surrounds Local Development Officer and Overseer.

CARRIED

9/0

**Responsible Officer**

**Director - Warroo**

**Item Number:**

**14.1**

**File Number: D25/64025**

**SUBJECT HEADING:**

**STOCK ROUTE MANAGEMENT AND COMPLIANCE  
POLICY**

**Officer's Title:**

**Coordinator Rural Lands**

***Executive Summary:***

*This report sought Council's endorsement of the Stock Route Management and Compliance Policy, which outlines the framework for managing the stock route network in accordance with the Stock Route Management Act 2002 and Queensland's Stock Route Network Management Strategy 2021–2025.*

**Resolution No. OM/08.2025/08**

**Moved Cr Hancock**

**That this lay on the table for a future meeting, to come via a briefing.**

CARRIED

9/0

**Responsible Officer**

**Coordinator Rural Lands**

## Declaration of Interest

<b>Item</b>	<b>14.2</b>
Description	2020/20217 – Change Application (Minor) Material Change of Use – Intensive Animal Industry
Declaring Councillor	Cr Peter Flynn
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	The applicant is a company I have business dealings with through an organisation I am a sole trader of - Maranoa Travel.
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.

<b>Resolution No. OM/08.2025/09</b>	
<b>Moved Cr Brumpton</b>	<b>Seconded Cr Vincent</b>
<b>That it is in the public interest that Councillor Flynn participates and votes on agenda item 14.2 because a reasonable person would trust that the decision is made in the public interest.</b>	
CARRIED	7/0

## Declaration of Interest

<b>Item</b>	<b>14.2</b>
Description	2020/20217 – Change Application (Minor) Material Change of Use – Intensive Animal Industry
Declaring Councillor	Cr Cameron O'Neil
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	Close friends, Danny and Katie Wells, neighbour the property and were interested stakeholders when this application first came to Council, and may have been submitters.
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.

<b>Resolution No. OM/08.2025/10</b>	
<b>Moved Cr Brumpton</b>	<b>Seconded Cr Seawright</b>
<b>That it is in the public interest that Councillor O'Neil participates and votes on agenda item 14.2 because a reasonable person would trust that the decision is made in the public interest.</b>	
CARRIED	7/0

Item Number: 14.2 File Number: D25/75142

**SUBJECT HEADING:** 2020/20217 - CHANGE APPLICATION (MINOR)  
 MATERIAL CHANGE OF USE - INTENSIVE ANIMAL  
 INDUSTRY

**Officer's Title:** (Acting) - Senior Town Planner  
 Planning Officer

**Executive Summary:**

Australian Country Choice Feedlots Pty Ltd have submitted a Minor Change Application to the existing approval for a Material Change of Use to establish "Intensive Animal Industry" (up to a maximum of 32,500 SCU) located at Roma-Taroom Road, Eumamurrin, 584 Niella Road, Mooga, 2527 Roma-Taroom Road Eumamurrin, 450 Niella Road, Euthulla, described as Lot 10 on WV406, Lot 25 on WV1108, Lot 30 on WV572, Lot 5 on WV406, Lot 8 on WV1578 and Lot 7 on SP206903 (the subject premises).

**Resolution No. OM/08.2025/11**

**Moved Cr Flynn**

**Seconded Cr Hancock**

That Council issue a Change Decision notice in relation to the existing Development Approval (Ref: 2020/20217) for a Material Change of Use "Intensive Animal Industry" (up to a maximum of 32,500 SCU) located at Roma-Taroom Road, Eumamurrin, 584 Niella Road, Mooga, 2527 Roma-Taroom Road Eumamurrin, 450 Niella Road, Euthulla, described as Lot 10 on WV406, Lot 25 on WV1108, Lot 30 on WV572, Lot 5 on WV406, Lot 8 on WV1578 and Lot 7 on SP206903, reflecting the changes detailed below.

(a) Condition 2 be amended from:

2. 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
ACC-0011- A601	Concept Layout - 32,500SCU	18/05/2020
ACC-0011- A602	Design Layout - 32,500SCU	18/05/2020
ACC-0011- A603	Catchment Plan	18/05/2020
ACC-0011- A604	Typical Pen Layout	18/05/2020
ACC-0011- A605	Typical Pen Cross Section	18/05/2020
ACC-0011- A606	Typical Effluent Management Section	18/05/2020
ACC-0011- A607	Temporary Grain Assistance Layout	18/05/2020
ACC-002- A008	Relocation of Effluent Utilisation Areas	20/09/2021
ACC-002- A010	Relocation of Effluent Utilisation Areas	20/09/2021
Project number 15763	Traffic Impact Statement – Brindley Park Feedlot Expansion	20/10/2020
ACC-0011/1903260 Rev A	Development Assessment Report	20/10/2020

To:

2. 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
F3-113-00-07, Rev. B	Changed Development - Development Layout	06/05/25
F3-113-00-08, Rev. B	Changed Development - Development Complex Layout	06/05/25
F3-113-00-09, Rev. B	Proposed Development - Controlled Drainage Area 2	06/05/25
F3-113-00-10, Rev. B	Proposed Development - Controlled Drainage Area 1 and 2	06/05/25
F3-113-00-13, Rev. B	Proposed Development - Separation Distance Assessment to Sensitive Receivers	06/05/25
<del>ACC-0011- A601</del>	<del>Concept Layout - 32,500SCU</del>	<del>18/05/2020</del>
<del>ACC-0011- A602</del>	<del>Design Layout - 32,500SCU</del>	<del>18/05/2020</del>
<del>ACC-0011- A603</del>	<del>Catchment Plan</del>	<del>18/05/2020</del>
<del>ACC-0011- A604</del>	<del>Typical Pen Layout</del>	<del>18/05/2020</del>
<del>ACC-0011- A605</del>	<del>Typical Pen Cross Section</del>	<del>18/05/2020</del>
<del>ACC-0011- A606</del>	<del>Typical Effluent Management Section</del>	<del>18/05/2020</del>
<del>ACC-0011- A607</del>	<del>Temporary Grain Assistance Layout</del>	<del>18/05/2020</del>
ACC-002- A008	Relocation of Effluent Utilisation Areas	20/09/2021
ACC-002- A010	Relocation of Effluent Utilisation Areas	20/09/2021
Project number 15763	Traffic Impact Statement - Brindley Park Feedlot Expansion	20/10/2020
ACC-0011/1903260 Rev A	Development Assessment Report	20/10/2020

(b) Condition 3 be amended from:

3. Carry out the approved development over the following four stages in accordance with the approved plans—

Stage 1 – includes the addition of 23 cattle pens (two at the southern end of Row 7 and 21 on the western-side Row 7) and 4 grain-assist pens, increasing the holding capacity by 5,330SCU to a total 21,410 SCU. Stage 1 also includes the construction of a new sedimentation pond and the expansion of the existing effluent storage pond. Stage 1 works are generally shown as 'Stage 1' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020.

Stage 2 – includes an additional 30 cattle pens (7 additional pens on the southern end of Row 1 and 23 pens on the eastern side of Row 1), increasing

the holding capacity by 5,490SCU to a total 26,900SCU. Stage 2 works are generally shown as 'Stage 2' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020.

Stage 3 – includes an additional 16 cattle pens generally in the location of the grain assist pens constructed as part of Stage 1 (on the western side of Row 9). Stage 3 will increase the holding capacity by an additional 3,720 SCU to a total 30,620 SCU. Stage 3 works are generally shown as 'Stage 3' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020

Stage 4 – includes an additional 8 cattle pens generally in the location of the grain assist pens construed as part of Stage 1 (on the western side of Row 11). Stage 4 will increase the holding capacity by an additional 1,860 SCU to a total 32,480 SCU. Stage 4 works are generally shown as 'Stage 4' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020.

To:

3. Carry out the approved development over the following four stages in accordance with the approved plans—

Stage 1 – includes the addition of 23 25 cattle production pens (Row 8 & 9, B1, B2, B7-B10 two at the southern end of Row 7 and 21 on the western side Row 7) and 4 grain assist pens, increasing the holding capacity by 5,330 5,700 SCU to a total 21,440 21,780 SCU. Stage 1 also includes a new hospital facility, the reconfiguration of Sedimentation Basin 1 and Sedimentation Basin 2 and the expansion of the Holding Pond 1 and the construction of Holding Pond 2.

Stage 1 also includes the construction of a new sedimentation pond and the expansion of the existing effluent storage pond. Stage 1 works are generally shown as 'Stage 1' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020.

Stage 2 – includes an additional 30 20 cattle pens (Row 10, 11 7 additional pens on the southern end of Row 1 and 23 pens on the eastern side of Row 4), increasing the holding capacity by 5,490 5,480 SCU to a total 26,900 27,260 SCU. Stage 2 works are generally shown as 'Stage 2' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020.

Stage 3 – includes an additional 16 11 cattle pens generally in the location of the grain assist pens constructed as part of Stage 1 (on the western side of Row 9 Row 12). Stage 3 will increase the holding capacity by an additional 3,720 2,620 SCU to a total 30,620 29,880 SCU. Stage 3 works are generally shown as 'Stage 3' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020

Stage 4 – includes an additional 8 11 cattle pens generally in the location of the grain assist pens construed as part of Stage 1 (Row 13 on the western side of Row 11). Stage 4 will increase the holding capacity by an additional 1,860 2,620 SCU to a total 32,480 32,500 SCU. Stage 4 works are generally shown as 'Stage 4' on approved plan A602 Design Layout – 32,500 SCU dated 18/05/2020.

- (c) All other conditions of the approval remain unchanged.

CARRIED

9/0

Responsible Officer

(Acting) - Senior Town Planner

**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.

**Item Number:**

**14.3**

**File Number: D25/75496**

**SUBJECT HEADING:**

**DEVELOPMENT APPLICATION MATERIAL CHANGE OF USE "DWELLING HOUSE" (DOMESTIC OUTBUILDING) & (BOUNDARY RELAXATION) - 2 NORMAN COURT, ROMA (REF:2025/21518)**

**Officer's Title:**

**Planning Officer**

**Executive Summary:**

*Building Surveying & Certification Professionals on behalf of the property owners G & J Duff have submitted an application for a Material Change of Use "Dwelling House" (Domestic Outbuilding), including a Boundary Relaxation at 2 Norman Court, Roma, properly described as Lot 23 on SP171538 (the subject premises).*

*The applicant sought formal approval for the newly built 96m2 Carport Extension, which forms part of the combined 192m2 structure on site.*

**Resolution No. OM/08.2025/12**

**Moved Cr Flynn**

**Seconded Cr Brumpton**

**That the application for a Material Change of Use "Dwelling House" (Domestic Outbuilding) and Boundary Relaxation on land situated at 2 Norman Court, Roma, properly described as Lot 23 on SP171538, be approved subject to the listed conditions and general advice-**

**Development details**
**Use**

- 1. The approved development is a Material Change of Use - "Dwelling house" (Domestic outbuilding) as defined in the Maranoa Planning Scheme 2017 and as shown on the approved plans.**
- 2. The approved use of the Domestic Outbuilding is for residential storage purpose only. Parking or storage of vehicles or equipment associated with a commercial or industrial activity is not an approved use.**
- 3. The approved Domestic Outbuilding is a non-habitable building and must not be used for residential occupation.**



4. A development permit for building works must be obtained prior to commencing construction of the outbuilding.

#### Approved plans and documents

5. The approved development is to be carried out in accordance with the following approved plans/documents and subject to approvals 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
252089.A.100.Issue A	Site Layout	06.12.2024
252089.S.100.Issue A	Footing & Roof Frame Layouts, Details & Section	06.12.2024

#### Development works

6. 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.
7. 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).

#### Compliance inspection

8. All conditions relating to the establishment of the approved development must be fulfilled prior to the approved use commencing, unless otherwise noted in these conditions.
9. Prior to the commencement of the use, the applicant shall contact Council to arrange a development compliance inspection.

#### Building size

10. The approved development is limited to a maximum combined floor area of 192m<sup>2</sup>.

#### Building design and siting

11. All setbacks on the approved plans are to be measured to the outer most projection of the approved building.
12. The approved development must not exceed 4.2m in height (measured to the highest point i.e roof pitch) above the building pad/s. The height of the building pad shall be no more than what is reasonably required to prevent stormwater from ponding and must not exceed 300mm above existing ground level.

**Note:** The existing ground level is taken to be the level of the ground prior to the



progression of any works on the premises.

13. The outbuilding must be maintained in good repair and have no visual rust marks.
14. Building materials and surface finishes must be predominantly within the colour range and style of the surrounding built and natural environment to blend with the local landscape and surrounding residential development.

**Note:** Suitable materials include Colorbond or similar.

#### **Applicable Standards**

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

#### **Access, parking and manoeuvring**

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

#### **Avoiding nuisance**

17. No 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 the establishment of the approved development.
18. 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.
19. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties.

#### **Stormwater and drainage**

20. Stormwater from the building is to be collected and discharged so as to:
  - a) protect the stability of buildings and the use of adjacent land;
  - b) prevent water-logging of nearby land;
  - c) protect and maintain environmental values; and
  - d) maintain access to reticulated infrastructure for maintenance and replacement purposes.
21. The development must not result in any ponding of stormwater on the property during construction or after the development has been completed.

#### **Erosion control**

22. Erosion control and silt collection measures must be undertaken as necessary

during construction to maintain the quality of stormwater runoff from the development site and prevent any environmental harm.

**No cost to Council**

23. 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.

**Latest versions**

24. Where another condition refers to a specific published standard, manual or guideline, including specifications, drawings, provisions and criteria within those documents, that condition shall be deemed as referring to the latest versions of those publications that are publicly available at the commencement of the development works, unless a regulation or law requires otherwise.

**Application documentation**

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

#### **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 this Planning Scheme.
- d) Under the Planning Scheme a "Dwelling house" means a residential use of premises involving –
  - (i) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or
  - (ii) 1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.
- e) 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.
- f) 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.

- g) 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 development.
- h) 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.

CARRIED

9/0

<b>Responsible Officer</b>	<b>Planning Officer</b>
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**Item Number:** 14.4 **File Number:** D25/75581

**SUBJECT HEADING:** DEVELOPMENT APPLICATION MATERIAL CHANGE OF USE "TRANSPORT DEPOT"- 102 HOUSTON ROAD, WALLUMBILLA (REF:2025/21278)

**Officer's Title:** Planning Officer

**Executive Summary:**

*Murray & Associates (QLD) Pty Ltd on behalf of Origin Construction Group have submitted a development application for a Material Change of Use for a "Transport Depot". The proposal is located at 102 Houston Road, Wallumbilla, properly described as Lot 50 on WAL53326. 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 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. There were no submissions received during this period.*

*The procedural requirements set out by the DA Rules that 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 conditioned to achieve compliance.*

**Resolution No. OM/08.2025/13**

**Moved Cr Seawright**

**Seconded Cr Davis**

The development application for a Material Change of Use – "Transport Depot" located 102 Houston Road, Wallumbilla, described as Lot 50 on WAL53326, be approved subject to the listed conditions and general advice listed below-

**Development details**

1. The approved development is a Material change of use – "Transport Depot" as defined in the Planning Scheme and as shown on the approved plans.

**Compliance inspection**

2. All conditions relating to the establishment of the approved development must be fulfilled prior to the commencement of use, unless noted in these conditions or otherwise permitted by Council.
3. Prior to the commencement of use, the applicant shall contact Council to arrange a development compliance inspection.

#### Approved plans and documents

4. 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
24573-Sheet 01- Rev 4	Site Plan	17/09/2024
24573-Sheet 02- Rev 4	Earthworks Plan & Sections	17/09/2024
ARK_24_06_03-SK01-Rev B	Site Layout Plan	05/2024
	Shed Elevations-Page 1	
	Shed Dimensions-Page 5	
AUSCO Mp1230-B-Multi-Purpose 12.0 x 3.0	Floor Plan	
ARK_P_24_06_03 Rev D	Site Based Stormwater Management Plan	13/05/2025

#### Development works

5. 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.
6. The developer is responsible for locating and protecting any Council and public utility services, infrastructure and assets that may be impacted on during construction of the development. Any damage to existing infrastructure (kerb, road pavement, existing underground assets, etc.) that is attributable to the progress of works on the site or vehicles associated with the development of the site shall be immediately rectified in accordance with the asset owners' requirements and specifications and to the satisfaction of the asset owners' representative(s).

#### Applicable standards

7. 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

8. 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**

9. 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.
10. 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.
11. 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.

12. 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.
13. 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.

#### **Refuse storage and collection**

14. At all times while use continues, waste containers shall be provided on the site and maintained in a clean and tidy state and shall be emptied the waste removed from the site on a regular basis. All waste containers are to be shielded from the view of travelling public on Houston Road and from neighbouring properties.
15. Convenient access to the bulk refuse storage areas must be provided at all times for service vehicles.
16. Refuse collection from the site must not occur before 7:00am or after 6:00 pm, or on Sundays or public holidays.

#### **Access**

17. Vehicle access to and from the development site shall be provided from Houston road generally in the location shown on approved drawing 24573-Sheet 01- Rev 4 Site Plan. The vehicle crossover is to be constructed generally in accordance with CMDG Drawing - CMDG-R-040 Rev F, dated 11/2022 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.
18. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the external road networks, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
19. All internal access roads are to be constructed of an all-weather gravel surface.

## **Parking**

20. A minimum of 8 car parking spaces are to be provided within the development site area. Parking spaces for persons with disabilities (PWD) are to be provided in accordance with the Building Code of Australia.
21. 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.
22. Disabled car parking bays are to comply with Australian Standard AS/NZS 2890.6:2009 - Parking Facilities Part 6: Off-street parking for people with disabilities.
23. 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.
24. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
25. Vehicle parking bays must not encroach into swept paths for vehicle movements.
26. 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.
27. All onsite access, parking and manoeuvring areas are to be constructed of a dust suppressive gravel surface (minimum standard).

## **Services**

28. 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.
29. The approved development must be provided with access to reliable water supply for firefighting purposes.
30. While the use is operating, sufficient water for dust suppression activities must be maintained on site.
31. The approved development is to be connected to an on-site effluent disposal system designed in accordance with AS/NZS 1547:2012.
32. 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.

**Note:** Any renewable energy systems integrated into the development are to contribute to the supply and use of electricity to and from the grid.

33. All services installation, including sewer, water, electricity and telecommunications connections to the respective networks (where applicable), 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.

34. 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.

#### **Outdoor Storage Areas**

35. Outdoor Storage Areas are to be maintained in a clean, organised and tidy state and shall not detract from the overall appearance or amenity of the area.

#### **Signage**

36. Signage is provided at the entrance of the site displaying the necessary information
- ☐ Owner of the site
  - ☐ Manager of the site
  - ☐ Route for Emergency Vehicles
  - ☐ Emergency contact Phone Numbers
37. Any proposed advertising signage in addition to that identified in the approved development plans, is subject to further development approval unless compliant with the requirements for “Accepted development” or “Accepted development subject to requirements” identified in the planning scheme in force at the time.
38. 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**

39. Stormwater runoff from roofs and impervious surfaces is to be collected internally and discharged in accordance with the approved Site Based Stormwater Management Plan (Project No. ARK\_P\_24\_06\_03 - May 2024) and CMDG D-5 ‘Stormwater Drainage Design’.
40. 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.
41. 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.
42. 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**

43. 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’.
44. 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.

45. Stockpiles of topsoil, sand, aggregate, spoil or other material capable of being moved by the action of running water shall be stored clear of drainage paths and be prevented from entering the road and/or drainage system.
46. 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.
47. Temporary fencing must be erected and maintained around the perimeter of the development area whilst any construction activities are carried out.

#### **Safe storage of equipment and materials**

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

#### **Building design**

49. All buildings must be designed, constructed, connected and anchored so that, in the event of a flood up to the DFE (as a minimum) it-
  - a) Resists flotation, collapse or significant permanent movements, resulting from –
    - i. hydrostatic action
    - ii. hydrodynamic action;
    - iii. erosion and scouring;
    - iv. wind; and
    - v. any other action; and
    - vi. safeguards occupants and other people against illness and injury caused by flood water affecting the building.
50. 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.

#### **Emergency events**

51. 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.
52. All reasonable efforts should be made to advise visitor/s/customers in advance of premises closures that are required due to inclement weather events.

#### **Operating hours**

53. Operating hours are restricted to 6:00am to 6:00pm Monday to Saturdays. The development is not permitted to operate on Sundays or Public Holidays.

#### **Delivery of goods**

54. Loading and unloading of goods must not occur outside the hours of 6:00am to 6:00pm Monday to Saturdays. No loading or unloading shall occur on Sundays or Public Holidays.



55. The delivery, loading and unloading of goods to the site must be undertaken within the subject site and must not occur on adjoining properties or roads.

**No cost to Council**

56. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.
57. 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.
58. 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**

59. 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**

60. 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 –
  - “Transport Depot” means the use of premises for:
    - a) Storing vehicles, or machinery, that are used for a commercial or public purpose; or
    - b) Cleaning, repairing or servicing vehicles or machinery, if the use is ancillary to the use in paragraph (a).
- e) 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.

- f) The land use rating category may change upon commencement of any new use on the approved lot(s). Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au).
- 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 50m<sup>3</sup>.
- 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.

CARRIED

9/0

Responsible Officer	Planning Officer
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Item Number: 14.5 File Number: D25/75586

**SUBJECT HEADING:** DEVELOPMENT APPLICATION MATERIAL CHANGE OF USE "UNDEFINED USE" (MICRO DISTILLERY)- 120-122 ALICE STREET, MITCHELL (REF:2025/21452)

**Officer's Title:** Planning Officer

**Executive Summary:**

*Mathew Polizzi trading as Croozen Pty Ltd has submitted a development application for a Material Change of Use - "Undefined Use" (Micro Distillery). The proposal is located at 120-122 Alice Street, Mitchell, properly described as Lot 1 on RP93769. 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 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. There were no submissions received during this period.*

*The procedural requirements set out by DA Rules 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 conditioned to achieve compliance.*

**Resolution No. OM/08.2025/14**

**Moved Cr Birkett**

**Seconded Cr Hancock**

**The development application for a Material Change of Use - "Undefined Use" (Micro Distillery) located at 120-122 Alice Street, Mitchell, properly described as Lot 1 on RP93769, be approved subject to the listed conditions and general advice-**

**Development details**

- 1. The approved development is a Material Change of Use - "Undefined Use" (Micro Distillery) as shown on the approved plans.**

**Compliance inspection**

- 2. 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.**
- 3. Prior to the commencement of use, the applicant shall contact Council to arrange a development compliance inspection.**

**Approved plans and documents**

- 4. 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.**

<b>Plan/Document number</b>	<b>Plan/Document name</b>	<b>Date</b>
	<b>Site Plan</b>	

**Development works**

- 5. 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.**
- 6. 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).**
- 7. 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.**

#### **Applicable standards**

**8. 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**

- 9. 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**

- 10. 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.**
- 11. 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.**
- 12. 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.**

- 13. 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.**
- 14. Unless otherwise approved in writing by the Council, approved hours of construction (including the establishment of shipping containers on the site) 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.**
- 15. 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**

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

### **Building Siting**

17. All shipping containers are to be located a minimum distance of 1.5 metres from any property boundary.

### **Refuse storage and collection**

18. Bulk refuse storage and collection facilities must be provided on-site. The bulk refuse storage container/s shall be screened from the street and adjoining properties and retain reasonable standards of amenity for users of the premises and surrounding properties.
19. Convenient access to the bulk refuse storage areas must be provided at all times for service vehicles.
20. Refuse collection from the site must not occur before 7:00am or after 6:00 pm, or on Sundays or public holidays.

### **Access and Carparking**

21. Vehicle access to and from the development site is to be provided via the existing vehicle crossover from Alice Street, generally in the location shown on approved drawing 'Site Plan'. Any alterations to the existing crossover are to be 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.
22. Vehicle crossovers must be located a minimum distance of one metre from any power poles, street signage, streetlights, manholes, stormwater gully pits or other Council assets, unless otherwise specified in the applicable development standards and specifications.
23. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the external road network, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
24. A minimum of two car parking spaces are to be provided onsite. Parking spaces for persons with disabilities (PWD) are to be provided in accordance with the National Construction Code.
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. Disabled car parking bays are to comply with Australian Standard AS/NZS 2890.6:2009 – Parking Facilities Part 6: Off-street parking for people with disabilities.
27. 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.
28. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
29. Vehicle parking bays must not encroach into swept paths for vehicle movements.
30. 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.

31. All parking and manoeuvring areas are to be constructed of an all weather dust suppressive gravel surface (minimum standard).

#### Services

32. 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.
33. 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.
34. 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.

35. 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.
36. 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.

**Note:** Any renewable energy systems integrated into the development are to contribute to the supply and use of electricity to and from the grid.

37. 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.
38. 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.

#### Construction Activities and Erosion Control

39. 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'.
40. 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 during the course of an construction activities, then such works shall be at no cost to Council. Such works shall be undertaken immediately.



### **Landscaping**

41. Landscaping areas are to be provided onsite with a minimum width of 2 metres along the Western property boundary and must not interfere with sight lines at access driveways for vehicle traffic.

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

42. All landscaping works are to be completed prior to the commencement of the approved use.
43. Site landscaping is to be irrigated during an establishment period of two years, and ground covers should fully cover vegetated areas within one year of planting.
44. 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.
45. Site landscaping must not interfere with electrical infrastructure nor restrict maintenance access to any onsite infrastructure, public utility or easement.

### **Outdoor Areas**

46. Outdoor storage areas are to be maintained in a clean, organised and tidy state and shall not detract from the overall appearance or amenity of the area.

### **Advertising signage**

47. 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.
48. 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**

49. Stormwater from the development is to be collected internally within the site and discharged so as to:
- a) protect the stability of buildings and the use of adjacent land;
  - b) prevent water-logging of nearby land;
  - c) protect and maintain environmental values; and
  - d) must not be discharged to adjoining properties.
50. 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.

### **Safe storage of equipment and materials**

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

#### **Emergency events**

52. A Flood Management Plan shall be prepared addressing all activities conducted on the site and persons involved in the operation of the site, prior to the commencement of the use having regard to the site characteristics and management procedures in the event of flood.

#### **Building design**

53. New building work (including shipping containers) must be designed, constructed, connected and anchored so that, in the event of a flood up to the DFE (as a minimum) it-
- a) Resists flotation, collapse or significant permanent movements, resulting from –
    - i. hydrostatic action
    - ii. hydrodynamic action;
    - iii. erosion and scouring;
    - iv. wind; and
    - v. any other action; and
    - vi. 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.

#### **Operating hours**

55. Operating hours are restricted to 7:00am to 8:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. The development is not permitted to operate on Sundays or Public Holidays.

#### **Delivery of goods**

56. Loading and unloading of goods must not occur outside the hours of 7:00am to 6:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. No loading or unloading shall occur on Sundays or Public Holidays.
57. The delivery, loading and unloading of goods to the site must be undertaken within the subject site and must not occur on adjoining properties or roads.

#### **No cost to Council**

58. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.
59. 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.

#### **Rates and Charges**

60. 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**



61. 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

62. 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 –  
  
 Undefined Use: Does not meet the descriptions listed in the categories of development and assessment.
- e) 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.
- f) The land use rating category may change upon commencement of any new use on the approved lot(s). Council's current Revenue Statement, which includes the minimum general rate levy for the approved use/s, can be viewed on the Council Website: [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au).
- 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 50m<sup>3</sup>.

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.
CARRIED	
9/0	

Responsible Officer	Planning Officer
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Item Number:	14.6	File Number: D25/76480
SUBJECT HEADING:	OVERSIZED DOMESTIC SHEDS	
Officer's Title:	Manager - Regional Planning & Building Development	

**Executive Summary:**

A process for referring applications for oversized sheds to the elected Council for decision is proposed. This aims to achieve consistency in Council's assessment processes and enable elected members to contribute to decision making for applications that do not conform to the planning scheme.

<b>Resolution No. OM/08.2025/15</b>	
<b>Moved Cr Flynn</b>	<b>Seconded Cr Seawright</b>
<b>That Council resolves:</b>	
<p>1. That future development applications for domestic sheds which exceed the maximum building floor area and height specified in the Acceptable Outcomes of the applicable codes of the Maranoa Planning Scheme be referred to the elected Council for decision where any one the following applies:</p> <ul style="list-style-type: none"> <li>a) Gross Floor Area exceeding 150m<sup>2</sup> or resulting in more than 50% total site cover in the General Residential Zone;</li> <li>b) Gross Floor Area exceeding 220m<sup>2</sup> on allotments less than 10 hectares in the Rural Residential Zone;</li> <li>c) Gross Floor Area exceeding 300m<sup>2</sup> on allotments equal to or greater than 10 hectares in the Rural Residential Zone;</li> <li>d) Gross Floor Area exceeding 250m<sup>2</sup> on allotments less than 10 hectares in the Rural Zone;</li> <li>e) Building height exceeding 5 metres in the General Residential Zone;</li> <li>f) Building height exceeding 5 metres on allotments less than 10 hectares in the Rural Residential Zone;</li> <li>g) Building height exceeding 5 metres on allotments less than 10 hectares in the Rural Zone;</li> </ul>	

2. In exceptional circumstances, where the assessing officer considers it in the best interests of Council, having regard to the development assessment timeframes, applications meeting the above criteria may be decided by Officer delegation with prior notification being provided to the elected Council.
3. Where an application for a domestic shed that exceeds the maximum building floor area and height specified in the Acceptable Outcomes of the applicable codes of the Maranoa Planning Scheme is proposed to be refused by the assessing officer, the application be referred to the elected Council for decision.

CARRIED

9/0

<b>Responsible Officer</b>	<b>Manager - Regional Planning &amp; Building Development</b>
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Cr Birkett left the meeting at 10.50am, and did not return for the remainder of the meeting.

#### Declaration of Interest

<b>Item</b>	<b>14.7</b>
Description	Applications Through Regional Arts Development Fund (RADF) Program 2024/2025
Declaring Councillor	Cr Meryl Brumpton
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	Although I am not a committee member of Bymount Creative circle, I do participate in many activities conducted by the group and I will be an attendee at one of the proposed workshops in this funding application. Note that I declared this conflict to the RADF committee and did not participate in their assessment of this application.
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Brumpton left the meeting at 9.51am.

**Item Number:** 14.7

**File Number:** D25/78197

**SUBJECT HEADING:** APPLICATIONS THROUGH REGIONAL ARTS DEVELOPMENT FUND (RADF) PROGRAM 2024/2025

**Officer's Title:** Regional Arts and Culture Officer

#### **Executive Summary:**

*The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed a funding application for an arts and cultural project.*

*The assessment was completed, and the Committee recommends supporting the Bymount Creative Circle application for their Mosaic Festival project.*

*It was recommended that the Committee's assessment be endorsed.*

**Resolution No. OM/08.2025/16**

**Moved Cr Hancock**

**Seconded Cr Vincent**

**That Council endorse the RADF Committee's grant assessment recommendation in supporting the Bymount Creative Circle for \$12,000.00.**

**CARRIED**

**7/0**

**Responsible Officer**

**Regional Arts and Culture Officer**

**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. 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.

At cessation of discussion and decision on the abovementioned item, Cr Brumpton returned to the meeting at 9.52am.

**LATE ITEMS**

**Declaration of Interest**

<b>Item</b>	<b>L.1</b>
Description	Wallumbilla Cemetery Project
<b>Declaring Councillor</b>	<b>Cr Brendan Seawright</b>
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am President of the Wallumbilla Town Improvement Group who is tabling this project to Council.
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 9.53am.

**Item Number:**

**L.1**

**File Number: D25/80290**

**SUBJECT HEADING:**

**WALLUMBILLA CEMETERY PROJECT**

**Councillor's Title:**

**Cr. Johanne (Joh) Hancock**

**Executive Summary:**

*The volunteer members of Wallumbilla Town Improvement group who look after the Wallumbilla Cemetery have requested Council's assistance for a Cemetery project.*

**Resolution No. OM/08.2025/17**

**Moved Cr Hancock**

**Seconded Cr Vincent**

**That Council work with the volunteers of the Wallumbilla Town Improvement Group who look after the Wallumbilla Cemetery to develop a plan for the project and assist them with a community grant application for the project, (including in kind assistance).**

**CARRIED**

**7/0**

**Responsible Officer**

**Local Development Officer - Bendemere**

**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. 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 at 9.56am.

**CONFIDENTIAL ITEMS**

**Resolution No. OM/08.2025/18**

**Moved Cr Hancock**

**Seconded Cr Davis**

**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 [9.56am] 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:**

- **The matters to be discussed;**
- **An overview of what is to be discussed while the meeting is closed.**

<b>Agenda Item</b>	<b>Matters to be discussed (Reasons to close the meeting under the <i>Local Government Regulation 2012</i>)</b>	<b>Overview</b>
<b>C.1 – Tender 24005 – Supply and Delivery of One (1) Water Truck</b>	<b>Section 254J(3)(c) the local government's budget.</b>	<b>This report outlines the evaluation of Tender 24005 for the supply and delivery of a Water Truck. Due to the sole tender exceeding budget, no tenders were accepted. A suitable alternative vehicle has been identified through direct negotiation, in accordance with Section</b>

		228 of the Local Government Regulation 2012.
<b>C.2 – Application for Permit to Occupy – Lot A on Crown Plan AP14271</b>	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	Council has received an application for a Permit to Occupy over a section of the road reserve described as Lot A on Crown Plan AP14271, for the purpose of grazing livestock.
<b>C.3 – Application for Permit to Occupy – Lot 1 on Crown Plan PER5417</b>	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	Council has received an application for a Permit to Occupy over land described as Lot 1 on Crown Plan PER5417.
<b>C.4 – Request from Assessment 13003330 for Extension to Council's Regional Water Supply Zone Boundary</b>	Section 254J(3)(c) the local government's budget; AND (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.	The applicants would like to develop their lot and have written to Council requesting a connection to the Council water reticulation network. They have therefore requested that Council extend the boundary of the supply zone to allow them to access this network.
<b>LC.1 – Sewer Alignment – Lot 3 SP257155</b>	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.	Council has received correspondence from the owners of Lot 3 on SP257155 regarding a sewer alignment and diversion issue on this block. The issue has come to light since the purchase of the block in April 2025 and has caused them issues in beginning the construction of their dwelling.
<b>CARRIED</b>		<b>8/0</b>

<b>Resolution No. OM/08.2025/19</b>	
<b>Moved Cr Seawright</b>	<b>Seconded Cr Vincent</b>
<b>That Council open the meeting to the public [at 10.09am].</b>	
<b>CARRIED</b>	
<b>8/0</b>	

**Item Number:** C.1 **File Number:** D25/76994  
**SUBJECT HEADING:** TENDER 24005 - SUPPLY AND DELIVERY OF ONE (1) WATER TRUCK  
**Location:** Roma Quarry  
**Officer's Title:** Director - Engineering

**Executive Summary:**

*This report outlined the evaluation of Tender 24005 for the supply and delivery of a Water Truck. Due to the sole tender exceeding budget, no tenders were accepted. A suitable alternative vehicle has been identified through direct negotiation, in accordance with Section 228 of the Local Government Regulation 2012.*

**Resolution No. OM/08.2025/20**

**Moved Cr Hancock**

**Seconded Cr Seawright**

**That Council:**

1. Decline to accept any tenders pursuant to Section 228(8) of the Local Government Regulation 2012.
2. Authorise the Chief Executive Officer (or delegate) to enter into negotiations with STG Global and form a purchase order for the supply and delivery of one new 2024 Isuzu FVZ 240-300 6X4 Water Truck for \$277,153.55 (Exc. GST), as Council has met the requirements of Section 228 of the Local Government Regulation 2012 through tender 24005.
3. Approve a budget transfer of \$47,153.55 from Work Order 14754 (Quarry Operations) to Work Order 24555 (Quarry Water Truck) to fund the purchase.

CARRIED

8/0

**Responsible Officer**

**Director - Engineering**

**Item Number:** C.2 **File Number:** D25/69979  
**SUBJECT HEADING:** APPLICATION FOR PERMIT TO OCCUPY - LOT A ON CROWN PLAN AP14271  
**Officer's Title:** Administration Officer - Council Facilities Management

**Executive Summary:**

*Council received an application for a Permit to Occupy over a section of the road reserve described as Lot A on Crown Plan AP14271, for the purpose of grazing livestock.*



**Resolution No. OM/08.2025/21**

**Moved Cr Vincent**

**Seconded Cr Davis**

**That Council:**

1. Offer no objection to the issuance of a Permit to Occupy over land described as Lot A on Crown Plan AP14271 for the purpose of grazing.
2. As Trustee of the Road Reserve, authorise the use of the land be dealt with under the Land Act 1994 by the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development.
3. Authorise the Chief Executive Officer, or delegate, to sign Part C 'Statement in relation to an application under the Land Act 1994 over State Land' in respect to this application.

**CARRIED**

**8/0**

**Responsible Officer**

**Administration Officer - Council Facilities Management**

**Item Number:**

**C.3**

**File Number: D25/72722**

**SUBJECT HEADING:**

**APPLICATION FOR PERMIT TO OCCUPY - LOT 1 ON CROWN PLAN PER5417**

**Officer's Title:**

**Administration Officer - Council Facilities Management**

***Executive Summary:***

*Council received an application for a Permit to Occupy over land described as Lot 1 on Crown Plan PER5417.*

**Resolution No. OM/08.2025/22**

**Moved Cr Brumpton**

**Seconded Cr Davis**

**That Council:**

1. Offer no objection to the issuance of a Permit to Occupy over land described as Lot 1 on Crown Plan PER5417, subject to the following conditions:
  - a) Any damage to Council's Road network resulting from any failed or ruptured pipe must be repaired by the Registered Permittee.
  - b) Immediate testing of existing pipe is required, as it appears to be compromised.
  - c) The Registered Permittee is solely responsible for removing the pump in the event of flooding.
2. As Trustee of the Road Reserve, authorise the use of the land be dealt with under the Land Act 1994 by the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development.
3. Authorise the Chief Executive Officer or delegate to sign Part C 'Statement in relation to an application under the Land Act 1994 over State Land' in respect to this application.

**CARRIED**

**8/0**

**Responsible Officer**

**Administration Officer - Council Facilities Management**



**Item Number:** C.4 **File Number:** D25/75460  
**SUBJECT HEADING:** REQUEST FROM ASSESSMENT 13003330 FOR  
 EXTENSION TO COUNCIL'S REGIONAL WATER  
 SUPPLY ZONE BOUNDARY  
**Location:** 1824 Blue Hills Road  
**Officer's Title:** Manager - Strategic Water, Sewerage & Gas

**Executive Summary:**

The applicants would like to develop their lot and have written to Council requesting a connection to the Council water reticulation network. They have therefore requested that Council extend the boundary of the supply zone to allow them to access this network.

**Resolution No. OM/08.2025/23**

**Moved Cr Vincent**

**Seconded Cr Brumpton**

**That Council:**

1. Decline the request to extend the Regional Water Supply Zone.
2. Inform the applicants of this decision.

CARRIED

8/0

**Responsible Officer**

**Manager - Strategic Water, Sewerage & Gas**

**LATE CONFIDENTIAL ITEM**

**Item Number:** LC.1 **File Number:** D25/78708  
**SUBJECT HEADING:** SEWER ALIGNMENT - LOT 3 SP257155  
**Officer's Title:** Manager - Strategic Water, Sewerage & Gas

**Executive Summary:**

Council has received correspondence from the owners of Lot 3 on SP257155 regarding a sewer alignment and diversion issue on this block. The issue has come to light since the purchase of the block in April 2025 and has caused them issues in beginning the construction of their dwelling.

**Resolution No. OM/08.2025/24**

**Moved Cr Brumpton**

**Seconded Cr Davis**

**That Council:**

1. Install a new sewer main to run north bound within the boundary of 31–33 Lovell Street, Roma, to collect all existing services from the old “Barracks” and terminate (cap) the existing domestic drain(s) that crosses Lot 3 on SP257155.
2. Approve the reallocation of \$25,000 from the approved 2025/26 Capital Works Program Budget for Sewer Main Relining Projects (WO25989) to fund the proposed works.

CARRIED

8/0

**Responsible Officer**

**Manager - Strategic Water, Sewerage & Gas**

**Resolution No. OM/08.2025/25**

**Moved Cr O'Neil**

**Seconded Cr Flynn**

**That a new item be added to the agenda – May Street, Wallumbilla.**

**CARRIED**

**8/0**

## **MOTION WITHOUT NOTICE**

**Item Number:**

**L.2**

**File Number: N/a**

**SUBJECT HEADING:**

**MAY STREET, WALLUMBILLA**

**Councillor's Title:**

**Cr. Cameron O'Neil**

### ***Executive Summary:***

*Consideration of a Motion without notice put forward by Cr O'Neil regarding May Street, Wallumbilla.*

**Resolution No. OM/08.2025/26**

**Moved Cr O'Neil**

**Seconded Cr Hancock**

**That Council:**

- 1. Undertake a naming review of May Street Wallumbilla, particularly the section west of Wallumbilla Road South that joins Blue Hills Road in response to resident concerns.**
- 2. A report with a suite of options for Council to consider and address the issue be presented at an upcoming Council Meeting.**

**CARRIED**

**8/0**

**Responsible Officer**

**Deputy CEO - Strategic Roads, airports & Major Projects**

## **CLOSURE**

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 10.26am.

**These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 28 August 2025, at Roma Administration Centre.**

**INFORMATION REPORT**

<b>Meeting:</b> Ordinary 28 August 2025	<b>Date:</b> 19 August 2025
<b>Item Number:</b> 10.1	<b>File Number:</b> D25/83061
<b>SUBJECT HEADING:</b>	Monthly Report   Actions from Council Meetings
<b>Classification:</b>	Open Access
<b>Officer's Title:</b>	Lead Officer - Elected Members & Community Engagement

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**Executive Summary:**  
The purpose of this report is to provide Council with an update on the status of Council meeting actions for the month of July 2025.

**Officer's Recommendation:**  
That Council receive and note the Officer's report as presented.

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**Background:**  
This monthly report provides an update on the status of Council decisions at ordinary meetings held during the month of July 2025. The aim of the report is to provide visibility for Council and the community on progress of implementation of these decisions.

**Body of Report:**

Ordinary Meetings were held on the 10 July 2025 and 24 July 2025.

A detailed report on the progress of outstanding actions from the commencement of this term of Council is also provided at the last Councillor briefing of each month.

Total Number of Decisions requiring Implementation	Number in Progress	Number Completed
29	9	20

The attached report shows the decisions and subsequent status of Council Meeting Resolutions for the month of June 2025.

**Link to Corporate Plan:**

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.5 Good governance framework

**Supporting Documentation:**

1 [↓](#) Meeting Resolutions Status Report - July 2025

D25/83202

**Report authorised by:**

Chief Executive Officer

<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
	<b>Ordinary Meetings:</b> July 2025	<b>Date To:</b> 24/07/2025
<b>Status Report</b>		<b>Printed:</b> Tuesday, 19 August 2025 9:52:15 AM

^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	COMMENTS	STATUS
10/07/2025	OM/07.2025/05	Annual Show Public Holidays	<p>That Council approve the Chief Executive Officer to make application for Ministerial approval for the following Special Holidays in 2026:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Friday, 8 May 2026 for the 2026 Roma Annual Show Holiday; and</li> <li><input type="checkbox"/> Tuesday, 12 May 2026 for the 2026 Mitchell Annual Show Holiday.</li> </ul>	Director Corporate Services	Documentation submitted confirming Special Holidays in 2026 as resolved.	Complete
10/07/2025	OM/07.2025/06	Roma Touch Association - Request for Assistance	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Provide in principle support for Roma Touch Association Incorporated for their application to the Gambling Community Benefit Fund for a lighting upgrade at the Roma Touch football fields.</li> <li>2. Commit \$10,000 towards the project pending a successful grant application, with funds to be finalised at a quarterly budget review.</li> <li>3. Request that Council's contribution is acknowledged if the application is successful.</li> <li>4. Note that the Roma Touch Association Incorporated has an existing user agreement for the use of the Council-owned touch football fields and is responsible for maintenance of buildings under this agreement.</li> <li>5. Invite the Roma Touch Association to a future briefing to discuss a possible change in arrangements for the Roma Touch Association with Council.</li> </ol>	Lead Local Development Officer	<p>Letter initiated 23/07/25 confirming Council's Decision. Seeking to schedule briefing in September 2025.</p> <p>Target date changed by Humphrey, Fleur from 21 July 2025 to 13 November 2025 - Quarterly Review won't occur until after September, and this will be the date. revised budget is uploaded correctly into BIS.</p>	In Progress

<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
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^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	COMMENTS	STATUS
10/07/2025	OM/07.2025/07	Policy Endorsement - Wild Dog Scalp Bounty	That Council endorse the Wild Dog Scalp Bounty Policy, as presented, and authorise its implementation, with funding and operational details to be managed under the pest management budget.	Manager - Community Safety & Rural Lands Services	Policy implemented as endorsed 11 July 2025.	Complete
10/07/2025	OM/07.2025/08	2015/19400 - Change Application (Minor) - Material Change of Use - Intensive Animal Industry	That this matter be deferred to a future Council meeting to come via a briefing of the council on 16 July 2025.	Lead Town Planner	Briefing held 16/7, presented to Ordinary Meeting 24/7.	Complete
10/07/2025	OM/07.2025/09	Booringa Heritage Museum - Management Deed	That Council:  1. Enter into a Management Deed with the Booringa Heritage Group Incorporated for a period of five (5) years, with the option to renew for a further five (5) year term, for the management of the Booringa Heritage Museum.  2. Authorise the Chief Executive Officer, (or delegate) to execute the necessary documentation.	Leases and Agreements Administration Officer	Group has provided feedback on agreement. Commentary updated and sent to legal for review.	In progress
10/07/2025	OM/07.2025/10	Options for the Extension and Sealing of Alexander Avenue, Roma	That Council request a report be prepared for an upcoming Council Meeting, via a council briefing, outlining the options, estimated costs, and potential funding sources for the extension and sealing of Alexander Avenue, Roma.	Deputy CEO	Briefing planned for early October 2025.	In Progress
10/07/2025	OM/07.2025/11	Wallumbilla Multipurpose Facility Name	That Council endorses 'The Wheat Shed' as the official name for the Wallumbilla Multipurpose Building.	Local Area Director Bendemere	Team has provided update to community on naming via Facebook and the Bottletree Bulletin	Complete
10/07/2025	OM/07.2025/14	Trusteeship over Lot 67 on WAL53309 and Lot 67 on WV1687 - Renewal of	That Council amend Resolution Number OM/05.2025/46 to read as follows:	Administration Officer - Council	Amended resolution letter sent to the Department 31/07/25.	Complete

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		Term Lease over Lot 67 on WV1687	That Council:  1. Advise the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development of its acceptance, of the offer of Trusteeship over Lot 67 on WAL53309 and Lot 67 on WV1687.  2. Offer no objection to the renewal of Term Lease over Lot 67 on WV1687.  3. Authorise the Chief Executive Officer (or delegate) to sign documentation in relation to this decision.	Facilities Management		
10/07/2025	OM/07.2025/15	Planning Consultancy Services - Balonne Shire Council	That Council authorise the Chief Executive Officer or delegate, to execute the Agreement with Balonne Shire Council for the period of 21 July 2025 – 30 June 2027, as presented.	Manager - Regional Planning & Building Development	Agreement signed by both parties 24/07/25	Complete
10/07/2025	OM/07.2025/16	Amendment to Council's Fees & Charges Schedule - Gas Tariff Charges 2025/26	That Council approve and amend the Fees and Charges Schedule for Gas Tariff Charges as listed in the report and as follows, effective from 1 October 2025:	Manager Water, Sewerage & Gas	Manager Water, Sewerage & Gas, Matt Liston liaising with relevant departments to arrange updating of Fees & Charges effective 1/10/25.	In Progress
10/07/2025	OM/07.2025/17	Tender 25028 - Contract Award for Miscamble & Queen St Cycleway Upgrade	That Council:  1. Select Roma Earthmoving Pty Ltd as the preferred tenderer for the Miscamble & Queen St Cycleway Upgrade project, for an estimated contract sum of \$598,617.25 excluding GST.  2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with the tenderer, noting the anticipated	Senior Engineer - Program & Contract Management	Preferred tenderer has been informed. Contract award is subject to overall project conditions (including property resumptions). Resumption discussions are continuing.	In Progress

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			<p>contract sum value above, and execute the contract if the final terms and project delivery conditions are acceptable.</p> <p>3. Authorise the nominated Superintendent (for Council) the delegation to order variations up to the value of the approved project budget, noting the nature of the contract and the requirement to use variations to achieve project goals.</p>			
10/07/2025	OM/07.2025/18	Tender 25016 - Contract Award for 2024/2025 Road Rehabilitation Program	<p>Resolution No. OM/07.2025/18</p> <p>Moved Cr Davis</p> <p>Seconded Cr Birkett</p> <p>That Council:</p> <p>1. Select Stabilcorp Pty Ltd as the preferred tenderer for the 2024-2025 Road Rehabilitation package, for an estimated contract sum of \$1,793,353.84 excluding GST.</p> <p>2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with the tenderer, noting the anticipated contract sum value above, and execute the contract if the final terms are acceptable.</p> <p>3. Authorise the nominated Superintendent (for Council) the delegation to order variations up to the value of the approved project budgets, noting the schedule of rates nature of contract and the requirement to</p>	Senior Engineer - Program & Contract Management	Tenderer notified and contract executed 06.08.25.	Complete



<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
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			<p>use variations to achieve project goals.</p> <p>4. Note that patch repairs on Mt Moffatt Road (Part B), between Ch 55–62 km, will be completed under the upcoming Queensland Reconstruction Authority-funded Flood Damage Event 15/16 program, fulfilling the requirements of Resolution No. OM/08.2024/49, Items 2 and 3.</p>			
24/07/2025	OM/07.2025/21	2024/25 Quarter 4 Progress Report   Operational Plan to 30 June 2025.	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Receive and note the 2024/25 Quarter 4 Report.</li> <li>2. Endorse the Quarter 4 report as presented, in accordance with Section 104 (7) of the Local Government Act 2009.</li> </ol>	Governance Officer	Q4 progress report placed on Council's website.	Complete
24/07/2025	OM/07.2025/22	Approval of Selective Inspection Program 2025	<p>That Council resolve:</p> <ol style="list-style-type: none"> <li>1. To approve the 2025 Selective Inspection Program under section 113(1) of the Animal Management (Cats and Dogs) Act 2008 (AMCAD), enabling authorised officers to enter selected properties to monitor compliance with the Act. Applying Option 1: Conduct a Selective Inspection Program for dogs only.</li> <li>2. That the purpose of the program, in accordance with section 113(5)(a) of the AMCAD, is to ensure compliance with registration obligations for dogs and cats and regulated animal provisions under Chapter 3 and Chapter 4 of the Act.</li> </ol>	Manager - Community Safety & Rural Lands Services	Completed on 14 August 2025 - Public notice of the program has been coordinated for delivery in the local newspaper, Council's website, and social media platforms	Complete

<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
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			<p>3. That the program commences on 1 September 2025 and concludes on 28 November 2025, as per section 113(5)(b) of the AMCAD.</p> <p>4. That inspections may occur within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla, and Yuleba, in accordance with section 113(5)(c) of the AMCAD, where authorised officers have a reasonable belief that unregistered and/or regulated dogs or cats may be present.</p> <p>5. That, in accordance with section 114 of the AMCAD, public notice of the program be given via local newspapers, Council's website, and social media platforms, at least 14 days and no more than 28 days before the program's commencement.</p> <p>6. That, upon identification of an unregistered dog or cat or non-compliance with regulated animal provisions, Authorised Officers issue advisory notices that provide 14 days for compliance. If compliance is not achieved, infringement notices will be issued.</p>			
24/07/2025	OM/07.2025/23	Parthenium Management Plan	That Council endorse the Parthenium Management Plan 2025-2027 to ensure compliance with legislative requirements, support effective biosecurity management, and protect the region's agricultural, environmental, and economic assets.	Coordinator Rural Lands	Initiate the endorsement of the Parthenium Management Plan 2025-2027 as resolved.	In Progress

<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
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24/07/2025	OM/07.2025/24	2026 Queensland Information Centre Association (QICA) Conference - Expression of Interest	That Council:  1. Endorse the Expression of Interest application for Maranoa region to host the 2026 Queensland Information Centre Association (QICA) Conference.  2. Provide in-principle support for the conference, should the Maranoa be successful in its Expression of Interest and be awarded the 2026 Conference.  3. Allocate \$5,000 of in-kind assistance from the 2026/27 Budget for the event, should the EOI be successful.	Events Attraction Officer	Completed 04 August 2025 - EOI submitted 29/07. D2025/0077356	Complete
24/07/2025	OM/07.2025/25	Management Agreement - Surat Aquarium - Cobb & Co Changing Station	That Council:  1. Receive notice that Surat Fishing and Restocking Club Incorporated are terminating their Management Agreement for the operation and maintenance of the Surat Aquarium.  2. Accept the Surat Fishing and Restocking Club's offer to continue operations for the Surat Aquarium, until a suitable replacement is appointed.  3. Thank the Surat Fishing and Restocking Club for their commitment to the aquarium over the past 18 years.  4. Seek interested parties to enter into an agreement to provide for the operation and routine maintenance of the Surat Aquarium.	Manager - Regional Facilities Management	1. Letter issued confirming points 1 – 3 as resolved. 2. Specs for management agreement and EOI under development.	In Progress

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24/07/2025	OM/07.2025/26	Tender 25044 - Expression of Interest - Studio 2 Roma Community Arts Centre	That Council:  1. Approves an amendment to Council's Fees and Charges Schedule to include a monthly fee of \$189.00 per studio, at the Roma Community Arts Centre for non-profit organisations.  2. Enters into a commercial tenancy agreement with Roma Patchwork and Crafters for the use of Studio 2 at the Roma Community Arts Centre, for a term of three (3) years, concluding on 30 September 2028, in alignment with existing studio tenancies.  3. Approves that Roma Patchwork and Crafters be exempt from rental payments under the agreement until roof repairs in Studio 6 are completed to a satisfactory standard.  4. Authorise the Chief Executive Officer (or delegate) to execute all necessary documentation.  5. Receive, via a briefing, a review of the fees and charges for the studios based on lettable space.	Manager - Regional Facilities Management	1.Letter initiated confirming points 1-3.  2.Tenancy Agreement under review prior to distribution for signing by required parties.  3 Briefing to be scheduled.	In Progress
24/07/2025	OM/07.2025/29	Development Application Material Change of Use "Low Impact Industry" (Extension to Tyre Shop) - 90-92 Charles Street, Roma (Ref: 2025/21417)	The development application for a Material Change of Use – "Low Impact Industry" (Extension to existing tyre shop business) located at 90-92 Charles Street, Roma, described as Lot 231 on R8613, be approved subject to the listed conditions and general advice -	Lead Town Planner	Completed 06 August 2025 - DN issued 30/7	Complete
24/07/25	OM/07.2025/33	Roma Airport Precinct Plan – Concept Stage	That Council adopt the Roma Airport Precinct Plan as presented.	Manager – Airports (Roma)	Adoption noted for implementation.	Complete

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				& Regional Compliance		
24/07/2025	OM/07.2025/34	2025 LGAQ Annual Conference   Councillor Attendance and Voting Arrangements	<p>That Council:</p> <ol style="list-style-type: none"> <li>Nominate available Councillors to attend the 2025 LGAQ Annual Conference at the Gold Coast on 20 - 22 October 2025.</li> <li>Nominate Councillors O'Neil and Brumpton as its voting delegates for 2025 LGAQ Annual Conference.</li> <li>Draw applicable registration, travel and accommodation costs from attending Councillors' conference budget allocation.</li> </ol>	Lead Officer Elected Members & Community Engagement	Delegates noted for registration requirements for the conference.	Complete
24/07/2025	L.5	Advocacy Consideration   Call for LGAQ Conference Motions (2025)	<p>Resolution No. OM/07.2025/35</p> <p>Moved Cr O'Neil</p> <p>Seconded Cr Brumpton</p> <p>That Council submit the following motions to the 2025 Local Government Association of Queensland (LGAQ) Annual Conference:</p> <ol style="list-style-type: none"> <li>On behalf of Maranoa Regional Council – Call on the Local Government Association of Queensland (LGAQ) to advocate to the Queensland Government for further legislative or administrative reform that prevents the renewal of resource tenements where the applicant has outstanding local government rates in any Queensland local government area, not just the jurisdiction of the tenement where rates are owing.</li> </ol>	Deputy CEO	Motions submitted by the required deadline.	Complete

<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
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			<p>2. On behalf of the South West Queensland Regional Organisation of Councils (SWQROC) – Call on the Local Government Association of Queensland (LGAQ) to advocate to the Queensland Department of Transport and Main Roads (TMR) for the timely release of the upcoming tender for regulated long distance air services across Queensland, and to ensure that the development of the tender scope includes early and comprehensive engagement with impacted local governments and their communities.</p> <p>2. On behalf of the South West Queensland Regional Organisation of Councils (SWQROC) – That the LGAQ calls on the State Government to undertake the scheduled 2026 review of regulated air service contracts in Queensland in a manner that:</p> <p>1. Involves early, comprehensive and contemporary engagement with affected communities, councils, regional industries, service users and other relevant stakeholders ensuring all voices are heard and considered</p> <p>2. Provides opportunities for councils and communities to contribute to the</p>			

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			<p>development of the terms of reference / scope of the review ensuring it will address key concerns identified</p> <p>3. Involves a more extensive review than those previously undertaken to provide a future focused approach which supports economic growth and equitable airline services for regional, rural and remote Queenslanders.</p> <p>3. That Maranoa Regional Council call on LGAQ to advocate for legislative amendments to the Federal Assistance Grants that would define a set payment schedule of full payment within the same financial year for which the grant is intended.</p>			
24/07/2025	OM/07.2025/38	Rates & Utilities - Write Off of Doubtful Debts	<p>That Council:</p> <ol style="list-style-type: none"> <li>Decline the proposed payment arrangement of \$12,500 per quarter for a period of 12 months as settlement for all overdue rates and charges.</li> <li>Advise the ratepayer that Council deems the proposed payment amount to be inadequate and not reflective of the seriousness of the outstanding debt and require all arrears to be paid in full by 30 June 2026, with a minimum monthly payment of \$63,000</li> </ol>	Lead Rates and Utilities Billing Officer / System Administrator	Applicant letter initiated and action closed on 11 August 2025 and letter to the minister initiate 24/07/25 D25/73811.	Complete

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			<p>required to meet this expectation.</p> <p>3. Is of the view that overdue rates and charges significantly affect Council's capacity to deliver essential services and infrastructure, which in turn impacts the broader community and is of the view that it is essential that payment arrangements are both reasonable and sufficient to address the debt in a timely manner, ensuring fairness to all ratepayers and the sustainability of Council operations.</p> <p>4. Write to the Minister for Natural Resources and Mines, Minister for Manufacturing and Minister for Regional and Rural Development and the Minister for Local Government, Water and Minister for Fire, Disaster Recovery and Volunteers - highlighting the issue of outstanding rates on discontinued petroleum leases on entities that continue to hold any petroleum leases and the significant financial effect this has on local government.</p>			
24/07/2025	OM/07.2025/39	Report – Update of the Hydrogeological Model for Roma (QLD)	<p>That Council:</p> <p>1. Receive and accept the Update of the Hydrogeological Model for Roma (QLD) Report as presented.</p> <p>2. Consider the findings of the Update of the Hydrogeological Model for Roma (QLD) Report into future planning, development, infrastructure prioritisation and funding applications.</p>	Manager – Strategic Water, Sewerage & Gas	Point 2 noted for future requirements.	Complete



<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
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24/07/2025	OM/07.2025/40	Proposed Acquisition of Strategic Vacant Land – Assessment Number 15018880	That Council:  1. Accept the offer from Economic Development Queensland as outlined in Option 3 of this report.  2. Authorise the Chief Executive Officer, or delegate, to progress the necessary actions to give effect to this option.	Deputy CEO	1. Prepare 1x Letter to formally accept the offer from Economic Development Queensland as outlined in Option 3 of the report.	In Progress
24/07/2025	OM/07.2025/41	Chief Executive Officer   Performance Agreement	That Council receive and approve the chief Executive Officer's Performance Agreement as presented.	Chief Executive Officer	Noted as approved for implementation and reporting.	Complete
24/07/2025	OM/07.2025/42	The Maranoa Nursing Advancement Bursary Program 2025 Assessment Panel	That:  1. Council endorse Mayor Taylor and Cr Brumpton to serve as members of the Selection Committee for the Maranoa Nursing Advancement Bursary Program 2025.  2. The Maranoa Nursing Advancement Bursary Program Framework be brought back to an upcoming council meeting for review.	Project and Administration Officer	Completed 14/08/25.	Complete
24/07/2025	OM/07.2025/43	2015/19400 - Change Application (Minor) - Material Change of Use - Intensive Animal Industry	That Council:  1. Issue a Change Decision notice in relation to the existing Development Approval (Ref: 2015/19400) for a Material Change of Use "Intensive Animal Industry" (4,000 Standard Cattle Units) and Environmentally Relevant Activity 2(1)(b) – Intensive Animal Feeding located at 1115 Binya Lane, Mount Abundance, described as Lots 17 & 19 on WV841.	(Acting) - Senior Town Planner	Completed 6 August 2025 - DN issued 1/8	Complete

<b>Meeting Resolutions</b>	<b>Division:</b> Corporate Services, Engineering, Regional Development, Environment and Planning, Office of the CEO and Local Area Directors	<b>Date From:</b> 10/07/2025
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			reflecting the changes detailed below.			
24/07/2025	OM/07.2025/44	Development Application Material Change of Use "Dwelling House" (Domestic Outbuilding)- Lot 900, Wormwell Drive, Roma (Ref:2025/21474)	The application for a Material Change of Use "Dwelling House" (Domestic Outbuilding) on land situated at Lot 900 Wormwell Drive, Roma, properly described as Lot 900 on SP263036 be approved subject to the listed conditions and general advice	Planning Officer	Completed on 31 July 2025 - Sent Decision Notice & Council Resolution Letter to Applicant (D25/75999)	Complete

## **OFFICER REPORT**

**Meeting:** Ordinary 28 August 2025

**Date:** 8 August 2025

**Item Number:** 11.1

**File Number:** D25/79481

**SUBJECT HEADING:** Amendment to Debtor Management Policy

**Classification:** Open Access

**Officer's Title:** Lead Rates and Utilities Billing Officer / System Administrator

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### **Executive Summary:**

Amendment to the Debtor Management Policy – Withholding Payments to Customers with Outstanding Debts.

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

That Council approve the proposed amendment to the Debtor Management Policy to include a provision addressing payments requested by customers with outstanding debts being withheld until those debts are paid in full.

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

Currently, where a customer has an outstanding debt with Council, payments requested by the customer are being processed without consideration of their unpaid obligations (as per the Debtor Management Policy).

The Rates & Utilities and Accounts Processing Teams are seeking approval from Council for an amendment to the Debtor Management Policy to ensure that any payments requested by a customer with an outstanding debt to Council are withheld until such time as the debt is paid in full.

Exceptions to this provision may only be granted in extraordinary circumstances, subject to the approval of the Chief Executive Officer (CEO) or their delegate.

**Background** *(Including any previous Council decisions):*

The current Debtor Management Policy outlines the procedures for managing outstanding debts owed to Council. However, it does not explicitly address situations where a customer who owes money to Council requests a payment (e.g., refunds, grants, payment for services, or other financial disbursements). This gap in the policy may result in Council disbursing funds to customers who have not fulfilled their financial obligations, potentially impacting Council's cash flow and financial accountability.

**Options Considered:**

- Not make any changes to the Debtor Management Policy and continue to make payments to customers that have outstanding debts owed to the Council, which could have a negative outcome for Council.
- Amend the Debtor Management Policy to include a provision that any payments requested by customers with outstanding debts will be withheld until such debts are fully paid. This change will ensure that Council prioritises the recovery of outstanding debts and upholds its commitment to sound financial management and accountability.

Revise the wording of Section 5.6 (g)

g) **Refunds:** Refunds can be applied for by submitting the prescribed form , however if it is found that there is an outstanding debt owed by the same debtor, a refund must not be provided until all of the outstanding debt is paid in full, unless otherwise approved by an authorised officer.

and replace with

g) **Disbursements:** Applications for refunds or reimbursements, including the submission of invoices, can be made by submitting the relevant paperwork. However, if it is found that there is an outstanding debt owed by the same debtor, a disbursement must not be made until all outstanding debts are paid in full, unless otherwise approved by an authorised officer.

**Recommendation:**

That Council approve the proposed amendment to the Debtor Management Policy to include a provision addressing payments requested by customers with outstanding debts being withheld until those debts are paid in full.

**Risks:**

Risk	Description of likelihood & consequences
Financial	This amendment is expected to have a positive financial impact by reducing the likelihood of non-recovery of debts.

**Policy and Legislative Compliance:**

*Local Government Act 2009*

*Local Government Regulation 2012*

**Budget / Funding (Current and future):**

N/A

**Timelines / Deadlines:**

N/A

**Consultation (Internal / External):**

Lead Rates & Utilities Billing Officer

Lead Accounts Processing Officer

**Strategic Asset Management Implications:**

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

N/A

**Acronyms:**

Acronym	Description
Nil	Nil

**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

4.7 Transparent government

**Supporting Documentation:**

1 [↓](#) 2025-2026 - Debtor Management Policy - Adopted  
SMB/06.2025/16

P25/15

**Report authorised by:**

Director - Corporate Services

## COUNCIL POLICY



Document Control	
Policy Title	Debtor Management Policy
Policy Number	P25/15
Function	Rates & Utilities Billing; and Accounts Processing
Responsible Position	Chief Financial Officer
Supersedes	P24/23 P20/24 P24/16
Proposed Review Date	March 2026

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1		19 June 2025	OM/11.2023/22

## 1. Purpose

This policy establishes a clear framework for the timely and equitable recovery of all monies owed to Maranoa Regional Council. It aims to ensure the timely, efficient, and consistent collection of debts while treating debtors fairly and with due consideration of genuine financial hardship.

## 2. Scope

This policy applies to all categories of debt owed to Maranoa Regional Council, including:

- Rates and charges – Overdue property rates and associated charges (e.g. general rates, service charges, levies).
- Utility accounts – Overdue Council-operated utility fees, specifically natural gas supply charges.
- Sundry and commercial debtors – Any other debts to Council (e.g. fees for services, permits, facility hire, licences, fines, recoverable works, etc.) policy applies to any person, group or
- Residential tenancy debts – Rent or other amounts owing to Council under residential tenancy agreements (e.g. Council-owned housing), subject to tenancy legislation.
- Avdata-managed debts – Charges managed through Avdata's billing system (e.g. airport landing fees, water standpipe usage and wash-down facility fees) that become overdue.

All Council departments and officers involved in billing and debt recovery must adhere to this policy.

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## 3. Definitions

<b>Council</b>	Maranoa Regional Council
<b>Sundry Debt</b>	Any debt owed to Council other than Rates & Charges
<b>1<sup>st</sup> Reminder Letter</b>	Letter attaching copy of outstanding Tax Invoice and advising debtor that account is overdue. Allowing an additional five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council.
<b>Demand Letter</b>	Letter advising debtor that account remains overdue and allowing an additional five (5) business days from the date of the letter to make payment or enter into an approved payment arrangement with Council or the account will be placed on Stop Credit and Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings
<b>Final Demand Letter</b>	Letter advising debtor that account remains overdue and allowing an additional five (5) business days from date of letter to make payment or enter into an approved payment arrangement with Council The letter will also state that the account is on Stop Credit and Council may refer their account to Council's Debt Recovery Agency to commence debt collection proceedings.
<b>Payment Arrangement Acknowledgement Letter</b>	Letter acknowledging request from debtor to enter into a payment arrangement.
<b>Payment Arrangement Options Form</b>	Form is sent to debtor with payment arrangement acknowledgement letter for the debtor to complete and return to Accounts Processing within five (5) business days.
<b>Payment Arrangement Acceptance Letter</b>	Letter sent to debtor advising that payment arrangement submitted has been accepted with confirmation of details regarding payments.
<b>Payment Arrangement Default Letter</b>	Letter sent to debtor advising that the payment arrangement that was accepted by Council has not been adhered to by them. They must contact Council to make arrangements within five (5) business days).

## 4. Statement

Maranoa Regional Council is committed to diligently pursuing all outstanding debts in a manner that is fair, ethical and compliant with relevant laws. In applying this policy, Council will be guided by the following principles

- Responsibility and transparency:** Council has a responsibility to recover monies owing in a timely manner to fund services and maintain cash flow. It will make clear to debtors their obligations and the steps Council will take to recover overdue amounts.
- Consistency and equity:** All debtors will be treated fairly and consistently under this policy, with like cases handled in like manner and without favour.
- Efficiency and cost-effectiveness:** Recovery processes will be designed to be simple, clear and cost-effective, aiming to minimise the level of outstanding debt while avoiding unnecessary administrative burden.
- Flexibility for hardship:** Council will show due respect and compassion to those experiencing genuine financial hardship. Debtors who demonstrate sincere willingness to pay down their



## COUNCIL POLICY



debts will be given reasonable opportunity (such as payment plans or deferred arrangements) to rectify their debt.

- e) **Accountability and good governance:** Recovery actions will comply with all legal requirements and Council policies. Appropriate approvals will be obtained for significant enforcement actions or write-offs to ensure oversight, while delegated authority is used to manage routine matters efficiently.

## 5. Policy

### 5.1. Rates and Charges

Rates and charges are levied under the authority of the *Local Government Act 2009* and become overdue if not paid by the day after the due date on the rate. Council will impose on overdue rates and charges, interest at the rate adopted by Council each financial year in accordance with section 133 of the *Local Government Regulation 2012*. Interest accrues on a daily basis on all overdue rates and charges, until the overdue amount is paid in full.

Recovery actions for overdue rates and charges will typically proceed in stages:

- a) **Reminder Notices:** If rates remain unpaid 14 days after the due date (and no approved payment arrangement is in place), Council will issue a First Reminder Letter. If the account is still not settled by the end of this extension, a Second Reminder or Final Notice will be sent, typically by domestic tracking post, giving a further grace period (e.g. another 14 days) to pay or arrange payment. The final notice will warn that failure to respond will result in further recovery action.
- b) **Payment Arrangements:** Council encourages any ratepayer unable to pay by the due date to contact Council to discuss a payment arrangement as early as possible. Where appropriate, staff (under delegated authority) may approve a periodic payment plan to clear the rates debt over an agreed timeframe. Such arrangements should generally ensure the debt is cleared within the current billing period or a reasonable period and may require an initial payment. Interest will continue to accrue during the arrangement unless Council grants a concession or remission as per its hardship provisions (which can include interest relief in extenuating circumstances). If a ratepayer with an arrangement fails to meet the agreed payments, Council may issue a default letter (giving 7 days to catch up) or may issue a cancellation letter (advising that the arrangement has been cancelled) depending on payment circumstances. Once a payment arrangement has been cancelled, recommencement of debt recovery action will apply.
- c) **External Collection Agency Referral:** If the overdue rates remain unpaid after Council's final notice period has expired, Council may refer the debt to an external debt recovery agent. At this stage, the debt collection agency (or Council's solicitors engaged via the agency) will typically issue a formal letter of demand to the ratepayer on Council's behalf. This demand will usually set a final deadline (e.g. 14 days) for payment or arrangement and advise that legal action may commence if not resolved.
- d) **Sale of Land for Rate Arrears:** In cases of long-standing rate arrears, Council will use the remedies available under the Local Government Act and Regulation to recover unpaid rates by selling the property. If rates or charges on a property remain unpaid for the period specified in

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legislation (currently 3 years for most properties), Council may begin the statutory procedure to recover the overdue rates through sale of the land. Affected ratepayers are given final warning of the impending sale and ample opportunity to pay the arrears to avoid losing their property.

Throughout the recovery process for rates and charges, Council staff will remain mindful of ratepayers' rights and circumstances. Council will comply with all relevant provisions of the *Local Government Act 2009* and Local Government Regulation 2012 governing rate recovery, interest, legal proceedings and sale of land. At any point, if a ratepayer facing genuine hardship comes forward, Council may consider hardship concessions or alternative arrangements in line with Council's Hardship Policy or the delegated authority of the CEO under LGA 2009 to grant relief (e.g. deferment of due date, waiving of interest) on a case-by-case basis.

## 5.2. Utility (Natural Gas) Charges

Council operates a reticulated natural gas supply for which it levies utility charges on customers. Unpaid gas charges will be recovered using a firm but fair process that includes early intervention and the option of service disconnection for non-payment, in accordance with relevant energy legislation (e.g. *Gas Supply Act 2003 (Qld)* and *National Energy Retail Law (Qld)*) and consumer protection guidelines.

Key steps for overdue gas accounts are:

- a) **Initial Reminder:** Once the due date for a gas account has passed without full payment (and no payment plan in place), Council will issue a First Reminder Letter to the customer. This notice gives the debtor a short grace period (e.g. 7 days from the letter date) to pay the outstanding gas charges in full or to contact Council to enter an acceptable payment arrangement.
- b) **Disconnection Warning:** If the account remains unpaid after the first reminder period, Council will issue a Disconnection Notice (often called a second reminder or final notice for utilities) to the debtor. This letter usually allows another 7 day period for payment or arrangement and specifically informs the customer of the scheduled disconnection date if the overdue amount is not paid. Council will make reasonable attempts to contact the customer (e.g. via telephone or SMS) during this warning period to advise of the impending disconnection and to encourage payment or negotiation of a payment arrangement. *(Note: Council will also consider any obligations under the Home Energy Emergency Assistance Scheme or similar programs and will not disconnect certain vulnerable customers without complying with applicable guidelines.)*
- c) **Service Disconnection:** If the required payment is still not received by the expiration of the disconnection warning period, Council will proceed to disconnect the natural gas supply to the property for non-payment. The disconnection notice will outline the steps the customer must take to have service reconnected. Reconnection will only occur after the customer has paid all outstanding charges in full, including the overdue gas charges and any applicable disconnection/reconnection fees. (If a payment arrangement is agreed upon instead of full payment, Council may at its discretion reconnect once a substantial initial payment is made and the arrangement is formalised.)

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- d) **Final Account and Further Recovery:** After disconnection, the customer will be issued a Final Natural Gas Account (a closing bill) that itemises all charges up to the disconnection date, including any fees or penalties. The customer will typically have 30 days from issue of the final account to pay the amount due. If the final account remains unpaid after this period (with no arrangement made), Council will send a Final Demand Letter to the debtor reminding them of the debt and cautioning that the matter may be referred to Council's debt collection agency or legal recovery if not resolved promptly. After a short additional grace period (e.g. 7 days from the final demand), Council may refer the debt to its Debt Recovery Agent for collection. The external agent will then issue a written demand for payment and, if necessary, recommend legal action to Council for recovery of the outstanding utility charges.
- e) **Denial of New Connections:** A debtor who has had their gas supply disconnected for non-payment will not be permitted to open a new gas account or connect gas at another property in the Council's network until their previous debt is cleared. If a customer with an outstanding gas debt (even one that was written off as uncollectable) requests a gas connection at a new address, they will be required to pay the full amount of any past unpaid charges before the new connection is approved.

Throughout the utility debt recovery process, Council will have regard to any applicable energy industry regulations and consumer protection legislation. Council's actions (including disconnection) will be undertaken in compliance with the Gas Supply Act 2003 (Qld) and the National Energy Retail Law (Qld) where applicable, as well as the Australian Competition and Consumer Commission (ACCC) Debt Collection Guideline to ensure ethical conduct. Customers facing genuine financial difficulty with utility bills are encouraged to contact Council to discuss their circumstances; Council may offer extensions, payment arrangements, or information on State government concession programs as appropriate in line with the hardship principles of this policy.

### 5.3. Sundry and General Debtors

"Sundry debts" refer to all other amounts owing to Council that are not rates or utility charges – for example, fees for services or facilities, permits and licenses, commercial contracts, recoverable works charges, infringements, rents for non-residential agreements, or any other general accounts receivable. These debts are typically recorded via Council invoices with specified payment terms (often 30 days from invoice date, unless stated otherwise). Council will manage sundry debtor accounts to ensure timely collection and will pursue overdue amounts systematically while maintaining good customer relationships and allowing flexibility where warranted.

The recovery process for sundry debts is as follows:

- a) **Invoices and Credit Terms:** Council will issue an invoice or statement for all sundry charges, with clear payment due dates and acceptable payment methods. By accepting Council services or entering agreements, debtors are expected to pay invoices by the due date and organise their affairs to meet their obligations in a timely way. In some cases, Council may require upfront payment or a bond/deposit (for example, if the debtor has a poor credit history or no established account with Council). Where credit is extended (allowing payment after



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- service delivery), it is done so in line with Council's Granting of Credit Policy and with an understanding that overdue accounts will be actively managed under this policy.
- b) **Initial Overdue Reminder:** If a sundry debtor fails to pay by the invoice due date, Council will generally issue a 1st Reminder Notice soon after the account becomes overdue. This first reminder is typically a polite notice attaching a copy of the outstanding invoice and advising the debtor that payment is now overdue. It will give a short extension (e.g. 5 business days from the letter) for the debtor to settle the account or to contact Council to discuss payment arrangements.
  - c) **Final Reminder / Demand:** If the debt remains unpaid after the first reminder period, Council will send a Demand Letter to the debtor. This letter advises that the account is seriously overdue and gives another 5–7 business days to make payment or enter into an approved payment arrangement with Council. The correspondence will clearly state that failure to respond will result in further recovery action, such as referral to a debt collection agency or legal proceedings. **Stop-Credit:** Once the final demand is issued, Council will place the debtor on "stop credit," meaning no further goods, services or credit will be provided to the debtor until the outstanding amount is paid or an arrangement is in place.
  - d) **External Recovery Action:** If, after the final notice deadline passes, the debt remains unpaid (and the debtor has not made acceptable arrangements), Council will escalate the matter externally. The account may be referred to Council's debt collection agency or solicitor for further action. The debtor will incur any additional costs associated with this collection process if allowed by law or contract. Council will suspend further direct communication with the debtor once an account is handed over, to avoid confusion; the debtor will liaise with the collection agency regarding payment.
  - e) **Legal Proceedings:** For sundry debts that remain unpaid even after debt collection efforts, Council may proceed to legal recovery through the courts. This step is generally reserved for substantial debts or where other methods have failed. Factors such as the amount owing, the debtor's capacity to pay, and the likelihood of successful recovery will be considered before commencing litigation. Council may initiate legal action (e.g. a claim in the Magistrates Court or QCAT for smaller debts) upon the recommendation of its debt collection agency or the approval of the Chief Financial Officer.
  - f) **Debts Deemed Unrecoverable (Write-off):** At any point, if a sundry debt is assessed as uneconomical to pursue or legally unenforceable, it may be classified as a doubtful debt and eventually written off (see "Delegations and Write-Offs" below for criteria and authorisations). Even if a debt is written off for accounting purposes, the Council reserves the right to reinstate the debt and seek recovery if the circumstances change.

Throughout the sundry debt recovery process, Council staff will adhere to the ACCC Debt Collection Guidelines (which emphasise ethical practices and avoidance of harassment or coercion) and the Privacy Act/Information Privacy Act regarding debtor information. Council will also ensure compliance with any specific legislative provisions governing certain types of sundry debt (for instance, fines might have prescribed processes under other legislation).

Debtors are encouraged to communicate with Council if they anticipate difficulty in paying, as Council is willing to negotiate reasonable repayment plans to avoid the need for enforcement. Once an

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agreeable payment plan is in place and being met, further recovery actions will be suspended. If a debtor defaults on a payment arrangement without explanation, Council will typically issue a default notice (giving a short period to catch up) and if unmet, cancel the arrangement and proceed with the next recovery step (e.g. referral to collection).

### 5.4. Residential Tenancy Debts

Where the debt owed to Council arises from a Residential Tenancy, recovery will be handled in accordance with this policy in addition to the requirements of the residential tenancy legislation. Council acknowledges that the *Residential Tenancies and Rooming Accommodation Act 2008* (Qld) (and associated regulations) govern the landlord-tenant relationship. If any provision of this Debt Recovery Policy conflicts with the residential tenancy laws, the statutory tenancy provisions will take precedence.

Former tenants with outstanding rental debts may be ineligible for future tenancy with Council until the debt is paid. This policy's hardship considerations also apply – Council may agree to a repayment plan for a tenant in arrears to avoid eviction, or for a former tenant to gradually pay off a debt, if the tenant actively engages and demonstrates genuine effort. All debt recovery actions in this area will be carried out in compliance with the *Residential Tenancies and Rooming Accommodation Act 2008* and associated regulations, ensuring tenants' rights (such as proper notice and dispute resolution) are upheld.

### 5.5. Avdata-Managed Facility Debts

Council utilises Avdata Australia for automated billing of certain facility usage, notably Council-owned airports (landing fees and airport usage charges), water standpipes, and wash-down bay facilities. Under this arrangement, Avdata issues invoices to users and collects payments on Council's behalf for these services.

The following policy applies to debts arising from Avdata-managed accounts:

- a) **Avdata Billing Service:** Avdata will invoice facility users directly for charges incurred (e.g. aircraft landing fees, kilolitres of water from a standpipe, etc.) and provide payment avenues. Avdata monitors payments and sends its own reminders to users. Typically, Avdata will pursue the account for up to 90 days from the invoice date. During this period, the debt remains Avdata's responsibility to manage (as Council's billing agent) and they will attempt to collect the fees.
- b) **Transfer to Council at 90 Days:** If an Avdata-issued invoice remains unpaid beyond 90 days, the outstanding debt is referred back to Council as the asset owner. Council will then integrate the debt into its sundry debt recovery process.

### 5.6. Delegations and Write-Off Authority

Council recognises the need to balance operational efficiency with appropriate governance oversight in the debt recovery process. Certain recovery actions and decisions – particularly the write-off of debts deemed unrecoverable – are subject to financial delegation limits. The following delegations



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are established (in accordance with section 257 of the Local Government Act 2009 and Council's financial management practices) for approving recovery actions or writing off bad debts:

- a) **Routine Recovery Actions:** Council officers are authorised to carry out the routine steps of debt recovery (issuing reminder letters, contacting debtors, making payment arrangements, referring matters to collection agents) as outlined in this policy without needing case-by-case approval, provided they adhere to the policy and any relevant procedures. The Chief Executive Officer (CEO) delegates day-to-day administration of debt recovery to the respective responsible officers (e.g. Rates and Utility Billing Officer for rates/gas, Accounts Receivable Officer for sundry debts) under the oversight of the Chief Financial Officer (CFO) or Director.
- b) **Payment Arrangements Approval:** The CEO (or delegate) has authority to approve payment plans proposed by debtors to clear outstanding amounts. This delegation allows staff to quickly implement repayment plans for most debts. All arrangements must be documented and monitored, and if a debtor defaults on an arrangement, staff should escalate the matter in line with the policy (with authority to cancel arrangements and resume recovery after giving notice).
- c) **Authority to Commence Legal Action:** The Chief Executive Officer and his/her delegates (e.g. CFO, or Director, as specified in Council's delegations register) are authorised to initiate legal recovery proceedings for debts.
- d) **Write-Off of Bad Debts:** When debts are assessed to be unrecoverable despite exhaustive efforts (for reasons such as the debtor's insolvency, death, inability to locate, expiration of statutory limitation period, or disproportionate cost of recovery), they may be written off from Council's accounts. Only authorised officers may approve write-offs, up to defined limits, as contained within the Financial Delegations Register. The following write-off authority limits apply (per debtor, per debt) in line with best practice in Queensland councils:
  - o The Chief Executive Officer (or delegate) is delegated authority to write off amounts up to \$10,000 per debtor.
  - o Debts greater than \$10,000 per debtor can only be written off by Council resolution. In such cases, a report will be presented to Council detailing the debt and the reasons it is considered unrecoverable, and Council may resolve to write off the debt (in full or part) or direct further action.

These limits ensure that routine small write-offs (for example, minor balances or cases where the debtor cannot be found) can be handled administratively, whereas significant financial losses are given due consideration by the elected Council. It is noted that writing off a debt does not extinguish the debt legally or prevent Council from re-attempting recovery in the future if circumstances change.

- e) **Interest and Penalty Remissions:** The CEO (under LGA 2009 s257 delegation) or a delegated officer may approve the remission (waiver) of accrued interest or other penalty charges on outstanding debts in certain justified cases, such as approved financial hardship situations or administrative errors.
- f) All **delegations** mentioned in this section are formalised through Council's Register of Delegations (administrative and financial). The CEO may sub-delegate powers to appropriate

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staff in writing, consistent with the Local Government Act. Council may review these delegation thresholds from time to time to ensure they remain appropriate.

- g) **Disbursements:** Applications for refunds or reimbursements, including the submission of invoices, can be made by submitting the relevant paperwork. However, if it is found that there is an outstanding debt owed by the same debtor, a disbursement must not be made until all outstanding debts are paid in full, unless otherwise approved by an authorised officer.

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**COUNCIL POLICY****6. Related Policies and Legislation**

- Queensland Local Government Act 2009
- Queensland Local Government Regulation 2012
- Residential Tenancies and Rooming Accommodation Act 2008
- Residential Tenancies and Rooming Accommodation Regulation 2009
- Gas Supply Act 2003 (Qld)
- National Energy Retail Law (Qld) Act 2014
- Fire and Emergency Services Act 1990
- Australian Competition and Consumer Commission Debt Collection Guidelines
- Privacy Act 1988
- Queensland Information Privacy Act 2009
- Revenue Policy 2025/26
- Revenue Statement 2025/26



## **OFFICER REPORT**

**Meeting:** Ordinary 28 August 2025

**Date:** 20 August 2025

**Item Number:** 13.1

**File Number:** D25/83630

**SUBJECT HEADING:** Maranoa Christmas Street Party 2025

**Classification:** Open Access

**Officer's Title:** Lead Local Development Officer

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### **Executive Summary:**

The Maranoa Christmas Street Party is an anticipated event in the Maranoa. It is proposed the 2025 Christmas Street Party take place on Thursday, 4 December from 5pm-8.30pm along McDowall Street between Hawthorne Street and Charles Street.

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

That Council:

1. Host the 2025 Maranoa Christmas Street Party on Thursday, 4 December 2025.
2. Approve McDowall Street to be closed from Hawthorne Street to Charles Street from 2.30pm to 10pm on Thursday, 4 December 2025.
3. Seek additional sponsorship opportunities for the 2025 Maranoa Christmas Street Party.
4. Authorise the Chief Executive Officer, or delegate, to sign funding applications and/or funding agreements relative to the 2025 Maranoa Christmas Street Party, as applicable.
5. Form an organising committee comprising of Councillor representatives to include Councillor/s X, Council staff, community and business representatives.
6. Coordinate a Shop Local campaign, that is drawn in the week before Christmas.
7. Coordinate a Christmas luncheon.

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

Approval required from Council regarding the date, location and planning for the 2025 Maranoa Street Christmas Party.

### **Background (*Including any previous Council decisions*):**

In partnership with local businesses and community organisations, Council hosts the Maranoa Christmas Street Party annually. The event has been very well supported by the community with thousands of attendees each year. As per previous years, an organising committee assisted with the preparations for the Christmas Street Party.

The committee convened fortnightly from September through to December and provided great insight and perspective from a community and business point of view.

Last year, McDowall Street was closed from Hawthorne Street to Charles Street with market stalls, activity stalls and food vendors participating. Free professional Santa photos and amusement rides were offered to the community.

In previous years, activities such as the Battle of the Build and Eating Competition have been sponsored by local businesses with money raised going to charities.

In the lead up to Christmas, a Shop Local Campaign was coordinated with regional prizes up for grabs.

Similarly, last year Council delivered a Christmas Luncheon. This was a free event and open to anyone in the community, especially those that may be alone over the festive season or would like to share a Christmas meal with others. The luncheon featured Santa, live music and a meal for all.

#### **Options Considered:**

When planning the Christmas Street Party, Council staff consider several important aspects, including selecting a location such as McDowall Street or the Big Rig, setting dates, organising activities, promoting shop local campaigns and securing sponsors.

#### **Recommendation:**

There is strong support for the Maranoa Christmas Party to continue. It is a wonderful opportunity for residents to come together and celebrate Christmas in the Maranoa whilst also providing economic benefit to local business.

It is recommended Council host 2025 Maranoa Christmas Street Party in collaboration with the community and local business owners and seek sponsorship opportunities for the event to assist with associated expenses.

Additionally, it is recommended Council collaborate with businesses and organisations across the region to coordinate a shop local campaign.

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#### **Risks:**

Risk	Description of likelihood & consequences
N/A	

#### **Policy and Legislative Compliance:**

N/A

**Budget / Funding** *(Current and future):*

WO 25277.4047 – Maranoa Christmas Street Party – Approximately \$30,000 has been allocated to the event, including staff wages.

It is proposed Council seek additional sponsorship and donations to assist with expenses associated with delivering the event and to deliver a Shop Local campaign.

**Timelines / Deadlines:**

To organise all aspects of the event before Thursday, 4 December 2025.

**Consultation** *(Internal / External):*

Director – Roma

Overseer – Roma

Local Development Officers

Parks & Gardens team members.

**Strategic Asset Management Implications:**

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

N/A

**Acronyms:**

Acronym	Description
N/A	

**Addition to Operational or Corporate Plan:**

Plan Description	Yes / No
Operational	Inclusivity Encourage and build connection and participation through the delivery of events and programs across the region.
Corporate	Inclusivity 5.2 Cultural diversity and social inclusion 5.4 Community Pride 5.6 Youth development and engagement

**Link to Corporate Plan:**

Corporate Plan 2023-2028

Corporate Plan Pillar 5: Inclusivity

5.4 Community pride

**Supporting Documentation:**

Nil

**Report authorised by:**

Director Roma

## **OFFICER REPORT**

**Meeting:** Ordinary 28 August 2025

**Date:** 14 August 2025

**Item Number:** 14.1

**File Number:** D25/82069

**SUBJECT HEADING:** Endorsement of Community Grants and Events Assistance Policy and Sponsorship Policy

**Classification:** Open Access

**Officer's Title:** Lead Local Development Officer

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### **Executive Summary:**

The Community Grants and Events Assistance Policy and the Sponsorship Policy have undergone a review to improve clarity, streamline application processes, and ensure alignment with Council's strategic priorities.

This report seeks Council endorsement of the two policies, which will provide a clear and consistent framework for the ways Council can support community groups with their projects and events.

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

That Council:

1. Adopt the Community Grants and Events Assistance Policy.
  2. Adopt the Sponsorship Policy.
  3. Approve the reopening of the Community Grants program for applications following adoption of these policies.
  4. Authorise the Chief Executive Officer, or delegate, to make any minor administrative amendments to these policies as required.
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### **Context (*Why is the matter coming before Council?*):**

The **Community Grants and Events Assistance Policy** and the **Sponsorship Policy** guide the allocation of Council funding to community groups, events, and sponsorship initiatives. The review process was initiated to:

- Clarify eligibility requirements and assessment criteria.
- Ensure alignment with Council's corporate and operational priorities.
- Provide a more user-friendly application process for community organisations.

Timely endorsement of the policies will allow Council staff to reopen the Community Grants program.

### **Background (*Including any previous Council decisions*):**

- December 2020 – Council resolved to adopt a Community Grants & Non-Financial Assistance Policy. The adopted Policy was used in conjunction with the Grants & Non-Financial Assistance Guide and aligning application forms.
- No adopted Sponsorship Policy.

- February 2023 - Council resolved to adopt Community Grants, Non-Financial Assistance & Sponsorship Policy.
- June 2024 – Council resolved to undertake a review of the Community Grants, Non-Financial Assistance and Sponsorship Policy at an upcoming briefing. And to develop a new policy that reflected partnerships with organisations that bring widespread benefit to the community.

**Amendments include:**

- Separation of Community Grants and Events Assistance Policy and creation of Sponsorship Policy.
- Eligibility criteria:
  - o Specifically, **removal of Commercial entity** – commercial entities cannot apply for Council assistance to host programs/services.
  - o Change wording: Organisations which have the capacity to self-fund the project/event, unless they can clearly demonstrate a compelling reason for applying for Council funding despite having the capacity to fund it themselves.
- Community Grants:
  - o Removed the 'Community Grants' category.
  - o Small grants increased to \$5,000 – no co-contribution required but favoured.
  - o Major grants increased \$5,001-\$20,000 – 50% co-contribution from applicants required.
  - o Category renaming: *Community Events* to *Community Programs and Services*.
  - o Focus of grants changed to facility upgrades, equipment purchases, community workshops, local programs.
  - o Application forms have been simplified.
- Creation of Events Assistance Program – to better support local events and streamline funding. 4 rounds per year and closing dates include 31 Jan, 30 April, 31 July, 31 Oct. Funding up to \$2,000 available.
- Sponsorship Policy:
  - o To provide guidelines on outgoing and incoming sponsorship.
  - o Ongoing sponsorship to support large-scale events (2000+ attendees, multi-day, attracts visitors outside the region. Funding \$5,000+
  - o Incoming sponsorship – partners with organisations for Council events. Formal agreements with defined benefits and reporting.

**Options Considered:**

Option 1 – Adopt the policies as presented (recommended)

- Provides a clear and consistent framework outlining the ways Council can support people and community groups with their projects and events.
- Minor formatting changes will be made before the final policy is uploaded and shared.

Option 2 – Request further amendments before adoption.

Option 3 – Do not adopt the policies.

## Recommendation:

Option 1 – Adopt the policies are presented and reopen the Community Grants Round 2 2025/26.

## Risks:

Risk	Description of likelihood & consequences
Lack of clear framework for supporting community groups	Impact: Confusion among community organisations about what support is available and how to apply. Mitigation: Endorsement of updated policies provides a consistent, transparent framework.
Inconsistent decision-making	Impact: Without clear policies, support may be provided in ad hoc or inequitable manner. Mitigation: Policies outline eligibility, criteria, and processes to guide consistent decisions.

## Policy and Legislative Compliance:

These two policies will supersede the current Community Grants, Non-Financial Assistance and Sponsorship Policy.

## Budget / Funding (*Current and future*):

N/A

## Timelines / Deadlines:

**If Policy approved**, revised Community Grants (Round 2, 2025/26) will reopen for community groups from **Monday 1 September to Friday 31 October 2025**. Notification to groups regarding the outcomes of their application will be early December.

## Consultation (*Internal / External*):

Local Development Officer team  
Director - Regional Development, Environment & Planning  
Manager – Regional Facilities  
Manger – Building and Planning

## Strategic Asset Management Implications:

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

N/A

**Acronyms:**

Acronym	Description
N/A	

**Addition to Operational or Corporate Plan:**

Plan Description	Yes / No
Operational	<Provide details>
Corporate	<Provide details>

**Link to Corporate Plan:**

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.5 Good governance framework

**Supporting Documentation:**

- |   |           |
|---|-----------|
| 1 <a href="#">↓</a> Community Grants and Events Assistance Policy - August 2025 - DRAFT PDF | D25/83482 |
| 2 <a href="#">↓</a> Sponsorship Policy - DRAFT PDF  | D25/83536 |

**Report authorised by:**

Director - Regional Development, Environment & Planning



## COUNCIL POLICY



Document Control	
Policy Title	Community Grants and Events Assistance Policy
Policy Number	
Function	Local Development & Community Events
Responsible Position	Local Development Officers
Supersedes	Community Grants, Non-Financial Assistance & Sponsorship Policy
Review Date	August 2026

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1			
2			

## 1. Purpose

Maranoa Regional Council supports community development by offering a range of assistance to eligible not-for-profit organisations and individuals. This includes grants, events assistance, non-financial assistance, sponsorship, the Regional Arts Development Fund, and Community Support Funding to help deliver projects and programs that benefit the Maranoa region.

This policy provides the framework for support, including who is eligible, the types of funding available, and how applications are assessed.

*Note: Details about Council's Sponsorship Program are outlined in the separate Sponsorship Policy.*

## 2. Scope

Council aims to support events, programs and infrastructure projects that:

- Enhance community wellbeing and liveability through social connections, active opportunities, and accessible spaces.
- Drive economic development and attract residents to the region.
- Promote financial sustainability for community organisations.
- Encourage partnerships and long-term planning.
- Protect and enhance the region's natural assets.

## Need Help?

Before starting your application, we recommend contacting your Local Development Officer (LDO).  
Email: [ldo@maranoa.qld.gov.au](mailto:ldo@maranoa.qld.gov.au) Phone: 1300 007 662. Your LDO can:

- Help you understand which funding category applies to your project or event.
- Assist in preparing your application.
- Guide you through the application process.

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### Funding Allocation

Council allocates a fixed budget for Community Grants, Events Assistance and Non-Financial Assistance based on the following governing principles:

- Transparency: Open and fair assessment process.
- Accessibility: Equal opportunity for all eligible applicants.
- Accountability: Clear guidelines and compliance measures.

### Eligibility Criteria

To be eligible, organisations must:

- Be a local not-for-profit entity whose services and programs directly benefit and/or support the residents of the Maranoa region; or
- Be a local group, whose services and programs directly benefit and/or support the residents of the Maranoa region, that is auspiced by a not-for-profit legal entity; or
- Be a not-for-profit entity based outside the Maranoa region which can demonstrate that the project / activity is being delivered within the Maranoa region and provides direct benefit to the residents of the Maranoa region; or
- Have met acquittal conditions for any previous Council funding.
- Have appropriate insurance/s and adhere to sound Workplace Health and Safety practices.

### Ineligible applicants and activities include, but are not limited to:

- Events, programs or activities run solely for commercial profit.
- Applications where Council funds will be donated to another cause (e.g. charity events).
- Organisations formed under the umbrella of a political party or that may have an affiliation with a political party.
- Private individuals where the event, program or activity is of a private or personal nature.
- Activities, events or programs that contravene Council's existing policies or do not align with Council's strategic direction.
- Organisations which have the capacity to self-fund the project/event, unless they can clearly demonstrate a compelling reason for applying for Council funding despite having the capacity to find it themselves.
- Events, programs or activities which are scheduled to occur prior to the funding round closing date or during the associated assessment and approval period.
- Reimbursement of money already expended or activities which have commenced prior to funding being approved.
- Applications which fund:
  - Wages or salaries for staff.
  - Catering (e.g. food, drinks, refreshments).
  - Recurrent costs with day-to-day operations of a community group.
  - Retrospective funding.

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- Equipment or other expenditure that is personal or of personal gain.
- Part of or all Council rates.
- Items that would otherwise be funded by Government bodies.

The level of priority is dependent on previous support provided by Maranoa Regional Council.

### Assistance Categories

Council provides various forms of assistance to community groups in need of support.

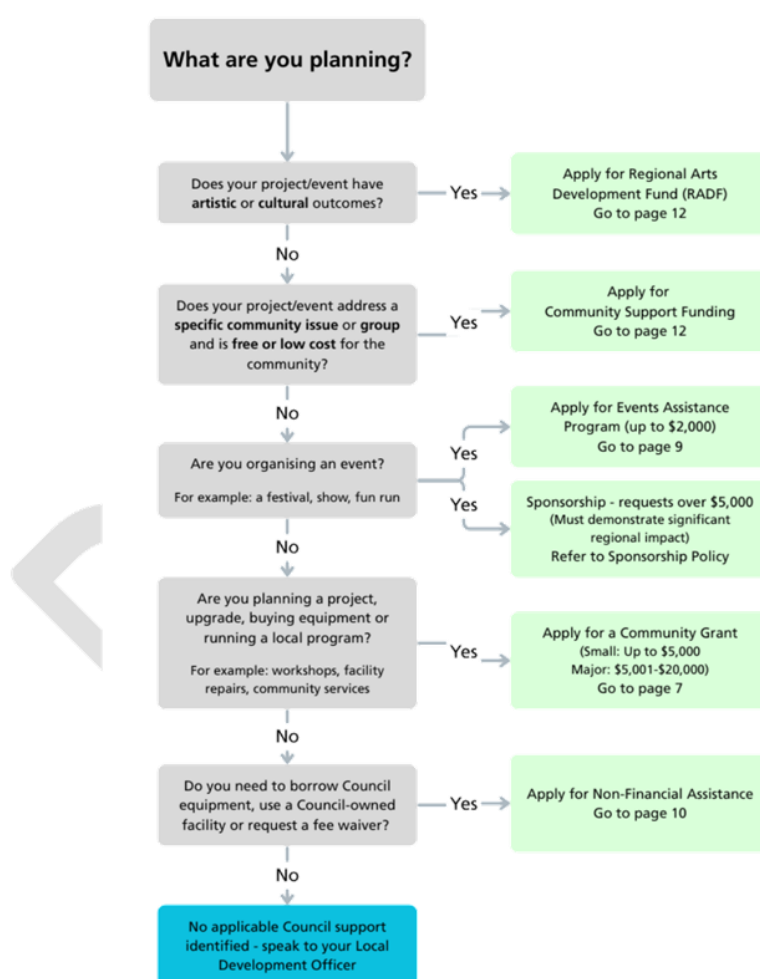
Program	Purpose	Funding / Support Available	Timing	More info
Community Grants Program	To help organisations deliver improvements, services, or programs that benefit the community. E.g. facility upgrades, equipment, community workshops, or local programs.	Small Grants: Up to \$5,000 Major Grants: \$5,001 - \$20,000	Two funding rounds per financial year	See page 7
Events Assistance Program	To help cover costs like event setup, promotion, equipment hires, or venue expenses to run community events (e.g. festivals, shows, cultural or sporting events).	Up to \$2,000 per application	Four funding rounds per financial year.	See page 9
Non-Financial Assistance	If you need to borrow items like tables and chairs, use a Council space, or request a waiver for development or food licence fees for your event or project.	Up to \$5,000: assessed by Council Officer, reviewed by Director. Over \$5,000: reviewed by Council at a Council meeting.	Applications accepted year-round.	See page 10
Ongoing Assistance	For groups that need regular or extended access to Council resources over a period of time.	Up to \$5,000: assessed by Council Officer, reviewed by Director. Over \$5,000: reviewed by Council at a Council meeting.	Applications accepted year-round.	See page 11
Sponsorship	A one-off financial contribution to deliver a major community event or program that must formally acknowledge Council's support.	As per Council's Sponsorship Policy	Refer to Sponsorship Policy	See Sponsorship Policy on Council website.

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Community Support Officer Funding	Designed to provide assistance for projects, events or resources that address specific community issues or support targeted groups.	Speak to the Community Support Officer to discuss options.	Four funding rounds per financial year.	See page 12
Regional Arts Development Fund	To support artists in regional Queensland to deliver quality arts and cultural projects with local communities.	Funding available for up to 65% of total project cost.	Open all year round.	See page 12

## Which Council support should you apply for?





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### How to Apply

- Talk to your Local Development Officer to confirm the best program for your project or event.
- Download the correct form:
  - Community Grant application form (Minor or Major)
  - Events Assistance
  - Non-Financial Assistance / Ongoing Assistance
  - Sponsorship
  - Community Support Funding
  - Regional Arts Development Fund
- Prepare supporting documents – e.g. quotes, insurance, and approvals (if required).
- Submit by email or in person before the deadline.

### Assessment Process

Applications are assessed based on:

- **Community benefit:** The project's impact on residents.
- **Aligning with grant categories:** Fit within funding priorities.
- **Financial need:** Demonstrated inability to self-fund.
- **Community and business partnerships:** Evidence of collaboration.
- **Feasibility and sustainability:** The applicant's capacity to complete the project.
- **Budget transparency:** A realistic and detailed financial plan.

### Assessment is conducted by:

- Community Grants: Grants Assessment Panel (Senex Energy and Council) and endorsed by Council.
- Event Assistance Program: Reviewed by Council Officer and endorsed by Council.
- Non-Financial Assistance and Ongoing Assistance: Requests up to \$5,000 reviewed by Council Director. Requests above \$5,001 are reviewed by Council.
- Regional Arts Development Fund: Reviewed by RADF committee, endorsed by Council.
- Community Support Funding: Reviewed by Council Officer, endorsed by Council.

Unsuccessful applicants may appeal by submitting a written request to the Chief Executive Officer outlining the grounds for appeal. Appeals can be emailed to [council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)

### Acquittal and Acknowledgement

- Successful Community Grant applicants must sign an Acceptance Agreement within 10 working days.
- Successful Community Grant and Sponsorship applicants must report back to Council on how funds were used (acquittal) within 8 weeks of project completion.
- If you receive any form of Council assistance, Council must be acknowledged in event promotions. Please liaise with your Local Development Officer regarding the best way to acknowledge Council's support. Ways include:

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- Verbal acknowledgement of Council's support during the event.
- Invitation to the Mayor and Councillors to attend and/or speak during the event.
- Social media or newsletter mentions recognising Council's contribution.
- Display of signage or banners provided by Council.

**Your Application**

Use the following checklist to assist in preparing and submitting a complete and eligible application.

<b>Is your organisation eligible to apply for assistance?</b>	<input type="checkbox"/> Does your organisation meet the eligibility criteria outlined on page 2 of this policy? <input type="checkbox"/> Are you eligible for the assistance category you're applying for?
<b>Have you gathered the necessary event / project information?</b>	<input type="checkbox"/> Do you have the key dates for your event or project? <input type="checkbox"/> Is your event or project a one-off or annual occurrence? <input type="checkbox"/> Have you prepared a clear description of your event or project? <input type="checkbox"/> How will your event or project contribute to community needs and interests? <input type="checkbox"/> Do you know which category of assistance (e.g. grant, non-financial assistance, sponsorship) you are applying for? <input type="checkbox"/> Have you collected quotes or fee estimates for the items for which you are requesting assistance?
<b>Does your event meet the key selection criteria?</b>	<input type="checkbox"/> Have you reviewed the Key Selection Criteria outlined in this policy? <input type="checkbox"/> Can you demonstrate how your event or project aligns with community priorities and delivers positive outcomes?
<b>Prepare your application.</b>	<input type="checkbox"/> Have you clearly identified the type of assistance or services you require from Council? <input type="checkbox"/> If requesting Non-Financial Assistance, have you outlined the specific support you are seeking? <input type="checkbox"/> Have you included quotes or estimates relevant to your application?
<b>Review your application.</b>	<input type="checkbox"/> Have you consulted with your Local Development Officer to review your application and ensure all required documentation is included? To make contact with your LDO, please email <a href="mailto:ldo@maranoa.qld.gov.au">ldo@maranoa.qld.gov.au</a>
<b>Submit your application</b>	<input type="checkbox"/> Have you checked the relevant submission dates and guidelines? <input type="checkbox"/> Have you followed the correct process for lodging your application?

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## COMMUNITY GRANTS PROGRAM

Please refer to the eligibility criteria found on Page 2 of this Policy to make sure your organisation is eligible to apply for the Community Grants Program.

## Funding Categories

Applicants are required to meet the aim of at least one of the grant categories identified in the below table:

Category	Aim
Community Development	To support projects that strengthen the wellbeing, inclusion, and resilience of local communities. This includes upgrades to community facilities, purchase of essential equipment, delivery of workshops, and programs that build organisational capacity and long-term sustainability.
Community Programs & Services	To assist in the delivery of local programs, educational activities, and services that address identified needs, enhance community connections, or support priority groups within the Maranoa region. <i>E.g. a series of healthy cooking classes for seniors to improve nutrition or a youth leadership program that provides workshops, mentoring, and activities aimed at building skills and community engagement for young people.</i>
Culture & Heritage	To support the development of programs and projects which will provide opportunities to preserve and share the Maranoa region's social history and cultural heritage assets with residents and visitors.
Sport & Recreation	To improve access to sport and recreation through facility enhancements, purchase of equipment, and community-based training or participation programs that encourage active lifestyles and club development.
Environment	To support initiatives, programs and activities that protect and enhance the natural assets and promote the sustainable management of Maranoa region's natural environment and assets.
Economic Development	To assist not-for-profit organisations or business-focused community groups to deliver infrastructure or training projects that strengthen local economic activity, improve community facilities, or increase skills and employment opportunities. <i>(Note: This does not fund individual businesses.)</i>

## Funding Levels

Grant Type	Funding Scale	Council Contribution
Small Grants (Co-Funded by Senex Energy)	Up to \$5,000	Up to 100% of the total project*
Major Grants	\$5,001 - \$20,000	Up to 50% of the total project



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\*Co-contribution not required but is favoured.

Applicants may include volunteer hours as part of their project contribution, calculated at a rate of \$41 per hour. A clear and realistic breakdown of these hours and associated tasks must be provided.

Applicants are strongly encouraged to include both in-kind support and/or financial contributions, as projects demonstrating a commitment of resources may be given higher priority during assessment.

### Funding Rounds

There are two funding rounds per financial year.

Organisations may apply for one grant per funding round. Organisations can auspice applications on behalf of multiple groups.

Applicants must be received no later than 5pm on the funding round closing date.

Applicants are strongly encouraged to discuss their application with their Local Development Officer prior to submission. Please email [ldo@maranoa.qld.gov.au](mailto:ldo@maranoa.qld.gov.au) to make contact with your Local Development Officer.

Grant Rounds	Round Opens	Round Closes	Notification to Applicants
Round 1	August	September	November
Round 2	February	March	May

### Acceptance

Recipients of Community Grants funding will be subject to terms and conditions set out in the Acceptance Agreement. This agreement must be signed and returned within 10 working days of receipt. The funding will be dispersed upon receipt of the completed Acceptance Agreement.

### Acknowledgement Requirements

Successful applicants must acknowledge Council's support through one or more of the following:

- Inclusion of the Maranoa Regional Council logo on all promotional materials.
  - If successful in the Small Grants category, which is co-funded by Senex Energy, you must also include the Senex Energy logo on all promotional materials.
- Verbal acknowledgement of Council's support during the event.
- Invitation to the Mayor and Councillors to attend and/or speak during the event.
- Social media or newsletter mentions recognising Council's contribution.
- Display of signage or banners provided by Council, where applicable.

**Note:** For Small Grants recipients, a representative from Senex Energy must also be invited to attend the event as a co-funding partner.



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## EVENTS ASSISTANCE PROGRAM

Please refer to the eligibility criteria found on Page 2 of this Policy to make sure your organisation is eligible to apply for the Events Assistance Program.

**Overview**

Council recognises the importance of local events in building community spirit, fostering regional identity, and supporting local economic and tourism outcomes. To support the delivery of events across the Maranoa, Council offers an Events Assistance Program providing funding of up to \$2,000 per application, available through four funding rounds per year.

Examples of eligible events include: Community celebrations (Christmas events), campdrafts, rodeos, race meets, sporting carnivals or tournaments.

**Funding rounds (closing dates):**

- Round 1: 31 January
- Round 2: 30 April
- Round 3: 31 July
- Round 4: 31 October

Applications must be submitted via the Events Assistance application form.

**Categories and Funding Levels**

Category	Aim	Funding Available
Community Events	Designed to support small-scale local events that attract up to 300 attendees and cater to a specific town or local community.	Up to \$500
Regional Events	Targeted at events that attract 300-1000 attendees from across the Maranoa region and provide moderate social and economic benefits.	Up to \$1,000
Large-scale Events	Larger-scale events that attract more than 1,000 attendees, may run over multiple days, and have the potential to draw visitors from outside the LGA. These events provide positive community, tourism and economic outcomes.	Up to \$2,000

**Allocation Cap**

To ensure equitable distribution of support across the region:

- Each organisation is limited to one successful application per financial year under the Events Assistance Program.
- Organisations may submit multiple applications across different rounds, however, only one will be approved within the financial year unless otherwise resolved by Council.

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**Application Assessment**

- All applications will be reviewed by a relevant Council Officer at the close of each round.
- Eligible organisations will be submitted to the next available Ordinary Council Meeting for review and approval.
- Applicants will be notified of the outcome in writing.
- Successful applicants must submit an invoice for the approved amount and outline how Council will be acknowledged in event promotions.
- Applications will be considered in the context of the application cap to ensure fair access to funding across the region.

**Acknowledgement Requirements**

Successful applicants must acknowledge Council's support through one or more of the following:

- Inclusion of Maranoa Regional Council logo on promotional materials.
- Verbal acknowledgement during the event.
- Invitation to Mayor and Councillors to attend and/or speak during the event.
- Social media or newsletter mentions.
- Signage or banners (where provided by Council).

**Events Changes or Cancellation**

If the approved event does not proceed, Council must be notified in writing as soon as possible. Funds may need to be returned or reallocated through written agreement.

**NON-FINANCIAL ASSISTANCE PROGRAM**

Eligible organisations may apply for non-financial assistance, including:

- Use of Council equipment (e.g. tables and chairs) or facilities (excluding bond payments).
- Waivers for development application fees and food business licences.
- Mowing or slashing of event sites or venues.

As prescribed in the Fees and Charges Register, eligible organisations receive automatic fee waivers for the hire of Council halls, tables and chairs. The hirer is responsible for loading and transporting equipment to the event and returning them to the respective storage location post event.

Request type	Funding amount	Submission timeline	Assessment
In-Kind Minor	Up to \$5,000	At least 8 weeks before event.	Director approval.
In-Kind Major	Over \$5,001	At least 12 weeks before event.	Council approval.

**Development Application Fees and Environmental Health Food Business Licence Fees**

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Eligible organisations are able to request a waiver of development applications and development inspection fees e.g. planning, building, plumbing and new food business applications and annual food business license fees.

Applications must be submitted on the form: For Non-Financial Assistance.

- For planning, building and plumbing applications, the completed form is to be submitted to Council ([council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)) with the development application lodgement.
- For food business license fees, the form is to be submitted to Council ([council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)) with the food business license application lodgement.

Applications will be received and processed throughout the year.

Category	Value	Submission	Assessment
In-Kind Minor	Under \$500	To be received prior to Council providing the service.	Assessed by the relevant Officer and approved by a Manager or Director.
In-Kind Major	Over \$500		Applications over \$1500 to be assessed by the Manager and approved by the Director or CEO

## ONGOING ASSISTANCE PROGRAM

Eligible organisations may apply for ongoing support. Examples include use of Council equipment or facilities (excluding bond payments).

Applicants will be reviewed as received throughout the year. Applications must be submitted on the Non-Financial Assistance request form.

Request type	Submission	Assessment	Notification to Applicants
Up to \$5,000	Fully completed submission including any required documentation received at least 4 weeks prior to event or work commencing.	Assessed by Council Officer and reviewed by Director.	Within 4 weeks of receipt.
Over \$5,001	Fully completed submission including any required documentation, received at least 8 weeks prior to the event or work commencing.	Assessed by Council Officer and reviewed by Council.	Within 6 weeks of receipt.

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### Acknowledgement

If you receive any form of Council assistance, Council must be acknowledged in event and/or project promotions. Please liaise with your Local Development Officer regarding the best way to acknowledge Council's support.

### REGIONAL ARTS DEVELOPMENT FUND (RADF)

**Please contact the Regional Arts and Culture Officer for assistance prior to submitting your application by calling 1300 007 662 or emailing [arts@maranoa.qld.gov.au](mailto:arts@maranoa.qld.gov.au)**

The RADF is a partnership between the Queensland Government and Council to support local arts and cultural priorities in the Maranoa as determined by our local communities.

Applications are open all year round and will be assessed by the RADF Committee case-by-case. The RADF Committee reviews the application, which then Council ratifies during a general meeting.

Although we endeavour to expedite the assessment and approval process, it can take 6 to 8 weeks from the submission date to receive a decision. We request that you allow ample time for this process.

**The guidelines and application forms can be found on the Council website under 'Grants and Funding'.**

### COMMUNITY SUPPORT OFFICER FUNDING

This funding is designed to provide timely assistance for projects, events or resources that address specific community issues or support targeted groups.

This funding aims to promote greater public awareness of social issues affecting local residents and encourage positive community engagement.

Funding is targeted towards events and projects that are **free or low-cost** for the community, ensuring all residents can participate and benefit.

The program is funded by Council and the Queensland Government. If your application is successful, you will be required to meet both Council and Queensland Government promotional and acknowledgement requirements.

### Who is it for?

This funding supports initiatives that focus on identified community needs, such as supporting young parents, improving computer literacy, celebrating cultural events, raising awareness on social issues, and helping vulnerable groups feel included and informed.

- Playgroups or parenting support programs for young families
- Computer literacy classes or workshops for community members
- Community events like NAIDOC Week celebrations or domestic violence awareness campaigns, including guest speakers and kids' activities
- Resources such as guides for new arrivals to the community or strategic community support plans



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### What's not eligible:

- Activities or events with entry fees beyond a nominal amount that may exclude many community members
- Events or projects lacking clear goals, purpose, or promotion to the broader community

### Funding rounds (closing dates):

- Round 1: 31 January
- Round 2: 30 April
- Round 3: 31 July
- Round 4: 31 October

**Please complete the Community Support Funding application form.**

### Community Grants, Events Assistance and Non-Financial Assistance Policy – Q&A

#### Who can apply for support from Council?

- Not-for-profit organisations, community groups, and incorporated associations that deliver activities, services, or events that benefit the Maranoa region.  
If you're unincorporated, you may be eligible if you are auspiced by an eligible organisation.

#### What types of support are available?

- Council offers seven main types of assistance:
  - Small Grants - Up to \$5,000 for equipment, upgrades, or community programs.
  - Major Grants - \$5,001-\$20,000 for equipment, upgrades, or community programs.
  - Events Assistance - Up to \$2,000 to help deliver one-off events.
  - Non-Financial Assistance - Use of equipment or facilities, or waivers of Council fees.
  - Ongoing Assistance - Longer-term access to Council spaces or equipment
  - Sponsorship – Please refer to Sponsorship Policy.
  - Regional Arts Development Fund – Supports artists in regional Queensland to delivery arts and cultural projects.
  - Community Support Officer - Designed to provide assistance for projects, events, or resources that address specific community issues or support targeted groups.

#### Can my project have already started?

- No – projects must not have commenced before funding is approved.

#### What can I apply for funding for?

- Eligible activities include:
  - Facility improvements
  - Equipment purchases
  - Community workshops and programs

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- Sporting or cultural initiatives
- Environmental or economic development projects
- One-off events or celebrations

**What can't I apply for?**

- Funding will not be provided for:
  - Wages or salaries
  - Catering and alcohol
  - Retrospective costs (projects already started)
  - Operational costs (e.g. utility bills, rent)
  - Private or commercial ventures
  - Activities that could be funded by other levels of government

**When can I apply?**

Program	Application timing
Small & Major Grants	2 rounds per year (Aug-Sep, Feb-March)
Events Assistance	4 rounds per year
Non-Financial Assistance	Accepted all year, 4-8 weeks prior to event/project
Ongoing Assistance	Accepted all year
Sponsorship	4 rounds per year
Regional Arts Development Fund	Accepted all year
Community Support Funding	4 rounds per year

**Do I need to contribute any of my own funds?**

- Small Grants: No co-contribution required but favoured.
- Major Grants: Co-contribution required (can include volunteer hours at \$41/hour)
- RADF: Funding available for up to 65% of total project cost.

**What happens after I apply?**

- Your application will be assessed by Council Officers and/or assessment panels
- You will be notified in writing of the outcome
- If successful, you will be required to sign an acceptance agreement
- After the project or event, you must complete an acquittal report

**How do I apply?**

1. Read the full policy
2. Choose the right program
3. Complete the correct form
4. Attach required documents (quotes, insurance)
5. Submit to [council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)

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**Need help?**

Contact your Local Development Officer – [ldo@maranoa.qld.gov.au](mailto:ldo@maranoa.qld.gov.au) or 1300 007 662.

**3. Definitions**

<b>Acquittal</b>	Accurately reporting on the funded activities and the expenditure of the funding to ensure funding has been used for the intended purpose on the funding application and to demonstrate the terms of the funding agreement have been met.
<b>Applicant</b>	An individual or organisation or group applying for assistance from Council.
<b>Assessment Criteria</b>	Criteria that has been developed for assessing applications received and guiding funding distribution.
<b>Auspecting</b>	Where an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation.  An auspecting organisation will be responsible for: <ul style="list-style-type: none"> <li>• The receipt, banking and administration for all monies;</li> <li>• Project monitoring and completion;</li> <li>• Ensuring the application acquits the funding within the allocated timeframe; and</li> </ul> Sign off on the acquittal form.
<b>Community Organisation</b>	Means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit.
<b>Council</b>	Maranoa Regional Council
<b>Councillors</b>	Individual elected representative (Mayor and Councillors)
<b>Fees and Charges Waiver</b>	Means the provision of any facility, application or service that would normally attract a fee as determined by Council's fees and charges structure.
<b>Financial Assistance</b>	Means the provision of cash or the payment of goods and services on the applicants behalf.
<b>In-Kind Assistance</b>	Provision of Council labour, plant or equipment to assist with a project and/or event at no charge to a community organisation.
<b>Not-for-profit</b>	A not-for-profit entity is an organisation that does not operate for profit or direct / indirect gains of its individual members, but with the primary purpose of providing services to the community.
<b>Project</b>	Means a service, event, activity or equipment purchase for which an organisation might seek assistance.
<b>Public Benefit</b>	Means the extent to which the community will be enhanced through funding the delivery of perceived benefits (Social, educational, economic, environmental, cultural, and sport and recreation) or proposed projects and activities, having regard to competing interests and/or priorities.

**4. Related Policies and Legislation**

- *This policy does not apply to the Regional Arts Development Fund (RADF) which has separate guidelines.*

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- Sponsorship Policy
- Guidelines for Local Government Administration of Community Grants October 2009
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Local Government Finance Standard 2005*

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## COUNCIL POLICY



Document Control	
Policy Title	Sponsorship Policy
Policy Number	[Policy Number]
Function	Local Development & Community Events
Responsible Position	Local Development Officers
Supersedes	<i>Separated From</i> – Community Grants, Non-Financial Assistance & Sponsorship Policy
Review Date	August 2026

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1	[Date]	[Date]	[Resolution Number]
2			

### 1. Purpose

The purpose of this policy is to define how Council provides outgoing sponsorship to community initiatives and receives incoming sponsorship for Council-led events in a fair, transparent and mutually beneficial manner.

### 2. Scope

Council aims to support events and programs that:

- Enhance community wellbeing and liveability through social connections, active opportunities, and accessible spaces.
- Drive economic development and attract residents to the region.
- Promote financial sustainability for community organisations.
- Encourage partnerships and long-term planning.
- Protect and enhance the region's natural assets.

### 3. Statement

#### Funding Allocation

Council allocates a fixed budget for Sponsorship requests based on the following governing principles:

- Transparency: Open and fair assessment process.
- Accessibility: Equal opportunity for all eligible applicants.
- Accountability: Clear guidelines and compliance measures.

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### Eligibility Criteria

To be eligible, organisations must:

- Be a local not-for-profit entity whose services and programs directly benefit and/or support the residents of the Maranoa region; or
- Be a local group, whose services and programs directly benefit and/or support the residents of the Maranoa region, that is auspiced by a not-for-profit legal entity; or
- Be a not-for-profit entity based outside the Maranoa region which can demonstrate that the project / activity is being delivered within the Maranoa region and provides direct benefit to the residents of the Maranoa region; or
- Be a commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that monies raised will directly benefit the community or communities within the Maranoa region.
- Have met acquittal conditions for any previous Council funding.
- Have appropriate insurance/s and adhere to sound Workplace Health and Safety practices.

Ineligible applicants and activities include, but are not limited to:

- Events, programs or activities run solely for commercial profit.
- Applications whereby Council funds will be donated to another cause (e.g. charity events).
- Organisations formed under the umbrella of a political party or that may have an affiliation with a political party.
- Private individuals where the event, program or activity is of a private or personal nature.
- Activities, events or programs that contravene Council's existing policies or do not align with Council's strategic direction.
- Organisations which have the capacity to self-fund the project/event, unless they can clearly demonstrate a compelling reason for applying for Council funding despite having the capacity to fund it themselves.
- Events, programs or activities which are scheduled to occur prior to the funding round closing date or during the associated assessment and approval period.
- Reimbursement of money already expended or activities which have commenced prior to funding being approved.
- Applications which fund:
  - Wages or salaries for staff.
  - Catering (e.g. food, drinks, refreshments).
  - Recurrent costs with day-to-day operations of a community group.
  - Retrospective funding.
  - Equipment or other expenditure that is personal or of personal gain.
  - Part of or all Council rates.
  - Items that would otherwise be funded by Government bodies.

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**Application**

- Please complete the Sponsorship Request application form and provide any necessary documentation, including the Public Liability Insurance certificate.

**OUTGOING SPONSORSHIP**

Council offers sponsorship to support events that deliver cultural, social and economic benefits across the region. Sponsorship requests must clearly outline the purpose, expected outcomes and benefit to the Maranoa community.

Category	Aim	Funding
Signature Sponsor	Support large-scale events (2000+ attendees), running over one or multiple days, attracting visitors from outside the region and creating significant community and economic impact.	\$5,000 +

Please note, if you are requesting funding up to \$2,000 to support your event, please refer to the **Events Assistance Program** found within the Community Grants and Events Assistance Policy.

**Important note:** Council expects sponsorship requests above \$5,000 to demonstrate a clear return on investment for the Maranoa region. This includes tangible results as increased visitation, economic benefit, tourism exposure, regional promotion, or lasting community outcomes.

**Funding Rounds**

Quarterly rounds closing 31 January, 30 April, 31 July and 31 October.

**Allocation Cap**

Organisations may submit multiple applications across different rounds, however, only one will be approved within the financial year unless otherwise resolved by Council.

**Assessment Process**

- Reviewed by Council Officer after each round.
- Eligible applications are forwarded to the next available Ordinary Council Meeting for final decision.
- Applicants notified in writing of the outcome within six weeks of the closing date.
- Successful applicants must invoice Council and include details on how sponsorship will be acknowledged in promotions.

**Acknowledgement Requirements**

Successful applicants must acknowledge Council's support through one or more of the following:

- Inclusion of Maranoa Regional Council logo on promotional materials.
- Verbal acknowledgement during the event.

## COUNCIL POLICY



- Invitation to Mayor and Councillors to attend and/or speak during the event.
- Social media or newsletter mentions.
- Signage or banners (where provided by Council).

**Event changes or cancellations**

If the approved event does not proceed, Council must be notified in writing as soon as possible. Funds may need to be returned or reallocated through written agreement.

**INCOMING SPONSORSHIP (Council-led events)**

Council encourages contributions from businesses and organisations to help fund its own events, such as the Maranoa Christmas Street Party, tourism promotions and community celebrations.

**Principles for incoming sponsorship**

- Aligns with Council's strategic goals.
- Transparent and equitable partner selection.
- Clearly defined mutual benefits.

**Example of sponsorship tiers that may be proposed**

<b>Tier</b>	<b>Inclusions</b>	<b>Amount</b>
Platinum Sponsor	<ul style="list-style-type: none"> <li>• Prominent positioning of logo in advertising across all official event promotion platforms, including flyers, posters and social media.</li> <li>• Opportunity to display banner or promotional material at the event.</li> <li>• Verbal recognition of your support at the opening.</li> <li>• Acknowledgement of support throughout the event by the MC.</li> <li>• Inclusion in post-event 'thank you' advertisement.</li> </ul>	\$5,000
Gold Sponsor	<ul style="list-style-type: none"> <li>• Logo featured in advertising across all official event promotion platforms, including flyers, posters and social media.</li> <li>• Verbal recognition of your support at the opening.</li> <li>• Acknowledgement of support throughout event by MC.</li> <li>• Inclusion in post-event 'thank you' advertisement.</li> </ul>	\$2,000
Silver Sponsor	<ul style="list-style-type: none"> <li>• Logo featured in advertising across all official event promotion platforms, including flyers, posters and social media.</li> <li>• Acknowledgement of support throughout the event by the MC.</li> </ul>	\$1,000



## COUNCIL POLICY



	<ul style="list-style-type: none"> <li>Inclusion in post-event 'thank you' advertisement.</li> </ul>	
Bronze Sponsor	<ul style="list-style-type: none"> <li>Advertising across all official event promotional material.</li> <li>Inclusion in post-event 'thank you' advertisement.</li> </ul>	\$500

**Process**

- Council issues a Sponsorship Prospectus detailing event opportunity.
- Interested sponsors submit a proposal outlining:
  - Sponsorship desired and amount.
  - Proposed benefits (e.g. logo, stall, speaking opportunity).
  - Mutually agreed reporting and acknowledgement.
- Council evaluates proposals based on strategic alignment, audience reach and return for Council.
- Sponsorship agreements are formalised, outlining:
  - Sponsor benefits and obligations.
  - Acknowledgement requirements.
  - Reporting / acquittal expectations.
- Delegation:** If Council staff wish to approach businesses with a sponsorship request, the CEO must be informed of any requested sponsorship amount prior to contact.

**4. Definitions**

<b>Acquittal</b>	Accurately reporting on the funded activities and the expenditure of the funding to ensure funding has been used for the intended purpose on the funding application and to demonstrate the terms of the funding agreement have been met.
<b>Applicant</b>	An individual or organisation or group applying for assistance from Council.
<b>Assessment Criteria</b>	Criteria that has been developed for assessing applications received and guiding funding distribution.
<b>Auspecting</b>	<p>Where an organisation takes responsibility for ensuring the funds are used as specified in the grant allocation.</p> <p>An auspecting organisation will be responsible for:</p> <ul style="list-style-type: none"> <li>The receipt, banking and administration for all monies;</li> <li>Project monitoring and completion;</li> <li>Ensuring the application acquits the funding within the allocated timeframe; and</li> </ul> <p>Sign off on the acquittal form.</p>
<b>Community Organisation</b>	Means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit.
<b>Council</b>	Maranoa Regional Council
<b>Councillors</b>	Individual elected representative (Mayor and Councillors)

## COUNCIL POLICY



<b>Events Assistance Program</b>	A funding stream providing up to \$2,000 to support eligible local and regional events that contribute to community life and generate social or economic benefits within the Maranoa region. Offered in four funding rounds per year.
<b>Fees and Charges Waiver</b>	Means the provision of any facility, application or service that would normally attract a fee as determined by Council's fees and charges structure.
<b>Financial Assistance</b>	Means the provision of cash or the payment of goods and services on the applicants behalf.
<b>In-Kind Assistance</b>	Provision of Council labour, plant or equipment to assist with a project and/or event at no charge to a community organisation.
<b>Not-for-profit</b>	A not-for-profit entity is an organisation that does not operate for profit or direct / indirect gains of its individual members, but with the primary purpose of providing services to the community.
<b>Project</b>	Means a service, event, activity or equipment purchase for which an organisation might seek assistance.
<b>Public Benefit</b>	Means the extent to which the community will be enhanced through funding the delivery of perceived benefits (Social, educational, economic, environmental, cultural, and sport and recreation) or proposed projects and activities, having regard to competing interests and/or priorities.
<b>Return on Investment</b>	The measurable benefits a funded project or event brings to the Maranoa region. ROI may include increased visitation, local spend, tourism promotion, community engagement, or other tangible social and economic outcomes.
<b>Sponsorship</b>	A financial contribution provided by Council to support events or initiatives that align with regional priorities and deliver public benefit. Sponsorship differs from grants in that it often involves promotional opportunities or branding for Council in exchange for the contribution.

## 5. Related Policies and Legislation

This policy refers to:

*Local Government Act 2009*

*Local Government Regulation 2012*

*Local Government Finance Standard 2005*

Guidelines for Local Government Administration of Community Grants October 2009

## **OFFICER REPORT**

**Meeting:** Ordinary 28 August 2025

**Date:** 4 June 2025

**Item Number:** 14.2

**File Number:** D25/55153

**SUBJECT HEADING:** Headspace Roma - Multi-Venue User Agreement

**Classification:** Open Access

**Officer's Title:** Leases and Agreements Administration Officer

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### **Executive Summary:**

Council is asked to consider entering into a Multi-Venue User Agreement with RHealth Limited, known as Headspace Roma, for the use of several Council owned facilities across the Maranoa Region.

The agreement would allow Headspace to deliver free, private mental health and well-being services to young people aged 12-25 in various communities.

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

That Council:

1. Enter into a non-exclusive Multi-Venue User Agreement with RHealth Limited, for use of the Mitchell Youth Hub, Injune Community Centre, Wallumbilla Memorial Hall, Yuleba CWA Building and Surat Youth Zone for a period of three (3) years.
2. Authorise the Chief Executive Officer, (or delegate) to execute the Multi-Venue User Agreement.

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

Council has received a request from RHealth Limited, known as Headspace Roma to use five Council facilities across the Maranoa Region, to expand service delivery to young people. The identified venues are located in Mitchell, Injune, Wallumbilla, Yuleba and Surat.

Council is asked to consider this request.

### **Background (*Including any previous Council decisions*):**

Headspace Roma opened in May 2021 and has since experienced increasing demand for its services. Due to high levels of engagement, Headspace wishes to expand its services to the region.

During the 2023 Headspace Conference, Local Development Officers raised with the Headspace CEO the need for outreach clinics, which had been identified by schools, parents and community members.

Headspace Roma provides free and confidential support for young people aged 12-25, offering services for their mental health and well-being. Headspace Roma liaise with General Practitioners, Sexual Health, Vocational and Education and Alcohol and other Drug Services.

The Centre Manager and Clinical Lead have inspected all proposed venues and confirmed their suitability. If the program roll out is successful, Headspace have offered to provide additional soft furnishings to support the needs of service delivery and comfort, Local Development Officer's will work with Headspace Roma if the need arises.

The below locations have been identified as suitable facilities:

- Mitchell Youth Hub
- Injune Community Centre
- Wallumbilla Memorial Hall
- Yuleba CWA Building
- Surat Youth Zone

Service Delivery Example:

Typical Schedule (Fortnightly):

Time	Activity
9.00am – 10.00am	Counselling Session 1
10.30am – 11.30am	Counselling Session 2
12.00pm – 1.00pm	Lunch Break
1.00pm – 2.00pm	Counselling Session 3
2.00pm – 3.00pm	Counselling Session 4
3.00pm – 5.00pm	Youth Group, Community Engagement, Admin Tasks

The Youth Zone at the Injune Community Centre is currently under a non-exclusive user agreement with the QLD Blue light Association. Council Officers, such as the Local Development Officer will liaise with the QLD Blue light Association to accommodate Headspace's schedule.

### Options Considered:

Nil



## Recommendation:

That Council:

1. Enter into a non-exclusive Multi-Venue User Agreement with RHealth Limited, for use of the Mitchell Youth Hub, Injune Community Centre, Wallumbilla Memorial Hall, Yuleba CWA Building and Surat Youth Zone for a period of three (3) years.
2. Authorise the Chief Executive Officer, (or delegate) to execute the Multi-Venue User Agreement.

---

## Risks:

Risk	Description of likelihood & consequences
Request Declined	Declining this request could reduce access to mental health services for youth in smaller towns, negatively impacting individuals and families.

## Policy and Legislative Compliance:

Nil

## Budget / Funding (*Current and future*):

Council will continue to cover operational costs associated with the space being utilised by Headspace.

No hire fee to be charged for the use of the facilities.

## Timelines / Deadlines:

Implementation is requested as soon as possible to meet community needs.

## Consultation (*Internal / External*):

External – Headspace Roma Centre Manager/Clinical Lead & RHealth Clinical Lead

Internal – Local Developments Officers

Internal – Manager Facilities (Land, Building and Structures)

Internal – Director of Booringa

Internal – Director of Regional Development, Environment & Planning

Internal – Director of Corporate Services

**Strategic Asset Management Implications:**

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

Nil

**Acronyms:**

Acronym	Description
Nil	Nil

**Addition to Operational or Corporate Plan:**

Plan Description	Yes / No
Operational	No
Corporate	No

**Link to Corporate Plan:**

Corporate Plan 2023-2028

Corporate Plan Pillar 3: Connectivity

3.1 Quality, fit-for-purpose strategic facilities

**Supporting Documentation:**

1 [D](#) MRC outreach letter - Mayor Taylor - Headspace Roma D25/55149

**Report authorised by:**

Manager - Regional Facilities Management

Director - Corporate Services

Director - Regional Development, Environment & Planning



4<sup>th</sup> September, 2024

Mayor Taylor  
Maranoa Regional Council  
PO Box 620  
Roma, 4455

Dear Mayor Taylor,

**RE: headspace Roma outreach program**

I have been meeting with the Local Development Officers in each of our local communities across the Maranoa Regional Council District to plan towards the extension of headspace Roma's service through an outreach program. Through these meetings we have determined locations for service delivery that would be appropriate and easy to access for young people wishing to engage with headspace Roma.

headspace National encourages outreach programs within local districts to further enhance the accessibility of the services to young people living outside of the hub centre area. Since the Roma centre opened in 2021, we have been working towards a suitable service delivery and staffing model to develop a sustainable service for Mitchell, Injune, Surat, Wallumbilla and Yuleba.

In Mitchell, Jane Fenton and I discussed the use of the current Youth Zone facility in the Mitchell Memorial Park for young people outside of school age, and for engagement activities in the afternoon of the planned outreach. Outreach to

59-61 Arthur St  
PO Box 719  
Roma QLD 4455

T +61 7 4523 6262  
F +61 7 4523 6263  
[bit.ly/headspaceRoma](https://bit.ly/headspaceRoma)

headspace National Youth Mental Health Foundation is  
funded by the Australian Government Department of Health  
ABN 26 137 533 843

Mitchell for headspace Roma would occur on a Tuesday with a fortnightly occurrence.

On meeting with Kylie Fullerton in Injune, we discussed the use of the Youth Zone facility for after school hours engagement activities to enhance the accessibility and awareness of the service. This would be in conjunction with the current activities that are already occurring with the centre on a Monday, and headspace staff travelling on a fortnightly basis.

Both Matt Gane and Jessica Cashen in Surat discussed the option of utilising the Youth Hub facility for both clinical service delivery and engagement activities. This facility has an appropriate private room that would be suitable for clinical service delivery for young people, with close proximity to the school and other local facilities. The outreach service for Surat is proposed to be fortnightly on Tuesday.

In Wallumbilla and Yuleba, the proposed plan for outreach is to host across both communities fortnightly on a Monday. One fortnight the morning will be at Wallumbilla and then travel to Yuleba for the afternoon, the other fortnight will be Yuleba in the morning and Wallumbilla in the afternoon. In my meeting with Madonna Mole, we were able to ascertain the suitability of the old CWA building in Yuleba, and the Wallumbilla Memorial Hall as service delivery locations.

I am seeking your consideration for the use of these council assets by headspace Roma to provide outreach program service delivery to young people as an extension of the current service in Roma, at no or low cost, on an ongoing basis.

These assets would be:

- The Youth Zone in Mitchell Memorial Park
- The Youth Zone in Injune

- The Youth Hub in Surat
- Wallumbilla Memorial Hall
- The old CWA Hall in Yuleba

The intent to commence the program will be to maintain consistency and continuation of the service ongoing to meet the need of young people in their local community. As a service we can contribute towards all these locations with additional soft furnishings to support the needs of service delivery and comfort for young people, and will be self-contained in travelling with our own resources such as laptops etc.

I look forward to working with you towards the integration of headspace services across the Maranoa Regional Council District.

Kind Regards,

**Julianne Everson**

**headspace Roma Centre Manager/Clinical Lead &**

**RHealth Clinical Lead**

**Pronouns: she/her/herself**

59-61 Arthur Street

Roma, QLD, 4455

**P 07 4523 6262**





## **PLANNING & BUILDING DEVELOPMENT REPORT**

**Meeting:** Ordinary 28 August 2025

**Date:** 15 August 2025

**Item Number:** 14.3

**File Number:** D25/82238

**SUBJECT HEADING:** Development Application - Material Change of Use "Dwelling House" (Domestic Outbuilding) - 173 Edwardes Street, Roma (Ref:2025/21534)

**Classification:** Open Access

**Officer's Title:** Planning Officer

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### **Executive Summary:**

Robbie and Kerri-Ann Pollock trading as RA & KJ Pollock Building Contractors have submitted a Development Application for a Material Change of Use "Dwelling House" (Domestic Outbuilding) located at 173 Edwardes Street, Roma, properly described as Lot 1 on RP194087 (the subject premises). The development site also includes Lot 34 & 35 on RP840803.

The applicants propose the construction of a **353.8m<sup>2</sup>** shed configured to include a **91.0455m<sup>2</sup>** open portion and a **262.75m<sup>2</sup>** enclosed portion. The height of the structure is proposed to reach **5.478m**.

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

The application for a Material Change of Use "Dwelling House" (Domestic Outbuilding) on land situated at 173 Edwardes Street, Roma, properly described as Lot 1 on RP194087, Lot 34 and 35 on RP840803 be **refused** for the following reasons:

- The proposed outbuilding does not comply with the applicable assessment benchmarks in the Maranoa Planning Scheme 2017.
- The proposed outbuilding is significantly larger than the accepted Outbuilding Size within the Rural Residential Zone.
- The applicant has not provided sufficient justification to support a 353.8m<sup>2</sup> shed in the General Residential Zone.

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### **Context:**

The proposed development does not comply with the Assessment benchmarks in the Maranoa Planning Scheme.

A decision to refuse a development application is generally made by Council.



## Background:

### Approval History

- The three allotments forming the subject site (Lot 1 on RP194087, Lot 34 and 35 on RP840803) have recently been acquired by the applicants, Kerri-Anne and Robbie Pollock.
- The dwelling existing on Lot 1RP194087 is historically an existing use. No additional Council approvals exist for either of the additional allotments which are currently vacant (Lot 34 and 35 on RP840803).

### Site Characteristics

The development site is comprised of three separate irregular shaped allotments that currently have limited/no infrastructure. Confined wholly within the boundary constraints of Lot 1 on RP194086, the shed is located 68m from the eastern boundary fronting Edwardes Street and 6.5m from the southern boundary adjoining residential allotments. The proposed Domestic Outbuilding is intended to be built in conjunction with a new Dwelling House.

Figure 1 below shows the configuration of the allotments included within the development site;



Figure 1: Development Site

Figure 2 below shows the proposed layout of the development site:



Figure 2: Layout of Development Site

### Proposal

The applicant proposes, in addition to a Dwelling House, an **oversized Domestic Outbuilding** be built on Lot 1 on RP194087. The proposed shed has a Gross Floor Area (GFA) of **353.8m<sup>2</sup>** and a height of **5.478m**. The shed comprises an open area of **91.0455m<sup>2</sup>**, an enclosed area **262.75m<sup>2</sup>** and complies with all boundary setbacks. Below Figure 3 shows the floor plan of the proposed shed:

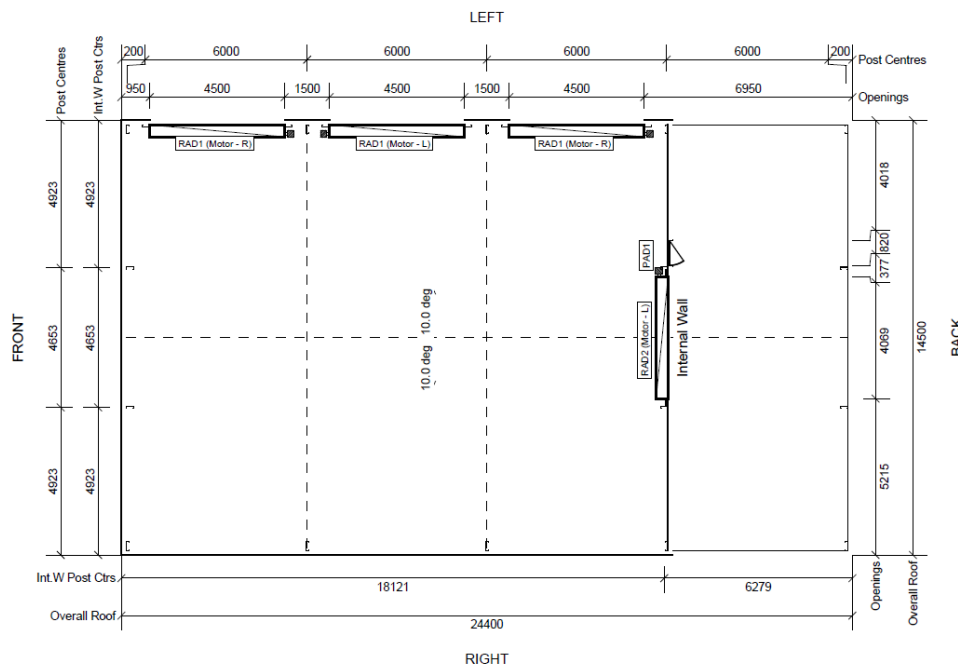


Figure 3: Floor Plan

**Options Considered:**

N/A

**Recommendation:**

Having regard to the existing and anticipated land uses and buildings in the locality, the area of the site and the overall scale of the proposed development, it is considered that the proposal is likely to impact on residential amenity.

Further, the scale of the proposed shed is **not consistent** with **previous approvals** issued by Council for Domestic Outbuildings in the **General Residential Zone**.

The application for a Material Change of Use "Dwelling House" (Domestic Outbuilding) at 173 Edwards Street, Roma (Lot 1 on RP194087, Lot 34 and 35 on RP 840803) is **recommended to be refused** for the reasons outlined above.

**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 called up in the *Planning Act 2016*, cannot be considered in decision making.

As with any planning decision reached by Council, there is a risk that the applicant can appeal any aspect of the decision to the Planning and Environment Court (the Court).

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

**Policy and Legislative Compliance:**

The proposal constitutes a Material change of use as defined in the *Planning Act 2016*: "a material increase in the intensity or scale of the use of the premises" and requires a development permit to be issued by Council prior to the commencement of use.

The proposed use is defined as a "Dwelling House" in the *Maranoa Planning Scheme 2017*.

**"Dwelling house"** means a residential use of premises involving—

- (a) 1 dwelling for a single household and any domestic outbuildings associated with the dwelling; or

*(b) ) 1 dwelling for a single household, a secondary dwelling, and any domestic outbuildings associated with either dwelling.*

A “Dwelling House” (Domestic outbuilding) is accepted development subject to requirements in the General Residential Zone Code. In this instance, the proposed outbuilding does not comply with some of the Acceptable Outcomes of the General Residential Zone Code and therefore becomes code assessable development.

Pursuant to Section 45 of the *Planning Act 2016* -

*A code assessment is an assessment that must be carried out only—*

- (a) against the assessment benchmarks in a categorising instrument for the development; and*
- (b) having regard to any matters prescribed by regulation for this paragraph.*

The relevant assessment benchmarks for the application are:

- the Maranoa Planning Scheme

A code assessable development that occurs as a result of the development not complying with the nominated acceptable outcomes must be assessed against the Assessment benchmark/s for the development application, limited to the subject matter of the required acceptable outcomes that were not complied with or were not capable of being complied with.

A further assessment of the application against the relevant assessment benchmarks is included in the report attached.

#### **Budget / Funding:**

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

#### **Timelines / Deadlines:**

Council’s Decision-Period formally ends on 3 October 2025

#### **Link to Corporate Plan:**

Corporate Plan 2023-2028

Corporate Plan Pillar 2: Environment

2.2 Sustainable urban & regional planning

**Supporting Documentation:**

- |                     |  |           |
|---------------------|--|-----------|
| 1 <a href="#">↓</a> | Applicant Statement of Reason for Proposed Development | D25/82274 |
| 2 <a href="#">↓</a> | Planning Assessment Report                             | D25/82977 |
| 3 <a href="#">↓</a> | Site Plan & Shed Plans                                 | D25/82268 |

**Report authorised by:**

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

## Statement of Proposed Development – Shed

**Applicant:** Robert and Kerri-Ann Pollock

**Property Address:** 173 Edwardes St North Roma Q

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### 1. Purpose and Use

The proposed shed will serve as a multi-purpose storage and recreational facility. Its primary uses will include:

- Storage of a tractor with slasher, boat, caravan, utility vehicle, and my son's hobby car project.
- Provision of a sheltered entertainment area within the open bay for social gatherings.
- Installation of a toilet and shower within the enclosed section to provide amenities for both storage and entertainment purposes.

The shed will comprise:

- **Three enclosed bays** for secure vehicle and equipment storage.
  - **One open bay** for undercover entertainment and informal use.
- 

### 2. Design and Materials

To ensure the structure is functional, visually appealing, and sympathetic to the surrounding environment, the following materials and finishes are proposed:

- **Height:** The shed will have a wall height of **4.2metres** with a maximum height of **5.478 metres**, deliberately designed to be lower than many comparable rural or residential sheds. This height will limit bulk and scale, reducing the visual impact on adjoining properties
  - **Roof:** *Surmist* Custom Orb (corrugated) cladding, chosen for its energy efficiency compliance and neutral appearance.
  - **Walls:** *Windspray* Custom Orb cladding, a muted grey-green tone selected to blend with the natural landscape and minimise visual impact on neighbouring properties.
- 

### 3. Environmental and Neighbour Considerations

The chosen height, materials, and colour palette are intended to:

- Reduce glare and heat reflection, supporting energy efficiency objectives.
- Keep the structure's profile low and unobtrusive, protecting neighbour amenity.

- Provide a subdued, non-intrusive appearance to maintain the character of the surrounding area.

The proposed new dwelling and associated landscaping will further minimise visibility of the shed from the road. The house will be positioned between the shed and the road frontage, acting as a visual barrier that blocks direct lines of sight. In addition, the landscaping plan incorporates native trees and shrubs along the frontage and side boundaries to provide year-round foliage and natural screening. This combination of built form and vegetation will ensure the shed is almost entirely obscured from public view, preserving the rural character and visual amenity of the streetscape.

The shed will also be positioned to:

- Maintain appropriate setbacks from boundaries.
  - Avoid overshadowing or obstructing views from neighbouring properties.
  - Comply with council height and bulk requirements.
- 

#### **4. Site Layout**

The shed will be located in accordance with the attached site plan to:

- Ensure compliance with boundary setbacks.
  - Allow adequate vehicle manoeuvring space for the caravan, boat, and tractor.
  - Maintain existing landscaping where possible to soften the visual impact of the structure.
- 

#### **5. Drainage and Stormwater Management**

Roof water will be directed to gutters and downpipes connected to either:

- A new rainwater tank system, or
- Council-approved stormwater infrastructure.

This will ensure:

- No adverse impact on adjoining properties.
  - Compliance with council stormwater management requirements.
  - Potential reuse of rainwater for amenities (toilet and shower).
- 

#### **6. Energy Efficiency Measures**

- Light-coloured *Surmist* roof sheeting to reduce heat absorption.



- Ventilation provisions in the roof/walls to improve airflow and reduce reliance on mechanical cooling.
  - The use of insulation under roofing iron and western wall
  - Potential integration of solar panels at a later stage to offset power consumption.
- 

## **7. Summary**

The proposed shed is a well-considered addition to the property, providing secure storage, an undercover entertainment space, and amenities, while maintaining a minimal visual and environmental footprint. The design aligns with council objectives for:

- Visual integration into the surrounding environment.
- Compliance with energy efficiency and stormwater management requirements.
- Preservation of neighbouring property amenity.

## Planning Assessment Report- 2025/21534

	2025/21534
<u>Proposal:</u>	Material Change of Use "Dwelling House" (Domestic Outbuilding)
<u>Applicant:</u>	RA & KJ Pollock Building Contractors
<u>Street Address:</u>	173 Edwardes Street
<u>Real Property Description:</u>	Lot 1 on RP194087, Lot 34 & 35 on RP 840803
<u>Officer</u>	Planning Officer

**Proposed Land Use**

Robbie and Kerri-Ann Pollock trading as RA & KJ Pollock Building Contractors have submitted an application for the construction of a new shed at 173 Edwardes Street North, Roma. Formally described as Lot 1 on RP194087, Lot 34 & 35 on RP840803 the subject site is a large residential block spanning over the three allotments, however the proposed shed structure is to be fully contained within Lot 1RP194087.

**Details of Proposed Development**Background

The sale of the three allotments (Lot 1 on RP194087, Lot 34 & 35 on RP840803) included within the proposed development has recently settled, changing the ownership of the titles to the applicants, Kerri-Anne and Robbie Pollock.

The existing dwelling on Lot 1RP194087 is historically an existing use with no additional structures ancillary to the dwelling on site or situated on Lots 34 and 35 RP840803.

Figure 1 below outlines the allotments included within the proposed development site.



**Figure 1: Development Site (Source: Queensland Globe)**

### Proposal

The proposed application is a Development Permit for a Material Change of Use 'Domestic Outbuilding'. Proposing to erect a **353.8m<sup>2</sup>** shed, the structure comprises of a **91.0455m<sup>2</sup>** open portion, a **262.75m<sup>2</sup>** enclosed portion and a height of **5.478m**. Wholly contained within lot 1RP194087 the structure meets all setback requirements and will be built in conjunction with a new dwelling fronting Edwardes Street.

The proposed Shed is sketched as per below Figure 2.



**Figure 2: Proposed Site Plan (Source: Applicant Documents)**

The property owner's justification for the proposed structure states that:

*"The proposed shed will serve as a multi-purpose storage and recreational facility. Its primary use will include:*

- *Storage of a tractor with slasher, boat, caravan, utility vehicle, and son's hobby car project.*
- *Provision of a sheltered entertainment area within the open bay for social gatherings.*
- *Installation of a toilet and shower within the enclosed section to provide amenities for both storage and entertainment purposes.*

*Comprising of three enclosed bays for secure vehicle and equipment storage and one open bay for undercover entertainment and informal use."*

It is noted the applicant is the owner of a Building Contractors Business and there is no justification or reasoning to indicate the approval of the structure as a home-based business or commercial/industry use.

Simultaneously it is also noted the applicant intends to install a toilet and shower within the shed. The incorporation of the plumbing fixtures into the development do not alter the structure as being assessed as a class 10a structure (non-habitable building).



### Characteristics of the Site

The subject site is comprised of three irregular shaped allotments that form a total site area of 2.5ha. Currently featuring a lawfully approved dwelling, the site has frontage and access to Edwardes Street North from the east and informal access from Miscamble Street to the south. Located within the General Residential Zone of the Maranoa Planning Scheme 2017, the site zoning is shown below in Figure 3.



**Figure 3: Zoning (Source: Spectrum Spatial)**

### 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 the intensity or scale of the use of the premises”.

The site is in the General Residential zone, where a Domestic Outbuilding, ancillary to a Dwelling House, is classified as accepted development subject to requirements. As the proposed outbuilding does not meet all relevant assessment benchmarks, the application becomes Code assessable.

Pursuant to Section 45 of the *Planning Act 2016*, a Code Assessable application is an assessment that must be carried out only:

- (a) against the assessment benchmarks in a categorising instrument for the development; and
- (b) having regard to any matters prescribed by regulation for this paragraph.

### 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*.
- the *Queensland Development Code MP 1.2*

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

### The Darling Downs Regional Plan & State Planning Policy

Council is required to consider the Regional Plan and 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 Regional Plan and State Planning Policy a separate assessment of the application against these documents is not required for a Code Assessable application.

### The Maranoa Planning Scheme 2017

The relevant sections of the Maranoa Planning Scheme 2017 are:

- Part 5 Tables of assessment
- Part 6 Zones
  - 6.2.3 General Residential Zone Code

In addition, Part 6 of the Planning Scheme identifies the Queensland Development Code (Mandatory Part MP1.2) as a relevant assessment benchmark.

### Part 6-Zones

Zones organise the Planning Scheme area in a way that facilitates the location of preferred or acceptable land uses. The premises is in the General Residential Zone.

*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 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; MRC Planning Scheme Part 7 – Local plans and precinct codes Page 136*
- 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.

### 6.2.3 General Residential Zone Code

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<b>PLANNING</b>		
<b>Use, density and built form</b>		
<b>PO 1 Scale</b> Uses other than <b>Accommodation activities:</b> <ul style="list-style-type: none"> <li>(a) are of a small-scale and low intensity;</li> <li>(b) directly support the day-to-day needs of the immediate residential community;</li> <li>(c) do not prejudice the operation and viability of other uses or activities in the General Residential Zone or other zones;</li> <li>(d) have all car parking needs met on site;</li> <li>(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;</li> <li>(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</li> <li>(g) have access to</li> </ul>		<b>Complies</b> The proposed development is an ancillary use to the existing accommodation activity onsite.



PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
reticulated sewer, water and stormwater.		
<p><b>PO 2 Location</b></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> <ul style="list-style-type: none"> <li>(a) not to prejudice the consolidation of like non-residential uses in other more appropriate areas;</li> <li>(b) to be co-located with other non-residential uses wherever possible;</li> <li>(c) to be accessible for, and provide a service to, the immediate local population; and</li> <li>(d) to be located on the major road</li> </ul>		<p><b>Complies</b></p> <p>The proposed development is an ancillary use to the existing dwelling onsite, appropriately located within the General Residential Zone.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>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><b>PO 3 Density and site coverage</b></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><b>AO 3.1</b></p> <p>Site coverage, not including paths, residential outbuildings and carports shall not exceed 60% of the premises.</p>	<p><b>Complies</b></p> <p>The proposed development will have a total coverage area less than 2% of the total site area.</p>
<p><b>PO 4 Setbacks Building setbacks:</b></p> <ul style="list-style-type: none"> <li>(a) enhance the appearance and character of streets and buildings;</li> <li>(b) are appropriate to the scale of the development and the intended character of the General Residential Zone;</li> <li>(c) provide for adequate daylight for habitable rooms and open space areas on and adjoining the site;</li> <li>(d) are sufficient to minimise loss of privacy, overshadowing and overlooking of adjoining premises; and</li> </ul>	<p><b>For Dwelling house:</b></p> <p><b>AO 4.1</b></p> <p>Boundary setbacks are provided in accordance with the Queensland Development Code MP 1.2.</p> <p><b>For uses other than Dwelling house:</b></p> <p><b>AO 4.2</b></p> <p>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><b>For development on a corner allotment:</b></p> <p><b>AO 4.3</b></p> <p>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><b>AO 4.1 Complies</b></p> <p>Please refer below to the assessment against the Queensland Development Code MP 1.2 for further details.</p> <p><b>AO 4.2 Not Applicable</b></p> <p>The proposed development is for a Dwelling House.</p> <p><b>AO 4.3 Not Applicable</b></p> <p>The proposed development site is not located on a corner allotment.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
(e) provide adequate separation and buffering between residential and non-residential premises.		
<b>PO 5 Height</b> 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.		<b>Does Not Comply</b> The proposed outbuilding is to have a height of 5.478m. Being over a metre above the accepted height of an outbuilding within the General Residential Zone it is determined the height of the structure is not compatible or complementary to existing outbuildings within the General Residential Zone.
<b>PO 6 Outbuildings</b> 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.  Note: Ancillary non-residential uses are any uses that are not ancillary to the activities within a Dwelling.	<b>AO 6.1</b> Boundary setbacks are provided in accordance with the <i>Queensland Development Code</i> MP 1.2.  <b>AO 6.2</b> The size of outbuildings is restricted to structures with a maximum of 4.2 m in height and a maximum of 82 m <sup>2</sup> 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 m <sup>2</sup> floor area (118 m <sup>2</sup> total area).  <b>AO 6.3</b> 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.  <b>AO 6.4</b> The use of shipping containers for permanent private storage is limited to: (a) allotments with a minimum area of 800 m <sup>2</sup> ; and (b) one shipping container per allotment.  <b>AO 6.5</b> The use of shipping containers for permanent private storage is permitted only in circumstances where the shipping container: (a) is incidental to the primary use of the site and occurs only on a lot where a	<b>AO 6.1 Complies</b> Please refer below to the assessment against the Queensland Development Code MP 1.2 for further details.  <b>AO 6.2 Does Not Comply</b> The proposed development includes the construction of a new shed on the subject site. The structure is intended to have a total Gross Floor Area (GFA) of 353.8m <sup>2</sup> resulting in the shed being over the accepted GFA within the General Residential Zone. Simultaneously the height of the structure is to reach 5.478m which also exceeds the height requirements within the General Residential Zone.  <b>AO 6.4 Not Applicable</b> The proposed development does not involve Shipping Containers.  <b>AO 6.5 Not Applicable</b> The proposed development does not involve Shipping

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	<p>principal building exists;</p> <p>(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);</p> <p>(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;</p> <p>(d) is in good repair with no visual rust marks;</p> <p>(e) is not used as fencing or screening;</p> <p>(f) is not used as an advertising device or as a commercial storage facility; and</p> <p>(g) is not used for human habitation.</p> <p>Note: 'Outbuildings' include any form of shipping container, railway carriage, pre-fabricated building or the like, that is used for domestic storage</p>	Containers.
<p><b>PO 7 Separation from incompatible land uses</b></p> <p>Adequate separation distances are provided between uses in the General Residential zone (and also uses outside the zone) to ensure:</p> <p>(a) the future viability of surrounding uses;</p> <p>(b) infrastructure items are protected from incompatible development;</p> <p>(c) an appropriate standard of amenity and public safety; and</p> <p>(d) conflict arising from incompatible uses is minimised.</p>		<p><b>Not Applicable</b></p> <p>The proposed development site is located with the General Residential Zone and is surrounded by similar zoned lots.</p>
<p><b>PO 8 Buffers</b></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</p>		<p><b>Not Applicable</b></p> <p>The proposed development is not located adjoining agricultural, transport and industrial activities.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
General Residential zone. Note: Refer to <b>SC6.2 Planning scheme policy – Landscaping</b> for guidance on designing and establishing landscape buffers.		
<b>Amenity</b>		
<b>Advertising signage – refer to the Operational works advertising devices code</b>		
<b>Heritage places – in addition, refer to the Heritage overlay code</b> where mapped in the SPP Cultural heritage mapping or listed in the Heritage and character policy		
<b>PO 9 General amenity</b> Uses other than <b>Accommodation activities</b> established in the General Residential Zone: (a) do not impact adversely on the residential amenity of the General Residential Zone; and (b) do not prejudice the landscape values of the town.		<b>Complies</b> The proposed development is an ancillary use to the existing dwelling onsite, appropriately located within the General Residential Zone.
<b>PO 10 Building appearance</b> Buildings are designed to a high aesthetic standard. Service spaces and facilities are designed and sited in an unobtrusive and convenient manner.	<b>AO 10.1</b> 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. 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.	<b>Complies</b> The proposed development is a typical shed design seen throughout the region. The intended purpose of the building is for domestic vehicle and equipment storage. Equipment and facilities associated with the structure will be of a domestic nature and are not expected to be visually obtrusive.
<b>PO 11 Neighbourhood character</b> The design of development recognises and responds to the surrounding area or neighbourhood.	<b>AO 11.1</b> 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. 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.	<b>Complies</b> The proposed shed plans indicate materials have been chosen to reflect the elements of the surrounding urban area.
<b>PO 12 Footpaths</b> Footpaths are provided for pedestrian comfort.	<b>AO 12.1</b> 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,  <b>AO 12.2</b>	<b>Not Applicable</b> The proposed development does not trigger the need for a footpath.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	In the Central living precinct, footpaths are provided for the full length of the site frontage.	
<b>PO 13 Streetscape</b> Buildings in the General Residential Zone: <ul style="list-style-type: none"> <li>(a) address the street frontage;</li> <li>(b) have a clearly defined front entry or entry path that is visible from the street; and</li> <li>(c) provide opportunities for informal surveillance of streets and other public spaces from habitable rooms.</li> </ul>		<b>Complies</b> The proposed structure does not affect the existing streetscape of the premises due the shed being set back 68m from the front boundary.
<b>PO 14 Cultural heritage</b> The physical integrity and significance of cultural heritage discovered during development are retained. Note: Cultural heritage refers to indigenous and non- indigenous cultural heritage.	<b>AO 14.1</b> Protection of cultural heritage is achieved by demonstrated agreement with the appropriate aboriginal or cultural heritage body responsible for the care of that heritage.	<b>Not Applicable</b> The site is not identified as heritage listed. No cultural heritage items have been notified as being found onsite. The landowner has ongoing duty of care under the <i>Aboriginal Cultural Heritage Act 2003</i> to protect any identified cultural heritage matters
<b>Landscaping, privacy and fencing</b>		
<b>Landscaping – refer to the Operational works landscaping code</b>		
<b>PO 15 Landscaping</b> Street trees and landscaping at the site shall: <ul style="list-style-type: none"> <li>(a) contribute positively to the built form and the street;</li> <li>(b) be visually pleasing and create an attractive environment;</li> <li>(c) be located to take account of the direction of the breezes and sun;</li> <li>(d) be located to give privacy and buffering from or for any</li> </ul>	<b>For all uses other than Dwelling house:</b> <b>AO 15.1</b> 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. <b>AO 15.2</b> 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 <b>AO 15.3</b> 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	<b>Not Applicable</b> The proposed development does not affect the existing landscaping located onsite.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<p>incompatible uses;</p> <p>(e) be located to avoid interference with electricity lines and other infrastructure; and</p> <p>(f) maintain sight lines at intersections for traffic.</p>	<p>landscape works.</p> <p>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</p>	
<p><b>PO 16 Privacy and screening</b></p> <p>Non-accommodation activities provide adequate screening for adjoining residential premises so that the privacy and amenity of residential use is protected.</p>	<p><b>AO 16.1</b></p> <p>Windows and openings of buildings and structures housing non-accommodation activities do not overlook the living areas, (including outdoor living areas) of adjoining dwellings.</p>	<p><b>Complies</b></p> <p>The position of the structure onsite allows adjoining dwellings to be an appropriate distance from the structure without causing overshadowing.</p>
<p><b>PO 17 Fencing</b></p> <p>Where uses other than Accommodation activities adjoin Accommodation activities, fencing provides separation for privacy.</p>	<p><b>For uses other than Accommodation activities:</b></p> <p><b>AO 17.1</b></p> <p>Fencing is provided along all boundaries shared with an Accommodation activity.</p> <p><b>AO 17.2</b></p> <p>The constructed fence is to consist of a 1.8 m high solid structure.</p>	<p><b>Not Applicable</b></p> <p>The proposed development does not affect the existing fencing located onsite.</p>
<b>Avoiding Nuisance</b>		
<p><b>PO 18 Operating hours</b></p> <p>Uses are operated in a manner that ensures the local amenity is protected.</p>	<p><b>For Community activities:</b></p> <p><b>AO 18.1</b></p> <p>Uses are operated between the hours of 7:00am and 8:00pm.</p> <p><b>For Business activities:</b></p> <p><b>AO 18.2</b></p> <p>Uses are operated between the hours of 7:00 am and 8:00 pm Monday to Saturday only and not including public holidays.</p> <p><b>For all other non-accommodation activities:</b></p> <p><b>AO 18.3</b></p> <p>Uses are operated between the hours of 7:00 am and 6:00 pm Monday to Saturday only and not including public holidays.</p>	<p><b>Not Applicable</b></p> <p>The proposed development does not involve operating hours.</p>
<p><b>PO 19 Delivery of goods</b></p> <p>The loading and unloading of goods occur at the appropriate times to protect the amenity of the area and surrounding areas.</p>	<p><b>AO 19.1</b></p> <p>Loading and unloading of goods occur:</p> <ul style="list-style-type: none"> <li>7:00 am to 6:00 pm Monday to Friday,</li> <li>8:00 am to 5:00 pm Saturday</li> </ul>	<p><b>Not Applicable</b></p> <p>The proposed development does not include the delivery of goods.</p>



PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	<p><b>AO 19.2</b></p> <p>No loading or unloading occurs on Sundays or Public Holidays.</p> <p><b>AO 19.3</b></p> <p>The use does not generate:</p> <ul style="list-style-type: none"> <li>(a) more than two truck movements per week of trucks with a gross vehicle mass of 10 tonnes or less; and</li> <li>(b) does not generate any truck movements of trucks with a gross vehicle mass of greater than 10 tonnes.</li> </ul>	
<p><b>PO 20 Noise emissions</b></p> <p>Noise emissions from premises do not cause a nuisance to adjoining properties or sensitive land uses.</p>	<p>Note: Sensitive land uses are defined in the State Planning Policy.</p>	<p><b>Complies</b></p> <p>If approved, further conditions regarding noise emissions would be applied to ensure noise emissions during construction do not impact adjoining properties.</p>
<p><b>PO 21 Lighting</b></p> <p>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.</p>	<p><b>AO 21.1</b></p> <p>All lighting does not exceed 8 lux at 1.5 m beyond any site boundary adjoining sensitive land uses.</p> <p>Note: Sensitive land uses are defined in the State Planning Policy.</p>	<p><b>Conditioned to Comply</b></p> <p>If approved, conditions would be applied to ensure all lighting does not exceed 8 lux at 1.5m beyond any site boundary.</p>
<p><b>PO 22</b></p> <p><b>Refuse storage</b></p> <p>Refuse storage areas are:</p> <ul style="list-style-type: none"> <li>(a) located in convenient and unobtrusive positions;</li> <li>(b) screened from the street and adjoining uses; and</li> <li>(c) capable of being serviced by a waste collector if required to be emptied on site.</li> </ul>	<p><b>AO 22.1</b></p> <p>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%.</p> <p><b>For developments comprising eight or more dwelling units, and uses other than accommodation activities:</b></p> <p><b>AO 22.2</b></p> <p>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.</p>	<p><b>Not Applicable</b></p> <p>The proposed development does not include a refuse storage area.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
<b>ENGINEERING</b>		
<b>Erosion Control</b>		
<b>PO 23 Construction activities</b> Both erosion control and silt collection measures are undertaken to ensure the protection of environmental values during construction.	<b>AO 23.1</b> During construction, soil erosion and sediment are managed in accordance with the <i>Capricorn Municipal Development Guidelines</i> .	<b>Complies</b> If approved, further conditions will be applied to ensure soil erosion and sediment are managed during construction in accordance with the CMD Guidelines.
<b>Provision of services</b>		
<b>PO 24 Electricity supply</b> Premises are provided with a supply of electricity adequate for the activity.	<b>AO 24.1</b> Premises are connected to the reticulated electricity infrastructure. The connection is to be approved by the relevant energy regulatory authority; and/or  <b>AO 24.2</b> Renewable energy systems contribute to the supply and use of electricity to and from the grid.	<b>AO 24.1 Complies</b> The development site is a pre-established lot connected to the electricity infrastructure.  <b>AO 24.2 Complies</b> The proposed structure has the ability to incorporate renewable energy systems within the design.
<b>PO 25 Gas supply</b> 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.	<b>AO 25.1</b> Where available, premises are connected to Council's reticulated gas system.	<b>Not Applicable</b> The proposed development site is not connected to Council's reticulated gas system.
<b>PO 26 Water supply</b> 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	<b>AO 26.1</b> Premises are connected to Council's reticulated water system.  <b>AO 26.2</b> No buildings are constructed over water supply infrastructure including trunk mains and manholes.  <b>AO 26.3</b> A clear level area of a minimum of 2.5 m radius is to be maintained around existing water supply infrastructure including trunk	<b>AO 26.1 Complies</b> The proposed development site is a pre-established lot connected to Council's reticulated water system.  <b>AO 26.2 Complies</b> The proposed structure is not to be constructed over water supply infrastructure.  <b>AO 26.3 Complies</b> The proposed location of the development on site is

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
replacement purposes.	mains and manholes for maintenance and upgrade purposes.	clear of water supply infrastructure.
<b>PO 27 Effluent disposal</b> To ensure that public health and environmental values are preserved: <ul style="list-style-type: none"> <li>(a) all premises provide for the effective treatment and disposal of effluent and other waste water; and</li> <li>(b) access to reticulated infrastructure is to be maintained for maintenance and replacement purposes.</li> </ul>	<b>AO 27.1</b> Premises are connected to Council's reticulated sewerage system; or <b>AO 27.2</b> 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. <b>AO 27.3</b> No buildings are constructed over sewerage infrastructure including trunk mains and manholes; and <b>AO 27.4</b> 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.	<b>AO 27.1 Complies</b> The proposed development site is a pre-established lot connected to Council's reticulated sewerage system. <b>AO 27.2 Not Applicable</b> <b>AO 27.3 Complies</b> The proposed structure is not located over sewerage infrastructure. <b>AO 26.4 Complies</b> The proposed location of the development on site is clear of sewerage infrastructure.
<b>Stormwater and drainage</b>		
<b>PO 28 Stormwater and inter-allotment drainage</b> Stormwater is collected and discharged to: <ul style="list-style-type: none"> <li>(a) protect the stability of buildings and the use of adjacent land;</li> <li>(b) prevent water-logging of nearby land;</li> <li>(c) protect and maintain environmental values; and</li> <li>(d) maintain access to reticulated infrastructure for maintenance and replacement purposes</li> </ul>	<b>AO 28.1</b> 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)</i> MP1.4 – Building over or near relevant infrastructure.	<b>Conditioned to Comply</b> If approved, conditions would be applied to ensure stormwater and inter-allotment drainage is collected and discharged in accordance with the CMD guidelines.
<b>Roads and rail</b>		
<b>Infrastructure – refer to the Infrastructure overlay code</b> for development in the proximity of, or potentially affecting State infrastructure.		
<b>PO 29 Protection of State-controlled roads</b> Development adjacent to	<b>AO 29.1</b> Lots with primary access to a State-controlled road have a single access only.	<b>Not Applicable</b> The development site is not located in proximity to a State-controlled road.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
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.	Vehicles must always enter and exit the site in a forward direction. <b>AO 29.2</b> Where access is available to a road other than a State-controlled road from the lot, access shall be from the local road.	
<b>PO 30 Roads</b> A sealed road is provided between the premises and the existing sealed road network.	<b>AO 30.1</b> Roads are designed and constructed in accordance with the <i>Capricorn Municipal Development Guidelines</i> . <b>AO 30.2</b> Premises have approved access to the existing road network.	<b>AO 30.1 Not Applicable</b> The proposed development does not involve the construction of a new road. <b>AO 30.2 Complies</b> The proposed development has no effect on the existing access to the road network.
<b>Access, parking and manoeuvring</b>		
<b>PO 31 Vehicle access</b> Vehicle access is provided to a standard appropriate for the use.	<b>AO 31.1</b> 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> . <b>AO 31.2</b> 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. <b>AO 31.3</b> 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.	<b>AO 31.1 Not Applicable</b> The proposed development does not introduce a new access road. <b>AO 31.2 Not Applicable</b> The proposed development does not involve the introduction of a new crossover. <b>AO 31.3 Not Applicable</b> The proposed development does not involve the construction of new access.
<b>PO 32 Parking and manoeuvring</b> Vehicle parking and service vehicle provision is adequate for the activity and ensures both safety and functionality for motorists and pedestrians.	<b>AO 32.1</b> 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. <b>AO 32.2</b> All uses provide vehicle parking in accordance with Schedule 7, Parking standards. <b>AO 32.3</b> All uses provide for vehicle manoeuvring in accordance with Australian Standard AS	<b>AO 32.1 &amp; AO 32.2 Complies</b> The proposed development does not involve the re-development of existing floor area. The proposal will provide secure onsite vehicle parking to support a residential use. <b>AO 32.3 Complies</b> The development site provides ample onsite manoeuvring space for a residential use.

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
	<p>2890.</p> <p><i>For all uses other than Dwelling House</i></p> <p>:</p> <p><b>AO 32.4</b></p> <p>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><b>AO 32.5</b></p> <p>All car parking, access and manoeuvring areas are to be sealed with an impervious surface; and</p> <p><b>AO 32.6</b></p> <p>All vehicles drive forward when entering and exiting the site.</p>	<p><b>AO 32.4 Not Applicable</b></p> <p><b>AO 32.5 Not Applicable</b></p> <p><b>AO 32.6 Complies</b></p> <p>The development site provides ample onsite manoeuvring space for vehicles to turn and exit the site in forward direction.</p>
<b>ENVIRONMENTAL</b>		
<p><b>PO 33 Air emissions</b></p> <p>Air emissions including odour do not cause environmental harm or nuisance to adjoining properties or sensitive land uses.</p>	<p>Note: Sensitive land uses are defined in the State Planning Policy.</p>	<p><b>Complies</b></p> <p>If approved, further conditions would be applied to ensure air emissions during construction do not cause harm or nuisance to adjoining properties.</p>
<p><b>PO 34 Energy use</b></p> <p>Non-renewable energy use is minimised through efficient design and the adoption of alternative energy sources.</p>	<p><b>AO 34.1</b></p> <p>Passive solar design principles are adopted in buildings to maximise energy efficiency.</p> <p><b>AO 34.2</b></p> <p>Building design and orientation provide opportunities for the incorporation of alternative energy technologies.</p>	<p><b>AO 34.1 Complies</b></p> <p>The proposed development is positioned onsite to allow for maximized energy efficiency and incorporates surmest roof sheeting to reduce heat absorption.</p> <p><b>AO 34.2 Complies</b></p> <p>The proposed building is positioned on site to allow for the incorporation of alternative energy technologies if necessary.</p>
<p><b>PO 35 Water quality</b></p> <p>The standard of effluent and/or stormwater runoff from premises ensures the quality of surface water is suitable for:</p> <p>(a) the biological integrity of aquatic ecosystems;</p> <p>(b) recreational use;</p>		<p><b>Conditioned to Comply</b></p> <p>If approved, Conditions would be applied to ensure stormwater runoff from the premises does not cause harm or a nuisance to adjoining landowners.</p>

PERFORMANCE OUTCOMES	ACCEPTABLE OUTCOMES	RESPONSE
(c) supply as drinking water after minimal treatment;		
(d) agricultural use or industrial use; and		
(e) minimises nuisance or harm to adjoining land owners.		

**Queensland Development Code MP1.2**

[illegible]

Performance Criteria	Acceptable Solution	Response
	<p>A1(a)(i); and</p> <p>(C) no building or structure over 2m high is built within a 9m by 9m truncation at the corner of the 2 road frontages (Figure 3).</p> <p>(c) For open carports, the minimum road setback may be less than required by A(i)(a) if –</p> <p>(i) the aggregate perimeter dimension of walls, solid screens, and supports located within the setback does not exceed 15% of the total perimeter dimension (along the line of supports) of that part of the carport within the same setback (Figure 4); and</p> <p>(ii) there is no alternative on-site location for a garage or carport that –</p> <p>(A) complies with A(i)(a); and</p> <p>(B) will allow vehicular access having a minimum width of 2.5m; and</p> <p>(C) has a maximum gradient of 1 in 5.</p> <p>(d) For structures the minimum road setbacks are as for A1(a),(b), and (c) except for –</p> <p>(i) swimming pools, where the minimum distance from the water to the road frontage is –</p> <p>(A) where the vertical distance to the coping above the finished ground level is not more than 1.2m – 1.5m; or</p> <p>(B) where a solid wall or fence at least 1.8m high above finished ground level is constructed between</p>	<p><b>Not Applicable</b></p> <p>The proposed development is not an open carport.</p> <p><b>Not Applicable</b></p>



Performance Criteria	Acceptable Solution	Response
	<p>the water and the road frontage and the top of the wall or fence is at least 1.0m above the top of the coping of the pool – no requirement; and</p> <p>(ii) screens, fences, retaining walls or a combination of screens, fences or retaining walls not more than 2m in height; and</p> <p>(iii) roofed gatehouses and arches having –</p> <p>(A) a maximum area of 4m<sup>2</sup>; and</p> <p>(B) not more than 2m wide elevation to street; and</p> <p>(C) not more than 3m in height.</p>	
<p><b>P2</b></p> <p>Buildings and structures –</p> <p>(a) provide adequate daylight and ventilation to habitable rooms; and</p> <p>(b) allow adequate light and ventilation to habitable rooms of buildings on adjoining lots.</p> <p>(c) do not adversely impact on the amenity and privacy of residents on adjoining lots.</p>	<p><b>A2</b></p> <p>(a) The side and rear boundary clearance for a part of the building or structure is –</p> <p>(i) where the height of that part is 4.5m or less - 1.5m; and</p> <p>(ii) where the height of that part is greater than 4.5m but not more than 7.5m - 2m; and</p> <p>(iii) where the height is greater than 7.5m - 2m plus 0.5m for every 3m or part exceeding 7.5m.</p> <p>(b) For a rectangular or near rectangular narrow lot with a 15m or less frontage, the minimum side and rear setbacks for that part are –</p> <p>(i) where the height is not more than 7.5m – in accordance with Table A2; and</p> <p>(ii) where the height is more than 7.5m – 2m plus 0.5m for every 3m or part of 3m by which the height exceeds 7.5m.</p> <p>(c) Structures may be exempted from A2 (a) and (b) where –</p> <p>(i) the structure is not a deck, patio, pergola, verandah, gazebo or the like other than one permitted under</p>	<p><b>Complies</b></p> <p>The proposed development complies with all setback requirements.</p> <p><b>Not Applicable</b></p> <p><b>Not Applicable</b></p>

Performance Criteria	Acceptable Solution	Response
	<p>A2 (c) (v)</p> <p>(ii) the structure is not used for entertainment, recreational purposes or the like</p> <p>(iii) a screen, fence or retaining wall or a combination of screens, fences or retaining walls is not more than 2m in height or</p> <p>(iv) a rainwater tank, including any supporting structure such as a stand, is not more than 2.4m high.</p> <p>(v) subject to (ii), it is a pergola or other structure which is-</p> <p>(A) not enclosed by walls or roofed; and</p> <p>(B) not more than 2.4m in height at the boundary; and</p> <p>(C) primarily ornamental or for horticultural purposes.</p> <p>(d) Subject to A2(c), class 10a buildings or parts may be within the boundary clearances nominated in A2(a) and (b) where –</p> <p>(i) the height of a part within the boundary clearance is not more than 4.5m and has a mean height of not more than 3.5m; and</p> <p>(ii) the total length of all buildings or parts, of any class, within the boundary clearance is not more than 9m along any one boundary; and</p> <p>(iii) the class 10a buildings or parts within the boundary clearance are located no closer than 1.5m to a required window in a habitable room of an adjoining dwelling.</p> <p>(e) Swimming pools may be within the boundary clearances nominated in A2(a) and (b) where –</p> <p>(i) a solid wall or fence, constructed to prevent water entry onto adjoining lots, at least 1.8m high above finished ground level, is erected between</p>	<p><b>Complies</b></p> <p>The proposed development complies with all setback requirements.</p> <p><b>Not Applicable</b></p>

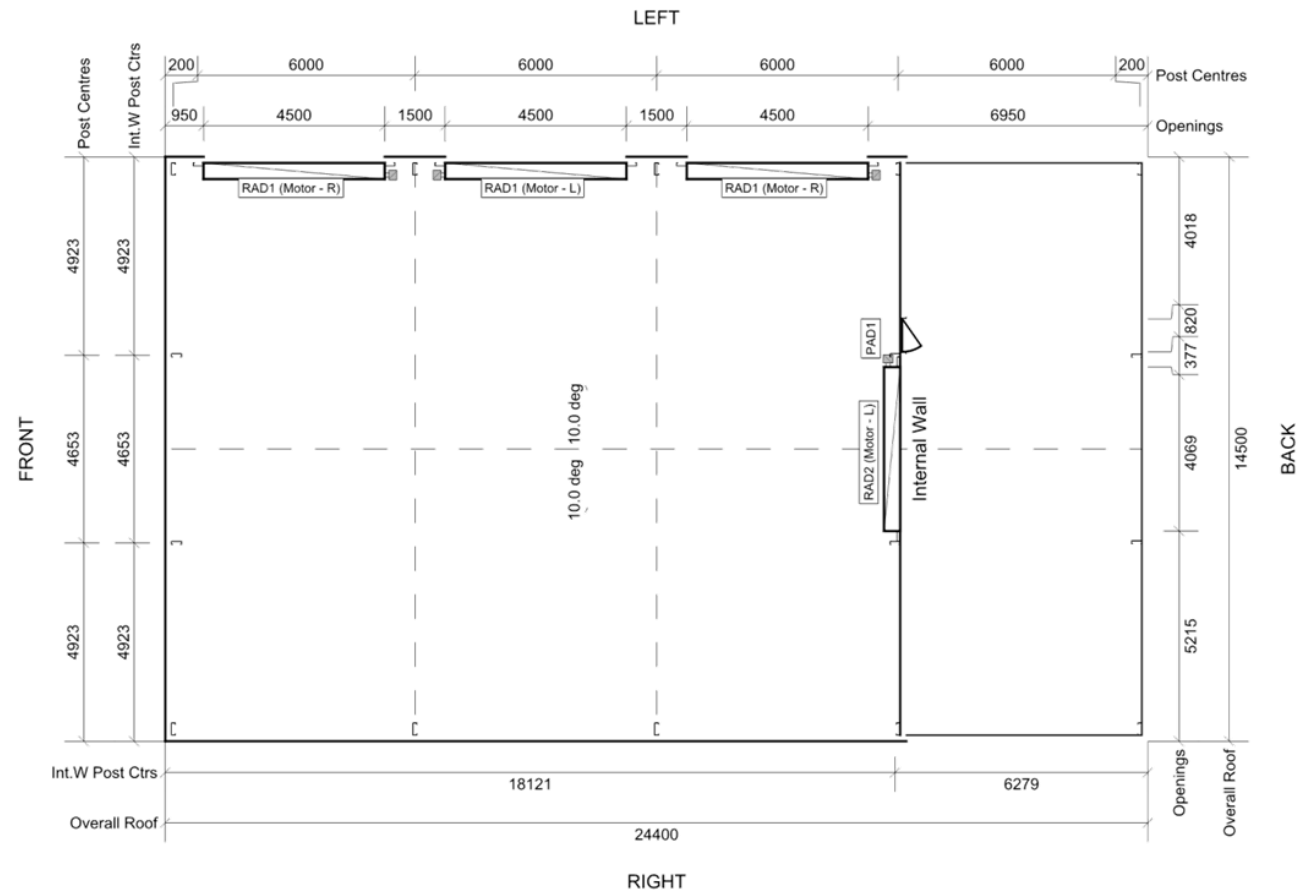
Performance Criteria	Acceptable Solution	Response
	<p>the swimming pool and the boundary of the lot; and</p> <p>(ii) the top of the wall or fence is at least 1.0m above the top of the coping of the pool.</p>	
<p><b>P3</b></p> <p>Adequate open space is provided for recreation, service facilities and landscaping.</p>	<p><b>A3</b></p> <p>The maximum area covered by all buildings and structures roofed with impervious materials, does not exceed 50% of the lot area.</p>	<p><b>Complies</b></p> <p>The proposed development does not exceed 50% of the lot area.</p>

### **Assessment Summary**


The proposed development is considered to conflict with the outcomes of the General Residential Zone of the Maranoa Planning Scheme 2017. The non-compliance with the planning scheme cannot be addressed through reasonable and relevant conditions. It is therefore recommended that the Material Change of Use "Dwelling House" (Domestic Outbuilding) be refused.

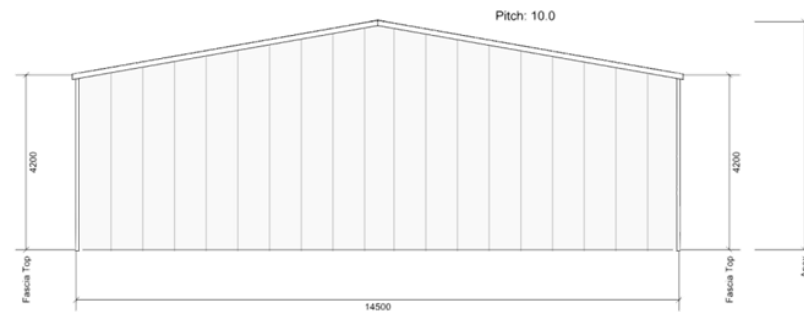




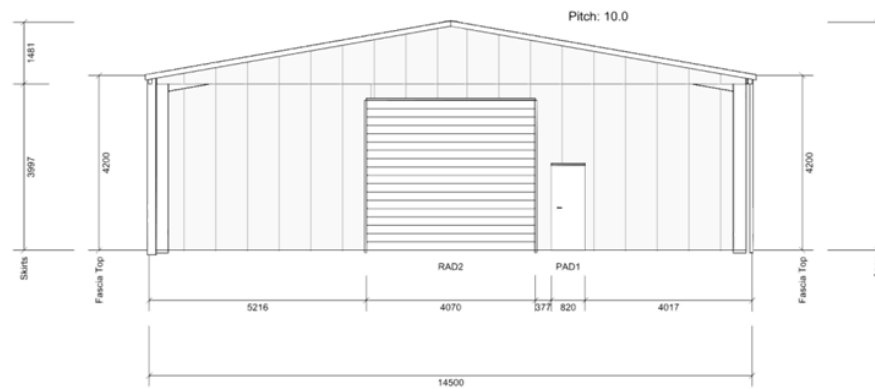


Floor Plan


 <p>R&amp;F Steel Buildings Roma ABN: 51 542 291 549</p>	<p><b>R&amp;F Steel Buildings Roma</b> QBCC Lic. 77926</p> <p>12 Marsden Court Roma QLD 4455</p> <p>T 0429 642 319 E roma@rfsteelbuildings.com.au</p>	PROJECT NO: <b>P18748Q1</b>		CUSTOMER: <b>Rob Pollock</b>		SITE OWNER: <b>Rob Pollock</b>		DATE: <b>14/08/2025</b>	
		PROJECT NAME: <b>Rob Pollock</b>				SITE: <b>173 Edwardes St N Roma, QLD 4455</b>		ULT WIND SPEED: <b>45.05 m/s</b>	
						LOT: <b>1</b> RP/SP: <b>RP194087</b>		SERVICEABILITY: <b>37.04 m/s</b>	
		JOB NAME: <b>Rob Pollock</b>				DRAWING No: <b>-Pollock: Floor Plan</b>			

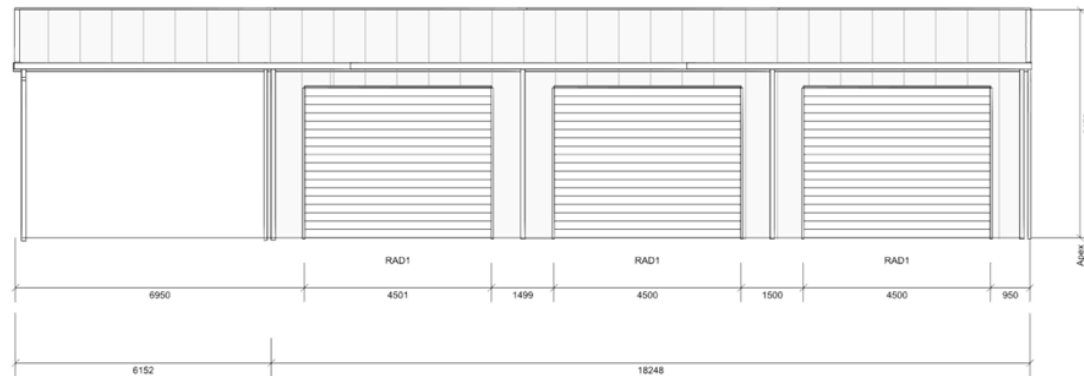


FRONT ELEVATION

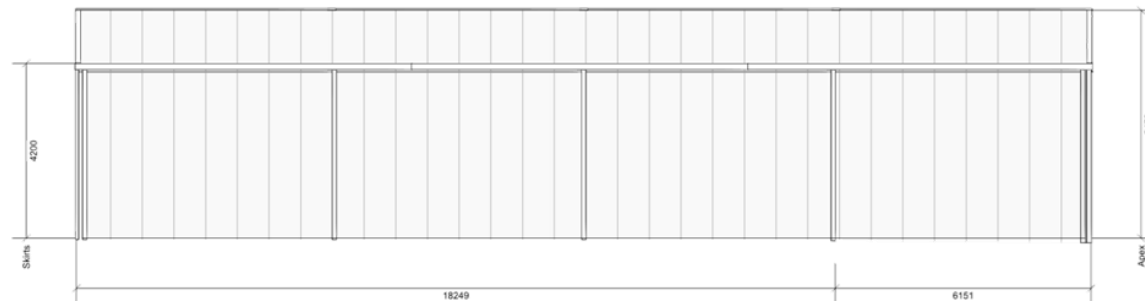


BACK ELEVATION


 <p>R&amp;F Steel Buildings Roma QBCC Lic. 77926</p> <p>12 Marsden Court Roma QLD 4455</p> <p>T 0429 642 319 E roma@rfsteelbuildings.com.au</p> <p>R&amp;F Steel Buildings Roma ABN: 51 542 291 549</p>	PROJECT NO: <b>P18748Q1</b>	CUSTOMER: <b>Rob Pollock</b>	SITE OWNER: <b>Rob Pollock</b>	DATE: <b>14/08/2025</b>
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	JOB NAME: <b>Rob Pollock</b>		LOT: <b>1</b> RP/SP: <b>RP194087</b>	SERVICEABILITY: <b>37.04 m/s</b>
			DRAWING No: <b>-Pollock:Elevation</b>	



LEFT ELEVATION



RIGHT ELEVATION

 <div>R&amp;F Steel Buildings Roma ABN: 51 542 291 549</div>	<div><b>R&amp;F Steel Buildings Roma</b> QBCC Lic. 77926</div> <div>12 Marsden Court Roma QLD 4455</div> <div>T 0429 642 319 E roma@rfsteelbuildings.com.au</div>	PROJECT NO: <b>P18748Q1</b>	CUSTOMER: <b>Rob Pollock</b>	SITE OWNER: <b>Rob Pollock</b>	DATE: <b>14/08/2025</b>
		PROJECT NAME: <b>Rob Pollock</b>		SITE: <b>173 Edwardes St N Roma, QLD 4455</b>	ULT WIND SPEED: <b>45.05 m/s</b>
		JOB NAME: <b>Rob Pollock</b>		LOT: <b>1</b> RP/SP: <b>RP194087</b>	SERVICEABILITY: <b>37.04 m/s</b>
				DRAWING No: <b>-Pollock:Elevation</b>	



## **OFFICER REPORT**

**Meeting:** Ordinary 28 August 2025

**Date:** 12 March 2025

**Item Number:** 14.4

**File Number:** D25/23269

**SUBJECT HEADING:** Option to Renew - Licence Agreement - Surat Washdown Facility

**Classification:** Open Access

**Officer's Title:** Leases and Agreements Administration Officer

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### **Executive Summary:**

Council has received a request from Mandandanji Cultural Heritage Services Pty Ltd, to extend the Licence Agreement for the use of the Surat Washdown Facility by a further three (3) years.

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

That Council:

1. Approve the extension of the Licence Agreement with Mandandanji Cultural Heritage Services Pty Ltd for a further three (3) year term in accordance with the terms of the current agreement, until 17 August 2028.
2. Authorise the Chief Executive Officer (or delegate) to determine the annual rental amount, having regard to any additional utilities, maintenance and operational expenses at the premises as a result of this agreement.
3. Authorise the Chief Executive Officer (or delegate), to execute the Licence Agreement.

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

Council has received correspondence from Mandandanji Cultural Heritage Services Pty Ltd, advising Council that they wish to take up the option within the existing agreement to extend the Licence Agreement with Maranoa Regional Council for a further three (3) years for use of the Surat Washdown Facility.

Council is asked to consider the extension, as well as the implementation of an annual rental fee for the use of the facility.

**Background (Including any previous Council decisions):**

Mandandanji Cultural Heritage Services Pty Ltd operates a business called Bullaroo Weed Hygiene Services (BWHS). The business was established in 2019, to meet the biosecurity (weed seed management) requirements of gas company QGC / Shell and its contractors. BWHS operates out of the Western Downs town of Chinchilla where they have a washdown facility. QGC remunerate BWHS on a cost recovery basis and is supportive of building the capacity of BWHS to meet QGC's needs, by providing funds to improve facilities where it operates and to support its operational needs.

QGC has extended its exploratory mining operations into the Surat area where it has engaged contractors to establish test wells preceding a seismic exploration project. Accordingly, BWHS needs to access a washdown facility in the Surat district, to meet the needs of their clients in the area.

As Council has the only suitable facility of its type in the district, BWHS approached Council in 2022 to request consideration to use the washdown facility in the Surat operations Depot. The only other sites suitable within reach of Surat are Roma and Chinchilla.

At the Ordinary Meeting held on 10 August 2022, Council resolved as follows:

**Resolution No. OM/08.2022/33**

**That Council:**

- 1. Pursuant to section 236(1)(b)(ii) of the Local Government Regulations 2012 (QLD), grant an appropriate agreement to Mandandanji Cultural Heritage Services Pty Ltd over part of the Surat Depot (Lot 1-9 on RP67606), being a non for profit community organisation, without tender or auction on the following terms:**
  - a. The term of the agreement is three (3) years with an option for a further (3) year by mutual agreement:**
  - b. All recommended rectification actions identified in the independent condition assessment inspection and report are met at the cost of Mandandanji Cultural Heritage Services Pty Ltd, in lieu of the first twelve (12) months' rent; and**
  - c. Subsequent annual rental amount to be determined by Council's Chief Executive Officer (or delegate) having regard to any additional utilities and maintenance expenses at the premises as a result of this agreement.**
- 2. Authorise the Chief Executive Officer (or delegate) to finalise the terms and sign the agreement and any associated documentation.**

Point 1 c. of the above resolution has not been actioned, and as a result, Mandandanji Cultural Heritage Services have been using the washdown facility at no cost for the past two (2) years.

The current Licence Agreement is due to expire on 18 August 2025 and has a 1 x 3-year option to renew, subject to mutual agreement.

At present, the Surat Washdown Facility does not have a system in place to monitor water usage per minute. Council staff are currently investigating the installation of a suitable monitoring device to enable accurate billing. The washdown is supplied by a raw water access point and not metered.

The following table provides a comparison washdown facility fees across the region and neighboring areas.

Location	Price
Roma Saleyards	\$1.30 per minute
Injune Washdown	\$1.05 per minute
Chinchilla	\$1.30 per minute – High Pressure Outlet \$1.80 per minute High Volume Outlet
Dalby	\$1.30 per minute – High Pressure Outlet \$1.80 per minute High Volume Outlet
Wandoan	\$1.30 per minute – High Pressure Outlet \$1.80 per minute High Volume Outlet

Council's Manager Strategic Water, Sewerage and Gas has advised that the estimated cost for materials to install an AVDATA system at the Surat Depot, is approximately \$3,350.00 (excluding GST and installation costs).

### Options Considered:

Installation of an AVDATA system at the Surat Washdown Facility:

The washdown facility is not a public access washdown. Installing an AVDATA system is an additional cost for installation and incur ongoing fees and charges to use the system for internal usage.

Setting an annual rental amount for the use of the Surat Washdown Facility provides a simpler and more cost-effective approach.

The Overseer for Warroo has proposed an annual rental fee of \$5,000 plus GST, for the use of the facility. As Council's primary point of contact with the group, the Overseer is familiar with the frequency of use by BWHS and advises that this figure represents a reasonable annual average based on historical usage.

BWHS has advised that they will not be working in the Surat Region over the next two months.

## Recommendation:

That Council:

1. Approve the extension of the Licence Agreement with Mandandanji Cultural Heritage Services Pty Ltd for a further three (3) year term in accordance with the terms of the current agreement, until 17 August 2028.
2. Authorise the Chief Executive Officer (or delegate) to determine the annual rental amount, having regard to any additional utilities and maintenance expenses at the premises as a result of this agreement.
3. Authorise the Chief Executive Officer (or delegate), to execute the Licence Agreement.

## Risks:

Risk	Description of likelihood & consequences
Nil	Nil

## Policy and Legislative Compliance:

### Local Government Regulations 2012

#### 236 - Exceptions for valuable non-current asset contracts

- (1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—
  - (b) the valuable non-current asset is disposed of to—
    - (i) a government agency; or
    - (ii) a community organisation; or
- (2) An exception mentioned in subsection (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

## Budget / Funding (*Current and future*):

If Council resolves to install the AVDATA system, costs associated with the installation of the water monitoring system at the Surat Washdown Facility.

Potential rental income / fees of \$5,000 if Council.

### Timelines / Deadlines:

Licence Agreement is due to expire on 18 August 2025.

3-year option to renew – Licence Agreement would then expire on 17 August 2028.

### Consultation (*Internal / External*):

Internal – Director - Warroo – advised Council could investigate a monitor to capture the water usage for the group to be charged.

Internal – Manager - Facilities (Land, Buildings and Structures).

External – Gillian Coghill (Acting/Project Manager and Chairperson – Mandandanji Cultural Heritage Services Pty Ltd)

Internal – Overseer - Warroo

Internal – Manager – Strategic Water, Sewerage & Gas – AVDATA System installation

### Strategic Asset Management Implications:

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

Nil

### Acronyms:

Acronym	Description
BWHS	Bullaroo Weed Hygiene Services

### Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	No
Corporate	No

### Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 3: Connectivity

3.1 Quality, fit-for-purpose strategic facilities

**Supporting Documentation:**

Nil.

**Report authorised by:**

Manager - Regional Facilities Management

Director - Corporate Services

Director - Regional Development, Environment & Planning