

NOTICE OF MEETING & AGENDA

Ordinary Meeting

Thursday 25 September 2025

Roma Administration Centre

NOTICE OF MEETING

Date: 18 September 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: Cameron Hoffmann – Deputy CEO – Strategic Roads,
Airports & Major Projects
Brett Exelby – Director Corporate Services
Seamus Batstone – Director Engineering
Jamie Gorry – Director Regional Development,
Environment and Planning

Attached is the agenda for the **Ordinary Meeting** to be held at the Roma Administration Centre on **25 September 2025 at 1:00 PM.**



Robert Hayward
Chief Executive Officer

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C Confidential Items

- C.1 Industry Contributions into the Denise Spencer Aquatic Centre Project**
Classification: Closed Access
 Local Government Regulation 2012 Section 254J(3)(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.
- C.2 Roma Airport Cafe Management Agreement**
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.

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 11 SEPTEMBER 2025 SCHEDULED TO COMMENCE AT 9:00 AM

ATTENDANCE

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

AS REQUIRED

Deputy CEO, Strategic Roads, Airports & Major Projects – Cameron Hoffmann, Director Surat – Mathew Gane, Manager - Community Safety & Rural Lands Services – Annie Connolly, Manager - Regional Economic & Community Development – Greg Lawrence, Manager - Regional Facilities Management – Leah Cooper, Coordinator Rural Lands – Annie Buckley, (Acting) - Senior Town Planner – Kate Swepson, Planning Officer – Logan Connell, Project and Administration Officer – Tennifer Limpus, Events Attraction Officer – Georgia Nicholls.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.05am, noting that Cr Birkett would be a late arrival for the meeting.

CONFIRMATION OF MINUTES

Resolution No. OM/09.2025/01	
Moved Cr Brumpton	Seconded Cr Davis
That the minutes of the Ordinary Meeting held on 28 August 2025 be confirmed.	
CARRIED	8/0

BUSINESS

REGIONAL DEVELOPMENT, ENVIRONMENT & PLANNING

Item Number:	15.1	File Number: D25/82859
SUBJECT HEADING:	STOCK ROUTE COMPLIANCE POLICY	
Officer's Title:	Coordinator Rural Lands	

Executive Summary:
Council's endorsement of the Stock Route Compliance Policy was sought. This policy 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/09.2025/02	
Moved Cr Seawright	Seconded Cr Hancock
That Council endorse the Stock Route Compliance Policy as presented, to ensure effective management of the stock route network, promote compliance, and align with legislative and strategic objectives.	
CARRIED	8/0

Responsible Officer	Coordinator Rural Lands
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Item Number: 15.2 File Number: D25/84186
 SUBJECT HEADING: COMMITTEE REPRESENTATION OUTBACK QUEENSLAND TOURISM ASSOCIATION (OQTA) COMMITTEE MEMBER
 Officer's Title: Manager - Regional Economic & Community Development

Executive Summary:

Outback Queensland Tourism Association (OQTA) is seeking highly motivated individuals with vision, drive, and passion for regional development to volunteer for Committee Member positions on the Outback Queensland Tourism Association.

Resolution No. OM/09.2025/03

Moved Cr Hancock

Seconded Cr Davis

That Council endorse nomination of an application for Cr. Vincent to be considered for a committee member position on the Outback Queensland Tourism Association Committee.

CARRIED

8/0

Responsible Officer

Manager - Regional Economic & Community Development

Item Number: 15.3 File Number: D25/83664
 SUBJECT HEADING: ROMA SALEYARDS BEEF BANQUET - POST-EVENT REPORT
 Officer's Title: Events Attraction Officer

Executive Summary:

The Roma Saleyards Beef Banquet was held on Wednesday 6 August 2025, to celebrate the end of the inaugural Great Australian Charity Cattle Drive.

Tickets were sold at \$100 per person, plus Eventbrite fees and GST. There were 194 registered guests in attendance, with 183 paid tickets and nine provided complementary.

Total expenses were \$16,479.13 and total revenue was \$18,300, leaving a profit of \$1,820.87.

It was recommended that this profit be donated to FareShare.

Resolution No. OM/09.2025/04

Moved Cr Hancock

That this lay on the table until later in the meeting. [for additional budgetary information to be provided].

CARRIED

8/0

Declaration of Interest

Item	15.4
Description	Returning the Moonlighting in Moffatt Banners
Declaring Councillor	Cr Jane Vincent
Person with the interest Related party / close associate / other relationship	Myself and my mother in law Brenda Vincent
Particulars of Interest	Brenda Vincent and family is mentioned within the report.
Type of conflict	Declarable conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Vincent left the meeting at 9.12am.

Item Number: 15.4 **File Number:** D25/86748

SUBJECT HEADING: RETURNING THE MOONLIGHTING IN MOFFAT BANNERS

Officer's Title: Project and Administration Officer

Executive Summary:

In 2018, Council accepted the donation from Karen Knight Mudie, comprising 11 banners from the Moonlighting in Moffatt exhibition. These banners were displayed on a rotational basis in the check-in lounge at Roma Airport until 2022, when they were converted into a digital format now showcased in the departure lounge.

Due to their delicate condition, the original banners have since been placed in storage. This report seeks Council's approval to return the banners to the heirs of Karen Knight Mudie, in accordance with the terms outlined in the original donation agreement.

Resolution No. OM/09.2025/05

Moved Cr Brumpton

Seconded Cr Davis

That Council:

- 1. Approve the return of the Moonlighting in Moffatt banners to the heirs of Karen Knight - Mudie, in accordance with the terms outlined in the donation agreement.**
- 2. Covers the transport costs for returning the banners, utilising IAS Fine Art Logistics.**
- 3. Allocate the total cost of \$2,305 + GST to GL 2885.2001.2001 – Arts and Culture Materials and Services.**

CARRIED

7/0

Responsible Officer	Project and Administration Officer
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At cessation of discussion and decision on the abovementioned item, Cr Vincent returned to the meeting at 9.14am.

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 Brendan Seawright, Cr Wendy Taylor.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Item Number:

15.5

File Number: D25/83553

SUBJECT HEADING:

**2012/18302 - CHANGE APPLICATION (MINOR)
MATERIAL CHANGE OF USE - HIGH IMPACT
INDUSTRY**

Officer's Title:

(Acting) - Senior Town Planner

Executive Summary:

Pure Environmental Qld Regional Pty Ltd have submitted a Minor Change Application to the existing approval for a Material Change of Use to establish an "Industry" (High Impact Industry – Waste Treatment and Resource Recovery Facility) and "Caretakers Residence" located at 40540 Warrego Highway, Jackson, described as Lots 26 and 28 on SP318595 (the subject premises).

Resolution No. OM/09.2025/06

Moved Cr Flynn

Seconded Cr Brumpton

That Council issue a Change Decision notice in relation to the existing Development Approval (Ref: 2012/18302) for a Material Change of Use to establish an "Industry" (High Impact Industry – Waste Treatment and Resource Recovery Facility) and "Caretakers Residence" located at 40540 Warrego Highway, Jackson, described as Lots 26 and 28 on SP318595, reflecting the changes detailed below -

(a) Condition 3 be amended from:

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

Plan/Document number	Plan/Document name	Date
Fig. 19	Supporting Information for Integrated Waste Facility Sensitive Receptor Locations	
WE413-00-01, Revision 1	Site Layout Plan	08/18
WE413-00-02	Operation Area Plan	05/14
B0129-40-01, Rev A	Compost Windrows Layout & Details	27.08.12
B0129-50-02, Rev A	Office and Amenities Building Floor Plan & Elevations	28.08.12
B0129-50-01, Rev A	Building 24.0m x 20.0m Floor Plan & Elevations	27.08.12
B0129-45-01	Brine Dam Typical Section Details	30.08.12
DOC01	Site Based Management Plan	2012

7910, Rev 4	Stormwater Management Plan	28 August 2012
12BRT0233-01, Rev A	Warrego Highway Access Driveway & Turn Treatment Layout	13-07-12
CMDG D5	Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5 Design Guidelines	03/2012
WE1838-00-01	Overall Site Layout Plan	07/18
WE1838-00-02	Proposed Layout Plan	07/18

To:

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

Plan/Document number	Plan/Document name	Date
Fig. 19	Supporting Information for Integrated Waste Facility Sensitive Receptor Locations	
WE413-00-01, Revision 1	Site Layout Plan	08/18
240187-000-001	Operational Works Layout Plan	27/05/25
240187-000-002	Proposed Layout Plan	29/05/25
WE413-00-02	Operation Area Plan	05/14
B0129-40-01, Rev A	Compost Windrows Layout & Details	27.08.12
B0129-50-02, Rev A	Office and Amenities Building Floor Plan & Elevations	28.08.12
B0129-50-01, Rev A	Building 24.0m x 20.0m Floor Plan & Elevations	27.08.12
B0129-45-01	Brine Dam Typical Section Details	30.08.12
DOC01	Site Based Management Plan	2012
7910, Rev 4	Stormwater Management Plan	28 August 2012
12BRT0233-01, Rev A	Warrego Highway Access Driveway & Turn Treatment Layout	13-07-12
CMDG D5	Capricorn Municipal Development Guidelines – Stormwater Drainage Design D5 Design Guidelines	03/2012
WE1838-00-01	Overall Site Layout Plan	07/18
WE1838-00-02	Proposed Layout Plan	07/18

(b) Condition 6 be amended from:

6. All approved uses must be carried out in accordance with the requirements of the approved Site Based Management Plan.

To:

6. The activity must be undertaken in accordance with written procedures that:
- identify potential risks to the environment from the activity during routine operations and emergencies; and
 - establish and maintain control measures that minimise the potential for environmental harm; and
 - ensure plant, equipment and measures are maintained in a proper and effective condition; and
 - ensure plant, equipment and measures are operated in a proper and effective manner; and

- e) ensure that staff are trained and aware of their obligations under all relevant legislation; and
- f) ensure that reviews of environmental performance are undertaken at least annually.

Copies of the written procedures must be provided to Council within 48 hours of a written request being made.

(c) All other conditions remain unchanged.

CARRIED

8/0

Responsible Officer	(Acting) - Senior Town Planner
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Item Number: 15.6 **File Number:** D25/86577

SUBJECT HEADING: DEVELOPMENT APPLICATION MATERIAL CHANGE OF USE "DWELLING HOUSE" (DOMESTIC OUTBUILDING) - 85 CHARLES STREET, ROMA (REF: 2025/21465)

Officer's Title: Planning Officer

Executive Summary:

Mark Beitz on behalf of property owners Eileen Dore have submitted a development application for a Material Change of Use "Dwelling House" (Domestic Outbuilding). The proposal is located at 85 Charles Street, Roma, properly described as Lot 1 on RP82514. 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 to enable Council to make a decision on this application have been fulfilled. The development application is generally consistent with the assessment benchmarks provided by the Planning Act and the Maranoa Planning Scheme; and can otherwise be conditioned to achieve compliance.

Resolution No. OM/09.2025/07

Moved Cr O'Neil

Seconded Cr Flynn

The development application for a Material Change of Use- "Dwelling House" (Domestic Outbuilding) located at 85 Charles Street, Roma, described as Lot 1 on RP82514, be approved subject to the listed conditions and general advice.

Use

1. The approved development is a Material Change of Use - "Dwelling house" (Domestic outbuilding) as defined in the Planning Regulation 2017 and as shown on the approved plans.
2. The use of the approved 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 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
252186-A.100-ISSUE A	Site Plan	28.04.2025
MTOOW04_263227-REV 2 DRAW 2	Elevation Multiview	07.04.2025

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 68m² floor area.

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 5.1metres in height (measured to the highest point i.e roof pitch) above the building pad. 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 Charles Street at the existing access location, it is the landowner's responsibility to ensure this is reinstated. Any repair works are to be undertaken in consultation with Council and at the landowner's expense.**

Avoiding nuisance

- 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

8/0

Responsible Officer
Planning Officer

Cr Birkett joined the meeting at 9.16am.

Item Number:
15.7
File Number: D25/86815
SUBJECT HEADING:
**CHANGE APPLICATION (OTHER) TO EXISTING
 DEVELOPMENT PERMIT- MATERIAL CHANGE OF USE
 "UNDEFINED USE" (BLACKSMITH WORKSHOP) - 42
 TIFFIN STREET, ROMA (REF: 2022/20586)**
Officer's Title:
Planning Officer
Executive Summary:

Danya Cook Town Planning on behalf of the landowners, has submitted a Change Application (Other) for a Material Change of Use "Medium Impact Industry" and "Undefined Use" (Blacksmith Workshop). The proposal is to be located at 42 Tiffin Street, Roma, formally described as Lot 217 on WV1651. The development 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 to enable Council to make a decision on this application have been fulfilled. The development application is generally consistent with the assessment benchmarks provided by the Planning Act and the Maranoa Planning Scheme; and can be otherwise be conditioned to achieve compliance.

Moved Cr Flynn
Seconded Cr Davis

The Change Application (Other) to the Existing Development Permit to a Material Change of Use "Medium Impact Industry" and "Undefined Use" (Blacksmith Workshop) located at 42 Tiffin Street, Roma, described as Lot 217 on WV1651, be approved subject to the listed conditions and general advice, with changes shown in blue-

CONDITIONS
Development details

- 1. The approved development is a Material change of use – "Medium Impact Industry" (~~Wild Game Processing Facility~~) and "Undefined Use" (Blacksmith Workshop) 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 generally 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
11209801, Issue A	Site Plan Amended in red by Council	11/10
11209802, Issue A	Existing and Proposed Floor Plan with some Rework	11/10
2025-0027-TFF-01-01	Site Plan	20/03/25
2025-0027-TFF-01-02	Workshop Floor Plan	20/03/25
2025-0027-TFF-01-03	Workshop Elevations	20/03/25
2025-0027-TFF-01-04	Sales Office Floor Plan	20/03/25
2025-0027-TFF-01-05	Sales Office Elevations	20/03/25
2025-0027-TFF-01-06	Carport Floor Plan	20/03/25
2025-0027-TFF-01-07	Carport Elevations	20/03/25

5. ~~Proposed shipping containers (chiller boxes) are to be located a minimum of 3 metres from all side and rear boundaries, measured to the outermost projection.~~

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

Applicable standards

9. 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

10. 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

11. 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.
12. 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.
13. 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.

14. 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.
15. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
16. 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

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

Refuse storage and collection

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

Access

22. Vehicle crossovers to and from the development site area shall be maintained from Tiffin Street, generally in the location shown on the approved Site Plan. The vehicle

crossover is to be maintained generally in accordance with CMDG Drawing - CMDG-R-042A Rev B, dated 12/2016 and must 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.

23. 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.
24. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the extremal road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
25. Remove any redundant crossovers and reinstate the kerb and channel, road pavement, services and verge in accordance with CMDG Design Guideline D1 'Geometric Road Design'.

Parking

26. A minimum of ~~four (4)~~ **ten (10)** car parking spaces are to be provided within the development site area, generally in accordance with the approved site plan.
27. 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.
28. 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.
29. 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.
30. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
31. Vehicle parking bays must not encroach into swept paths for vehicle movements.
32. 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.
33. All onsite access, parking and manoeuvring areas are to be constructed with a sealed or dust suppressive gravel surface ensuring not to have an adverse impact on adjoining properties or nearby sensitive land uses.
34. No on-street parking is permitted at the Tiffin Street frontage of the development site area at any time. Signage is to be established on the development site boundary/s to this effect.

Services

35. 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.

36. 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.

37. 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.

38. 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.

39. 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.

40. 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.

41. 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.

Fencing and landscaping

42. Provide a landscaping strip with a minimum width of 2 metres along the frontage of the site to Tiffin Street, exclusive of vehicular and pedestrian accesses.

43. All existing trees and site landscaping is to be maintained on site and throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.

44. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Advertising signage

45. Any proposed advertising signage 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.

46. 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

47. Stormwater runoff from roofs and impervious surfaces is to be collected internally in accordance with the CMDG Design Guidelines D-5 'Stormwater Drainage Design'.
48. 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.
49. 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.
50. 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

51. 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'.
52. 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.
53. 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.
54. 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.
55. Temporary fencing must be erected and maintained around the perimeter of the development area whilst construction activities are carried out.

Operating hours

56. Operating hours for the **Medium Impact Industry (manufacturing) meat processing** are restricted to ~~7:00am~~ **6:00am** to 6:00pm Monday to Friday and ~~8:00am to 5:00pm on Saturdays.~~ No **manufacturing meat processing** is permitted on Sundays or Public Holidays.
57. **Operating hours for the Blacksmith Workshops and ancillary retail store are restricted to 6:00am to 4:00pm, Friday, Saturday and Sunday.**

Delivery of goods

58. ~~Loading of carcasses for collection 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 shall occur on Sundays or Public Holidays.~~
59. 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

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

61. 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.
62. 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

63. 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

64. 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 –

Medium Impact Industry means the use of premises for industrial activity:

- (a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and
- (b) that a local planning instrument applying to the premises states is a medium impact industry; and
- (c) that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity.
- 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.

- g) All Aboriginal Cultural Heritage in Queensland is protected under the Aboriginal Cultural Heritage Act 2003 and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- i) An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m3.
- j) All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the Biosecurity Act 2014.
- k) Refer to attached Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
- l) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- m) This development approval has been issued during a COVID-19 applicable event declared under 275F of the Planning Act 2016. The period for undertaking the approved development may be subject to an extension of time under section 275R of the Planning Act 2016.

NO VOTE TAKEN

Responsible Officer	Planning Officer
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No vote was taken on the draft motion, with Cr O'Neil proposing the following amendment. Cr Flynn as the 'mover' of the motion indicated he would not accept the amendment as follows:

Resolution No. OM/09.2025/08	
Moved Cr O'Neil	Seconded Cr Davis
<p>The Change Application (Other) to the Existing Development Permit to a Material Change of Use "Medium Impact Industry" and "Undefined Use" (Blacksmith Workshop) located at 42 Tiffin Street, Roma, described as Lot 217 on WV1651, be approved subject to the listed conditions and general advice, with changes shown in blue-</p>	
CONDITIONS	
Development details	
<p>1. The approved development is a Material change of use – "Medium Impact Industry" (Wild Game Processing Facility) and "Undefined Use" (Blacksmith Workshop) as defined in the Planning Scheme and as shown on the approved plans.</p>	
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 generally 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
11209801, Issue A	Site Plan Amended in red by Council	11/10
11209802, Issue A	Existing and Proposed Floor Plan with some Rework	11/10
2025-0027-TFF-01-01	Site Plan	20/03/25
2025-0027-TFF-01-02	Workshop Floor Plan	20/03/25
2025-0027-TFF-01-03	Workshop Elevations	20/03/25
2025-0027-TFF-01-04	Sales Office Floor Plan	20/03/25
2025-0027-TFF-01-05	Sales Office Elevations	20/03/25
2025-0027-TFF-01-06	Carport Floor Plan	20/03/25
2025-0027-TFF-01-07	Carport Elevations	20/03/25

~~5. Proposed shipping containers (chiller boxes) are to be located a minimum of 3 metres from all side and rear boundaries, measured to the outermost projection.~~

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).

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

Applicable standards

9. 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

10. 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

11. 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.
12. 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.
13. 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.

14. 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.
15. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.
16. 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

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

Refuse storage and collection

18. Bulk refuse storage and collection facilities must be provided on-site. The bulk refuse storage container/s shall be screened and retain reasonable standards of amenity for users of the premises and surrounding properties.
19. The bulk refuse storage area must be enclosed on a minimum of three sides with a screen wall extending 0.2 metres above the height of all refuse containers.

20. Convenient access to the bulk refuse storage areas must be provided at all times for service vehicles.
21. Refuse collection from the site must not occur before 7:00am or after 6:00 pm, or on Sundays or public holidays.

Access

22. Vehicle crossovers to and from the development site area shall be maintained from Tiffin Street, generally in the location shown on the approved Site Plan. The vehicle crossover is to be maintained generally in accordance with CMDG Drawing - CMDG-R-042A Rev B, dated 12/2016 and must 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.
23. 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.
24. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the extremal road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
25. Remove any redundant crossovers and reinstate the kerb and channel, road pavement, services and verge in accordance with CMDG Design Guideline D1 'Geometric Road Design'.

Parking

26. A minimum of ~~four (4)~~ **ten (10)** car parking spaces are to be provided within the development site area, generally in accordance with the approved site plan.
27. 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.
28. 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.
29. 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.
30. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
31. Vehicle parking bays must not encroach into swept paths for vehicle movements.
32. 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.
33. All onsite access, parking and manoeuvring areas are to be constructed with a sealed or dust suppressive gravel surface ensuring not to have an adverse impact on adjoining properties or nearby sensitive land uses.

34. No on-street parking is permitted at the Tiffin Street frontage of the development site area at any time. Signage is to be established on the development site boundary/s to this effect.

Services

35. 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.

36. 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.

37. 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.

38. 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.

39. 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.

40. 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.

41. 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.

Fencing and landscaping

42. Provide a landscaping strip with a minimum width of 2 metres along the frontage of the site to Tiffin Street, exclusive of vehicular and pedestrian accesses.

43. All existing trees and site landscaping is to be maintained on site and throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.

44. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Advertising signage

45. Any proposed advertising signage 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.

46. 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

47. Stormwater runoff from roofs and impervious surfaces is to be collected internally in accordance with the CMDG Design Guidelines D-5 ‘Stormwater Drainage Design’.

48. 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.

49. 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.

50. 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

51. 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’.

52. 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.

53. 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.

54. 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.

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

Operating hours

56. Operating hours for the **Medium Impact Industry (manufacturing)** ~~meat processing~~ are restricted to ~~7:00am~~ **6:00am** to 6:00pm Monday to Friday and ~~8:00am to 5:00pm on Saturdays.~~ ~~(including ancillary retail store)~~ No **manufacturing** ~~meat processing~~ is permitted on Sundays or Public Holidays.

57. Operating hours for the **Blacksmith Workshops** ~~and ancillary retail store~~ are restricted to 6:00am to 4:00pm, Friday, Saturday and Sunday.

Delivery of goods

~~58. Loading of carcasses for collection 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 shall occur on Sundays or Public Holidays.~~

59. 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

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

61. 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.

62. 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

63. 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

64. 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 –

Medium Impact Industry means the use of premises for industrial activity:

- (a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and
- (b) that a local planning instrument applying to the premises states is a medium impact industry; and
- (c) that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity.

- 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.
- g) All Aboriginal Cultural Heritage in Queensland is protected under the Aboriginal Cultural Heritage Act 2003 and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.
- h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.
- i) An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m³.
- j) All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the Biosecurity Act 2014.
- k) Refer to attached Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.
- l) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.
- m) This development approval has been issued during a COVID-19 applicable event declared under 275F of the Planning Act 2016. The period for undertaking the approved development may be subject to an extension of time under section 275R of the Planning Act 2016.

CARRIED

8/1

With the amendment approved, this then became the substantive motion, which was voted on as follows:

Resolution No. OM/09.2025/09

Moved Cr Flynn

Seconded Cr Davis

The Change Application (Other) to the Existing Development Permit to a Material Change of Use “Medium Impact Industry” and “Undefined Use” (Blacksmith Workshop) located at 42 Tiffin Street, Roma, described as Lot 217 on WV1651, be approved subject to the listed conditions and general advice, with changes shown in blue-

CONDITIONS

Development details

1. The approved development is a Material change of use – “Medium Impact Industry” (~~Wild Game Processing Facility~~) and “Undefined Use” (Blacksmith Workshop) 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 generally 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
41209801, Issue A	Site Plan Amended in red by Council	11/10
41209802, Issue A	Existing and Proposed Floor Plan with some Rework	11/10
2025-0027-TFF-01-01	Site Plan	20/03/25
2025-0027-TFF-01-02	Workshop Floor Plan	20/03/25
2025-0027-TFF-01-03	Workshop Elevations	20/03/25
2025-0027-TFF-01-04	Sales Office Floor Plan	20/03/25
2025-0027-TFF-01-05	Sales Office Elevations	20/03/25
2025-0027-TFF-01-06	Carport Floor Plan	20/03/25
2025-0027-TFF-01-07	Carport Elevations	20/03/25

5. ~~Proposed shipping containers (chiller boxes) are to be located a minimum of 3 metres from all side and rear boundaries, measured to the outermost projection.~~

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).

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

Applicable standards

9. 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

10. 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

11. 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.
12. 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.
13. 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.

14. 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.
15. Unless otherwise approved in writing by the Council, approved hours of construction are restricted to Monday – Saturday 6.30am to 6.30pm – noise permitted. Work or business which causes audible noise must not be conducted from or on the subject land outside the above times or on Sundays or Public Holidays.

16. 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

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

Refuse storage and collection

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

Access

22. Vehicle crossovers to and from the development site area shall be maintained from Tiffin Street, generally in the location shown on the approved Site Plan. The vehicle crossover is to be maintained generally in accordance with CMDG Drawing - CMDG-R-042A Rev B, dated 12/2016 and must 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.
23. 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.
24. The landowner is responsible for the construction and maintenance of vehicle crossovers from the property boundary to the extremal road networks and access ways, and for obtaining any approvals that may be required and for complying with the applicable designs and standards.
25. Remove any redundant crossovers and reinstate the kerb and channel, road pavement, services and verge in accordance with CMDG Design Guideline D1 'Geometric Road Design'.

Parking

26. A minimum of ~~four (4)~~ **ten (10)** car parking spaces are to be provided within the development site area, generally in accordance with the approved site plan.
27. 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.
28. 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.

29. 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.
30. Vehicle movements within the site are to be clear of proposed parking areas, buildings, and landscape treatments.
31. Vehicle parking bays must not encroach into swept paths for vehicle movements.
32. 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.
33. All onsite access, parking and manoeuvring areas are to be constructed with a sealed or dust suppressive gravel surface ensuring not to have an adverse impact on adjoining properties or nearby sensitive land uses.
34. No on-street parking is permitted at the Tiffin Street frontage of the development site area at any time. Signage is to be established on the development site boundary/s to this effect.

Services

35. 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.
36. 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.
37. 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.

38. 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.
39. 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.

40. 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.

41. 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.

Fencing and landscaping

42. Provide a landscaping strip with a minimum width of 2 metres along the frontage of the site to Tiffin Street, exclusive of vehicular and pedestrian accesses.
43. All existing trees and site landscaping is to be maintained on site and throughout the duration of the approved use. Any dead and/or unhealthy plants are to be promptly removed and replaced.
44. Landscaping must not interfere with sight lines at access driveways for vehicle traffic.

Advertising signage

45. Any proposed advertising signage 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.
46. 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

47. Stormwater runoff from roofs and impervious surfaces is to be collected internally in accordance with the CMDG Design Guidelines D-5 ‘Stormwater Drainage Design’.
48. 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.
49. 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.
50. 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

51. 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’.
52. 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.
53. 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.
54. 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.

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

Operating hours

56. Operating hours for the **Medium Impact Industry (manufacturing)** ~~meat processing~~ are restricted to 7:00am ~~6:00am~~ to 6:00pm Monday to Friday and 8:00am to 5:00pm on Saturdays. ~~(including ancillary retail store)~~ No ~~manufacturing~~ meat processing is permitted on Sundays or Public Holidays
57. **Operating hours for the Blacksmith Workshops** ~~and ancillary retail store~~ are restricted to 6:00am to 4:00pm, Friday, Saturday and Sunday.

Delivery of goods

- ~~58. Loading of carcasses for collection 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 shall occur on Sundays or Public Holidays.~~
59. 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

60. Services and infrastructure required in connection with the establishment of the approved development must be provided at the developer's cost.
61. 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.
62. 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

63. 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

64. 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 –

Medium Impact Industry means the use of premises for industrial activity:

- (a) that is the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products; and**
 - (b) that a local planning instrument applying to the premises states is a medium impact industry; and**
 - (c) that complies with any thresholds for the activity stated in a local planning instrument applying to the premises, including, for example, thresholds relating to the number of products manufactured or the level of emissions produced by the activity.**
- 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.**
- g) All Aboriginal Cultural Heritage in Queensland is protected under the Aboriginal Cultural Heritage Act 2003 and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land. The developer is responsible for implementing reasonable and practical measures to ensure the Cultural Heritage Duty of Care Guidelines are met and for obtaining any clearances required from the responsible entity.**
- h) It is the responsibility of the developer to obtain all necessary permits and submit all necessary plans and policies to the relevant authorities for the approved use.**
- i) An operational works application will be required to be submitted to and approved by Council for any cut and/or filling works that exceed 50m³.**
- j) All persons involved in the development, operation or use of the site have an obligation to take all reasonable and practical measures to prevent or minimise any biosecurity risk under the Biosecurity Act 2014.**
- k) Refer to attached Adopted Infrastructure Charges Notice for infrastructure charges levied for the approved development.**
- l) In completing an assessment of the proposed development, Council has relied on the information submitted in support of the development application as true and correct. Any change to the approved plans and documents may require a new or changed development approval. It is recommended to contact Council for advice in the event of any potential change in circumstances.**
- m) This development approval has been issued during a COVID-19 applicable event declared under 275F of the Planning Act 2016. The period for undertaking the approved development may be subject to an extension of time under section 275R of the Planning Act 2016.**

CARRIED	9/0
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Responsible Officer	Planning Officer
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Declaration of Interest

Item	15.8
Description	User Agreement - Injune Museum – Injune District Tourism Auspice for Cultural Heritage Injune Preservation Society (CHIPS)
Declaring Councillor	Cr Jane Vincent
Person with the interest Related party / close associate / other relationship	My mother Janice Humphries
Particulars of Interest	Janice is the Secretary of CHIPS and the user agreement is for that group
Type of conflict	Prescribed conflict of interest
Action	Leave the room while the matter is discussed and voted on.

Cr Vincent left the meeting at 9.35am.

Item Number: 15.8 **File Number:** D25/30554

SUBJECT HEADING: USER AGREEMENT - INJUNE MUSEUM - INJUNE DISTRICT TOURISM AUSPICE FOR CULTURAL HERITAGE INJUNE PRESERVATION SOCIETY (CHIPS)

Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council was asked to consider entering into a formal agreement with the Injune District Tourism Association Inc., as the auspicing body for the Cultural Heritage Injune Preservation Society (CHIPS) Committee, for the continued exclusive use of the Injune Museum located on Lot 315 on SP315367.

Council was also asked to consider the request from the Committee to include the adjoining parcel of land, and exclusive use of the kitchen in the agreement.

Resolution No. OM/09.2025/10

Moved Cr O'Neil

Seconded Cr Brumpton

That Council:

1. Enter into an exclusive User Agreement with the Injune District Tourism Association Inc. auspicing for Cultural Heritage Injune Preservation Society Committee, for a period of three (3) years for the use of the Injune Museum located on Lot 315 on SP315367.
2. Grant exclusive use of the Kitchen located within the Museum, with the Committee responsible for managing all kitchen usage bookings.
3. Decline the committee's request to include the use of the adjoining land located at Lot 314 on I7182, with the option to reconsider at the renewal date of the User Agreement.
4. Authorise the Chief Executive Officer, (or delegate), to execute the User Agreement.

CARRIED	8/0
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Responsible Officer	Leases and Agreements Administration Officer
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Section 150F A (2)(e) of the Local Government Act 2009

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

Name of each eligible councillor who voted on the matter:

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

How each eligible councillors voted:

Each councillor voted in favour of the motion.

At cessation of discussion and decision on the abovementioned item, Cr Vincent returned to the meeting at 9.39am.

Declaration of Interest

Item	L.1
Description	Host Site Agreement - Maranoa Radio Network Inc.
Declaring Councillor	Brendan Seawright
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	I am the president of one of the user groups that have been consulted in relation to this proposal.
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/09.2025/11

Moved Cr Brumpton

Seconded Cr Davis

That it is in the public interest that Councillor Seawright participates and votes on agenda item L.1 because a reasonable person would trust that the decision is made in the public interest.

CARRIED

8/0

LATE ITEMS

Item Number: L.1 **File Number:** D25/86788
SUBJECT HEADING: HOST SITE AGREEMENT - MARANOA RADIO NETWORK INC.
Location: Wallumbilla
Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council has received correspondence from Maranoa Radio Network Inc., requesting to utilise the disused 10-meter lattice mast (formerly used by the SES), and a small section of the former SES shed, located at the Wallumbilla Showgrounds, adjacent to the former SES Shed, for the purpose of broadcasting the Switch FM radio station.

Resolution No. OM/09.2025/12

Moved Cr Hancock

Seconded Cr Brumpton

That Council:

1. **Enter into a Host Site Agreement with Maranoa Radio Network Inc. for the use of the former SES shed and mast, at the Wallumbilla Showgrounds, for a five (5) year term.**
2. **Approves an amendment to Council's Fees and Charges Schedule to include an annual radio licence fee of \$550.00 (inclusive of GST).**
3. **Authorise the Chief Executive Officer (or delegate), to execute the Host Site Agreement.**

CARRIED

9/0

Responsible Officer

Leases and Agreements Administration 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:	L.2	File Number: D25/79643
SUBJECT HEADING:	ADDITIONAL AND ALTERNATIVE ACTIVITIES DURING THE CLOSURE OF THE DENISE SPENCER POOL, ROMA	
Officer's Title:	Lead Local Development Officer Project Officer - Contract Management Office	

Executive Summary:

While the Roma pool's closure brings a temporary pause to familiar services, it also opens the door for fresh opportunities to support community wellbeing, physical activity, and aquatic education in new and engaging ways.

This report outlines a proactive plan to help maintain community wellbeing, encourage physical activity, and sustain social connection throughout the summer months.

Key initiatives include a regional pool bus service, expanded water-based fitness and play activities, vibrant community events, and strong promotion of local health and wellness businesses. Together, these measures aim to minimise the impact of the closure, while fostering resilience, community spirit, and ongoing participation in healthy, active lifestyles.

Resolution No. OM/09.2025/13

Moved Cr O'Neil

Seconded Cr Birkett

That Council:

1. Endorse the delivery of the following initiatives to be supported during the Term 3 School Holidays:
 - a. Regional Queensland Ballet
 - b. Bus to the Yuleba Water Play Park
2. Endorse the delivery of the following initiatives as a trial period in Term 4 2025, including:
 - a. Regional pool bus initiative
 - b. Sprinkler afternoons at the Roma Pump Track
3. Monitor and report on participation, community feedback, and any resource or budget implications to inform continuation of these initiatives in Term 1 2026, with outcomes to be presented back to Council.
4. Endorse the following activities to be included during the Roma Term 4 School Holiday Program
 - a. Waterslide hire
 - b. Outdoor movie night
5. Continue to liaise with community groups to discuss potential partnerships, explore additional initiatives, and encourage shared promotion of activities.
6. Draw the costs from GL 2888.2265.2001 – Youth Holiday Program.

CARRIED

9/0

Responsible Officer	Lead Local Development Officer
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Item Number: L.3 **File Number:** D25/92330
SUBJECT HEADING: ROMA RUGBY UNION FOOTBALL CLUB - REQUEST FOR ASSISTANCE
Officer's Title: Lead Local Development Officer
 Overseer - Roma

Executive Summary:

The Roma Rugby Union Football Club has secured \$750,000 through the Federal Government's Play Our Way Program to upgrade facilities at Gallas Fox Park. The Club has requested in-kind assistance from Council to support delivery of the project.

Resolution No. OM/09.2025/14	
Moved Cr Brumpton	Seconded Cr Davis
That this item be the last item dealt with on the agenda.	
CARRIED	9/0

Declaration of Interest

Item	C.1
Description	Application for Conversion of Tenure – Lot 3973 on Ph102 and Lot 1694 on SP276268
Declaring Councillor	Cr Wendy Taylor
Person with the interest Related party / close associate / other relationship	The registered lessee Rodrick Handley
Particulars of Interest	The Handley's neighbour my property Warida, west of Mungallala
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/09.2025/15	
Moved Cr Hancock	Seconded Cr Seawright
That it is in the public interest that Councillor Taylor participates and votes on agenda item C.1 because a reasonable person would trust that the decision is made in the public interest.	
CARRIED	8/0

Declaration of Interest

Item	LC.1
Description	Surat Swimming Pool Management Agreement – Option to Renew
Declaring Councillor	Cr Johanne Hancock
Person with the interest Related party / close associate / other relationship	Myself
Particulars of Interest	The pool manager, Mel Sutton was a scrutineer for me at the election.
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/09.2025/16	
Moved Cr Seawright	Seconded Cr Davis
<p>That it is in the public interest that Councillor Hancock participates and votes on agenda item LC.1 because a reasonable person would trust that the decision is made in the public interest.</p>	
CARRIED	8/0

CONFIDENTIAL ITEMS

Resolution No. OM/09.2025/17		
Moved Cr Seawright		Seconded Cr Birkett
<p>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 [9.50am] to discuss confidential items that its Councillors consider is necessary to close the meeting.</p>		
<p>In accordance with Section 254J(5) of the Local Government Regulation 2012, the following table provides:</p>		
<ul style="list-style-type: none"> The matters to be discussed; An overview of what is to be discussed while the meeting is closed. 		
Agenda Item	Matters to be discussed (Reasons to close the meeting under the Local Government Regulation 2012)	Overview
C.1 – Application for Conversion of Tenure – Lot 3973 on PH102 and Lot 1694 on SP276268	Section 254J(3)(i) a matter the local government is required to keep confidential under a law of, or formal arrangement with,	The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development, seeks Councils updated views on an application it has received for the conversion of Rolling Term Leases, over land described as Lot

	the commonwealth or a State.	3973 on PH102 and Lot 1694 on SP276268, reference 2021/002450.
LC.1 – Surat Swimming Pool Management Agreement – Option to Renew	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.	<p>Council has received correspondence from the Manager of the Surat Swimming Pool, wishing to exercise her option to renew the existing Management Agreement for a further three (3) years.</p> <p>As part of this request, the Pool Manager has also sought an increase in her management fee, which Council is also asked to consider.</p>
LC.2 – Tender 25021 – Contract Award for Yuleba Surat Rd Upgrade Ch 54 – 62.8km	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; AND (c) the local government's budget.	<p>Council invited suitably qualified and experienced contractors to submit lump sum pricing for the construction of the Yuleba-Surat Road Upgrade Project.</p> <p>The project involves upgrading a section of gravel road to a bitumen sealed standard, including floodway and geometric improvements from chainage 54.0km to 62.8km. This section is located at the southern end of the section between the Roma Condamine Rd and the Carnarvon Highway.</p> <p>This project is funded by the Australian Government's Rural and Remote Roads Upgrade Pilot (RRUP) program, the Queensland Government's Country Roads Connect (CRC) program and Maranoa Regional Council.</p> <p>The tender period opened on 01 July 2025 and closed on 04 August 2025. Nine tenders were received. This report provides a summary of the analysis and recommendation for tender award.</p>
CARRIED		9/0

Cr O'Neil left the meeting at 10.09am, and returned at 10.11am.

COUNCIL ADJOURNED THE MEETING
 FOR A RECESS AT 10.17am

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 12.30pm

The Mayor was not present at the resumption of Standing Orders due to her attending a South West Queensland Regional Organisation Council (SWQROC) meeting. The Deputy Mayor took the role of Acting Chair in the Mayor's absence.

Resolution No. OM/09.2025/18

Moved Cr Birkett

Seconded Cr Hancock

That Council open the meeting to the public [at 12.33pm].

CARRIED

8/0

Item Number:

C.1

File Number: D25/82063

SUBJECT HEADING:

APPLICATION FOR CONVERSION OF TENURE - LOT 3973 ON PH102 AND LOT 1694 ON SP276268

Officer's Title:

Manager - Regional Facilities Management

Executive Summary:

The Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development, sought Councils updated views on an application it has received for the conversion of Rolling Term Leases, over land described as Lot 3973 on PH102 and Lot 1694 on SP276268, reference 2021/002450.

Resolution No. OM/09.2025/19

Moved Cr Brumpton

Seconded Cr Birkett

That Council:

- 1. Offer no objection to the conversion of Term Lease PH 36/3973 over Lot 3973 on PH102 to freehold tenure.**
- 2. Offer no objection to the conversion of Term Lease PH36/1694 over Lot 1694 on SP276268, to freehold tenure, subject to the condition that:**
 - a) There are no adverse impacts, (financial, operational or regulatory) that would diminish Council's ability to access or utilise current or future quarry resources, for sales permit 2023011 over part of Lot 1694 on SP276268, which permits the extraction of up to 100,000 tonnes of material per annum.**
- 3. Authorise the Chief Executive Officer (or delegate) to execute documentation in relation to this decision.**

CARRIED

8/0

Responsible Officer

Manager - Regional Facilities Management

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. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

LATE CONFIDENTIAL ITEMS

Item Number: LC.1 **File Number:** D25/26135
SUBJECT HEADING: SURAT SWIMMING POOL MANAGEMENT AGREEMENT - OPTION TO RENEW
Location: Surat
Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council has received correspondence from the Manager of the Surat Swimming Pool, wishing to exercise her option to renew the existing Management Agreement for a further three (3) years.

As part of this request, the Pool Manager has also sought an increase in her management fee, which Council is also asked to consider.

Resolution No. OM/09.2025/20

Moved Cr Hancock

Seconded Cr Brumpton

That Council:

1. Approve the extension of the Surat Swimming Pool Management Agreement for a further three (3) year term, expiring on 31 August 2028.
2. Approve an annual Management Fee of \$185,358.67 including GST and CPI as per agreement.
3. Authorise the Chief Executive Officer (or delegate), to sign documentation relating to the renewal of the agreement.

CARRIED

8/0

Responsible Officer

Leases and Agreements Administration 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. Jane Vincent.

How each eligible councillors voted:

Each councillor voted in favour of the motion.

Item Number: LC.2 **File Number:** D25/91008
SUBJECT HEADING: TENDER 25021 - CONTRACT AWARD FOR YULEBA SURAT RD UPGRADE CH 54 - 62.8KM
Officer's Title: Senior Engineer - Program & Contract Management

Executive Summary:

Council invited suitably qualified and experienced contractors to submit lump sum pricing for the construction of the Yuleba-Surat Road Upgrade Project.

The project involves upgrading a section of gravel road to a bitumen sealed standard, including floodway and geometric improvements from chainage 54.0km to 62.8km. This section is located at the southern end of the section between the Roma Condamine Rd and the Carnarvon Highway.

This project is funded by the Australian Government's Rural and Remote Roads Upgrade Pilot (RRUP) program, the Queensland Government's Country Roads Connect (CRC) program and Maranoa Regional Council.

The tender period opened on 01 July 2025 and closed on 04 August 2025. Nine tenders were received. This report provides a summary of the analysis and recommendation for tender award.

Resolution No. OM/09.2025/21

Moved Cr Hancock

Seconded Cr Davis

That Council:

1. **Select Suffcon Pty Ltd as the preferred tenderer for Tender 25021 Yuleba Surat Rd Upgrade project.**
2. **Note the preferred tenderer price of \$11,134,123.58 ex GST exceeds available budget.**
3. **Authorise the Chief Executive Officer (or delegate) to enter into contract negotiations with Suffcon Pty Ltd and execute the contract if final terms are acceptable and the contract value is within the approved project budget.**
4. **Authorise the nominated Superintendent (for Council) the delegation to order variations up to the value of the approved budget.**
5. **Note the final completed road upgrade length is likely to be less than the nominated project title due to funding constraints.**

CARRIED

8/0

Responsible Officer

Senior Engineer - Program & Contract Management

Item Number: 15.3 **File Number:** D25/83664
SUBJECT HEADING: ROMA SALEYARDS BEEF BANQUET - POST-EVENT REPORT
Officer's Title: Events Attraction Officer

Executive Summary:

The Roma Saleyards Beef Banquet was held on Wednesday 6 August 2025, to celebrate the end of the inaugural Great Australian Charity Cattle Drive.

Tickets were sold at \$100 per person, plus Eventbrite fees and GST. There were 194 registered guests in attendance, with 183 paid tickets and nine provided complementary.

Total expenses were \$16,479.13 and total revenue was \$18,300, leaving a profit of \$1,820.87.

It was recommended that this profit be donated to FareShare.

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

Resolution No. OM/09.2025/22

Moved Cr Hancock

Seconded Cr Brumpton

That Council:

1. Receive the Roma Saleyards Beef Banquet post-event report.
2. Endorse the donation of \$2,000 to FareShare, comprising of \$1,820.17 in profit from ticket sales for the Roma Saleyards Beef Banquet and \$179.83 from GL 2883.2001.2001 – Tourism General Operations.

CARRIED

8/0

Responsible Officer

Events Attraction Officer

Item Number: L.3 **File Number:** D25/92330
SUBJECT HEADING: ROMA RUGBY UNION FOOTBALL CLUB - REQUEST FOR ASSISTANCE
Officer's Title: Lead Local Development Officer
 Overseer - Roma

Executive Summary:

The Roma Rugby Union Football Club has secured \$750,000 through the Federal Government's Play Our Way Program to upgrade facilities at Gallas Fox Park. The Club has requested in-kind assistance from Council to support delivery of the project.

Resolution No. OM/09.2025/23

Moved Cr Brumpton

Seconded Cr Seawright

That this item be deferred to an upcoming special meeting to allow Council to receive further information.

CARRIED

8/0

Responsible Officer

Lead Local Development Officer

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 12.47pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 25 September 2025, at Roma Administration Centre.

**MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ON
17 SEPTEMBER 2025 SCHEDULED TO COMMENCE AT 3:30 PM**

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, Cr M K Brumpton, Cr A K Davis, Cr P J Flynn, Cr J M Hancock (by Microsoft Teams), 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, Director Regional Development, Environment and Planning – Jamie Gorry, Danielle, Georgie, Dean

WELCOME

The Mayor welcomed all present and declared the meeting open at 3.43pm, and immediately adjourned the meeting.

Council resumed the meeting at 4.02pm.

BUSINESS

Item Number:	3.1	File Number: D25/93868
SUBJECT HEADING:	ROMA RUGBY UNION FOOTBALL CLUB - REQUEST FOR ASSISTANCE – FOLLOW UP REPORT	
Officer's Title:	Lead Local Development Officer	

Executive Summary:

The Roma Rugby Union Football Club (RRUFC) has secured \$750,000 through the Federal Government's Play Our Way Program to upgrade facilities at Gallas Fox Park. The Club has requested in-kind assistance from Council to support delivery of the project. On Thursday, 11 September 2025 Councillors and Council staff met with representatives of RRUFC. The Club provided an update on their project scope, timelines, and a refined list of in-kind assistance requests.

This matter was deferred to an upcoming special meeting at the ordinary meeting on 11 September 2025 for further information to be provided to Council.

Resolution No. SM/09.2025/01

Moved Cr Flynn

Seconded Cr Birkett

That Council:

- 1. Note the request from the Roma Rugby Union Football Club requesting support for the delivery of its Play Our Way Project at Gallas Fox Park.**
- 2. Provide in-kind assistance to the project to the maximum value of \$22,918, including:**
 - a. Waiver of disposal fees for cricket pitch**
 - b. Waiver of building and planning development fees**
 - c. Fence removal**

<ul style="list-style-type: none"> d. Temporary fencing e. Assistance with irrigation installation f. Assistance with turf and stolon laying
<p>3. Provide financial assistance for contractor works to the maximum value of \$28,700, including</p> <ul style="list-style-type: none"> a. Tree removal b. Stormwater management plan c. Flood study d. Survey
<p>4. Fund the project by:</p> <ul style="list-style-type: none"> a. Creating a new Work Order titled “In-kind Assistance / Contributions – Roma Rugby Union Play Our Way Project” with an estimated cost of \$51,618 (excluding contingency). b. Transferring \$22,000 from the Santos Festival of Rugby WO22986. c. Transferring \$21,393 from Emergency Management Operation - Roma WO18034.
<p>5. Be formally acknowledged by the Roma Rugby Union Football Club across all project communications, signage, media releases, and at community and sporting events associated with the project.</p>
<p>CARRIED</p>
<p>5/4</p>

Responsible Officer	Lead Local Development Officer
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 4.34pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 25 September 2025, at Roma Administration Centre.

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 17 SEPTEMBER 2025 SCHEDULED TO COMMENCE AT 4:25 PM

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 , Cr M K Brumpton, Cr A K Davis, Cr P J Flynn, Cr J M Hancock (by Microsoft Teams), Cr B R Seawright, Cr J R Vincent, Chief Executive Officer – Robert Hayward and Kelly Rogers Minutes Officer in attendance.

WELCOME

The Mayor welcomed all present and declared the meeting open at 4.35pm.

BUSINESS

Item Number:	3.1	File Number: D25/95468
SUBJECT HEADING:	PROPOSED ADJUSTMENT TO 2025 MEETING SCHEDULE ORDINARY MEETING COMMENCEMENT TIME FOR 25 SEPTEMBER 2025	
Officer's Title:	Lead Officer - Elected Members & Community Engagement	

Executive Summary:

Proposed amendment to the meeting commencement time for the ordinary meeting on 25 September 2025.

Resolution No. SM/09.2025/02	
Moved Cr Brumpton	Seconded Cr Seawright
That Council adjust the meeting commencement time from 9am to 1pm for the ordinary meeting on 25 September 2025.	
CARRIED	9/0

Responsible Officer	Lead Officer - Elected Members & Community Engagement
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 4.36pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 25 September 2025, at Roma Administration Centre.

INFORMATION REPORT

Meeting: Ordinary 25 September 2025	Date: 18 September 2025
Item Number: 11.1	File Number: D25/95721
SUBJECT HEADING:	Monthly Report Actions from Council Meetings
Classification:	Open Access
Officer's Title:	Lead Officer - Elected Members & Community Engagement

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 August 2025.

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

Background:
This monthly report provides an update on the status of Council decisions at ordinary meetings held during the month of August 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 14 August 2025 and 28 August 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 Outstanding	Number Completed
30	10	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 Actions Report - August 2025

D25/95890

Report authorised by:

Chief Executive Officer

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		Date To: 28/08/2025
		Printed: Thursday, 18 September 2025 11:57:27 AM

^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
14/08/2025	OM/08.2025/02	Advocacy Consideration Call for LGAQ Conference Motions (2025)	<p>That Council amend Resolution Number OM/07.2025/35 to read as follows:</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"> 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. 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: <ol style="list-style-type: none"> 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 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 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. 	Deputy CEO	Conference motions submitted via the portal by the date required.	Complete

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^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			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.			
14/08/2025	OM/08.2025/03	Wallumbilla Multipurpose Building Lettable Space Expression of Interest	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.	Manager Procurement	Action reassigned to Manager Procurement for Point 1 Action to be re-assigned to Procurement for EOI process	Outstanding
14/08/2025	OM/08.2025/05	Maranoa Duathlon 2025	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.	Lead Local Development Officer	1. 1 x letter to the Maranoa Triathlon Committee confirming Council's decision. , 2. Allocate inkind funds up to approved value. , 3. Encourage staff to nominate for a Council Team.	Outstanding
14/08/2025	OM/08.2025/06	Maranoa Netball Association - Future Facility Development Priorities	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.	Lead Local Development Officer	1. 1 x letter to the Maranoa Netball Association confirming Council's decision. , 2. Work with the association to progress projects and identification of grants as outlined in points 3 and 4.	Outstanding

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^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			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.			
14/08/2025	OM/08.2025/07	Request for In-Kind Assistance - Teelba Gun Club	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.	Director Warroo	Completed by Director (action officer) on 15 September 2025 - Completed via Council Report.	Complete
14/08/2025	OM/08.2025/08	Stock Route Management and Compliance Policy	That this lay on the table for a future meeting, to come via a briefing.	Coordinator Rural Lands	Item rescheduled for OM 11/09/2025.	Complete
14/08/2025	OM/08.2025/11	2020/20217 - Change Application (Minor) Material Change of Use - Intensive Animal Industry	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.	(Acting) - Senior Town Planner	Completed 20 August 2025 - DN issued 20 August	Complete
14/08/2025	OM/08.2025/12	Development Application Material Change of Use "Dwelling House" (Domestic Outbuilding) & (Boundary Relaxation) - 2 Norman Court, Roma (Ref:2025/21518)	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-	Planning Officer	Completed 20 August 2025 - Decision Notice and Council Resolution Letter sent to applicant D25/82566	Complete
14/08/2025	OM/08.2025/13	Development Application Material Change of Use "Transport Depot"- 102 Houston Road,	The development application for a Material Change of Use – "Transport Depot" located 102 Houston Road, Wallumbilla, described as Lot 50 on WAL53326, be	Planning Officer	Completed 04 September 2025 - DN & CRL Sent to application	Complete

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		Wallumbilla (Ref:2025/21278)	approved subject to the listed conditions and general advice listed below-			
14/08/2025	OM/08.2025/14	Development Application Material Change of Use "Undefined Use" (Micro Distillery)- 120-122 Alice Street, Mitchell (Ref:2025/21452)	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-	Planning Officer	Completed on 21 August 2025 - Decision Notice and Council Resolution Letter have been sent to Applicant	Complete
14/08/2025	OM/08.2025/15	Oversized Domestic Sheds	That Council resolves: 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: a) Gross Floor Area exceeding 150m2 or resulting in more than 50% total site cover in the General Residential Zone; b) Gross Floor Area exceeding 220m2 on allotments less than 10 hectares in the Rural Residential Zone; c) Gross Floor Area exceeding 300m2 on allotments equal to or greater than 10 hectares in the Rural Residential Zone; d) Gross Floor Area exceeding 250m2 on allotments less than 10 hectares in the Rural Zone; e) Building height exceeding 5 metres in the General Residential Zone; f) Building height exceeding 5 metres on allotments less than 10 hectares in the Rural Residential Zone; g) Building height exceeding 5 metres on allotments less than 10 hectares in the Rural Zone;	Manager - Regional Planning & Building Development	Completed on 27 August 2025 at 9:04:15 AM - Policy position effective immediately.	Complete

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^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			<p>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.</p> <p>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.</p>			
14/08/2025	OM/08.2025/16	Applications through Regional Arts Development Fund (RADF) Program 2024/2025	That Council endorse the RADF Committee's grant assessment recommendation in supporting the Bymount Creative Circle for \$12,000.00.	Regional Arts and Culture Officer	Completed on 10 September 2025	Complete
14/08/2025	OM/08.2025/17	Wallumbilla Cemetery Project	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).	Local Development Officer – Bendemere	Liase with volunteers of WTG who maintain the Wallumbilla Cemetery to assist with the project plan and grant opportunities.	Outstanding
14/08/2025	OM/08.2025/20	Tender 24005 - Supply and Delivery of One (1) Water Truck	<p>That Council:</p> <ol style="list-style-type: none"> Decline to accept any tenders pursuant to Section 228(8) of the Local Government Regulation 2012. 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. Approve a budget transfer of \$47,153.55 from Work Order 14754 (Quarry Operations) to Work 	Director Engineering	Completed on 27 August 2025.	Complete

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^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			Order 24555 (Quarry Water Truck) to fund the purchase.			
14/08/2025	OM/08.2025/21	Application for Permit to Occupy - Lot A on Crown Plan AP14271	<p>That Council:</p> <ol style="list-style-type: none"> 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. 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. 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. 	Administration Officer - Council Facilities Management	Completed on 29 August 2025 - Letter and Form C sent to solicitors	Complete
14/08/2025	OM/08.2025/22	Application for Permit to Occupy - Lot 1 on Crown Plan PER5417	<p>That Council:</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> Any damage to Council's Road network resulting from any failed or ruptured pipe must be repaired by the Registered Permittee. Immediate testing of existing pipe is required, as it appears to be compromised. The Registered Permittee is solely responsible for removing the pump in the event of flooding. 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. 	Administration Officer - Council Facilities Management	Completed on 29 August 2025 - Letter and Form C sent to solicitors	Complete

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^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			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.			
14/08/2025	OM/08.2025/23	Request from Assessment 13003330 for Extension to Council's Regional Water Supply Zone Boundary	That Council: 1. Decline the request to extend the Regional Water Supply Zone. 2. Inform the applicants of this decision.	Manager - Strategic Water, Sewerage & Gas	Completed on 19 August 2025.	Complete
14/08/2025	OM/08.2025/24	Sewer Alignment - Lot 3 SP257155	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.	Manager - Strategic Water, Sewerage & Gas	1. schedule works as approved. , 2. Initiate reallocation of funds as outlined in point 2 of the resolution. Funds re-allocated as approved.	In Progress
14/08/2025	OM/08.2025/26	May Street, Wallumbilla	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.	Deputy CEO	1. Please prepare a report of potential options for Council to consider regarding concerns raised for the identified location.	Outstanding
28/08/2025	OM/08.2025/30	Amendment to Debtor Management Policy	That Council: 1. Adopt the updated Debtor Management Policy as presented.	Lead Rates and utilities Billing Officer / system Administrator	Amended policy provided to Governance, placed in records management and uploaded to website.	Complete

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			2. Rescind all previous versions of the Debtor Management Policy. 3. Upload the updated Debtor Management Policy to Council's public website.			
28/08/2025	OM/08.2025/31	Maranoa Christmas Street Party 2025	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 Taylor and Hancock, 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 in Roma on Friday 19 December 2025. 8. Provide operational support to smaller communities who also host Christmas Events.	Lead Local Development Officer	Initiate and coordinate all necessary arrangements for the Maranoa Christmas Street Party 2025 as outlined in Council's decision.	Outstanding
28/08/2025	OM/08.2025/33	Headspace Roma - Multi-Venue User Agreement	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	Leases and Agreements Administration Officer	Completed on 08 September 2025 - Correspondence Letter and 2x copies of the User Agreement placed into the post today.	Complete

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			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.			
28/08/2025	OM/08.2025/37	Amendments to the Maranoa Nursing Advancement Bursary Framework	That Council endorse the amendment to the Maranoa Nursing Advancement Bursary Program framework document, with the following amendment: <input type="checkbox"/> Page 2 – Change 'The selection panel chair will be a nurse' to 'the selection panel chair will be a councillor'.	Project and Administration Officer	Completed on 15 September 2025	Complete
28/08/2025	OM/08.2025/40	Development Application - Material Change of Use "Outdoor Sport and Recreation" (Swim School) - 6 Tate Place, Roma (Ref:2025/21479)	That: 1. The development application for a Material Change of Use- "Outdoor Sport and Recreation" (Swim School) located at 6 Tate Place, Roma, properly described as Lot 31 on SP200047, be approved subject to the listed conditions and general advice-	Planning Officer	Completed on 05 September 2025 PM - Decision Notice and Council Res Letter sent to Applicant.	Complete
28/08/2025	OM/08.2025/44	Lease over Lot 8 on SP107700	That Council: 1. Accept the offer from the Department of Natural Resources and Mines, Manufacturing and Regional and Rural Development to incorporate Lot 8 on SP107700, including the existing structure, into the surrounding Reserve for Bore Purposes, being Lot 7 on SP222875, at no cost to Council. 2. Authorise the Chief Executive Officer (or delegate) to execute documentation in relation to the transfer.	Manager - Regional Facilities Management	1. Prepare 1x letter to relevant department confirming Council's decision., 2. Prepare required documentation for signing to execute documentation in relation to the transfer.	Outstanding
28/08/2025	OM/08.2025/46	Injune Museum Project – Update on Design Options and Next Steps	That Council: 1. Accept a contribution of \$85,000 from the Cultural Heritage Injune Preservation Society (CHIPS), to be transferred to Council to deliver Stage 1 of the Injune Museum Fit Out.	Project Officer - Contract Management Office	Initiate negotiations to finalise the tender for preferred contractor as indicated in points 4&5, enter and execute the contract. Chips attended briefing on 03/09/25.	Outstanding

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		Printed: Thursday, 18 September 2025 11:57:27 AM

^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			<ol style="list-style-type: none"> Confirm Council's \$150,000 budget allocation within the 2025/26 budget to deliver Stage 1 of the Injune Museum Fit Out. Approve the capital project reallocation of \$30,000 from the Cobb & Co Store Museum Painting (WO26039) to the Injune Museum Fit Out (WO25936), noting the painting project can still be delivered within a reduced budget allocation. Select Arterial Design as the preferred contractor to deliver Stage 1 of the Injune Museum fit-out for the estimated contract sum of \$256,013.46 (GST inclusive). Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with the tenderer, noting the estimated contract sum, and execute the contract if the final terms are acceptable. Invite the CHIPS Group to meet with Councillors at a future briefing to discuss the project. 			
28/08/2025	OM/08.2025/47	Hire to Buy Opportunity - Cone Crusher (Roma Quarry)	<p>That Council:</p> <ol style="list-style-type: none"> Authorise the Chief Executive Officer (or delegate) to negotiate and issue a purchase order for one Terex Finlay C-1540RS Cone Crusher for \$195,000 (excluding GST), under Section 235(e) of the Local Government Regulation 2012 for the purchase of second-hand goods. Approve a budget transfer of \$195,000 from Work Order 14754 (Quarry Operations) to a new capital works account to fund the purchase. 	Director Engineering	<ol style="list-style-type: none"> Initiate process to purchase as outlined in Council's decision., Initiate process of budget transfer approval of \$195,000 from WO 14754 Quarry to New Capital Works account to fund the purchase. 	Outstanding
28/08/2025	OM/08.2025/48	Endorsement of Community Grants and Events Assistance Policy and Sponsorship Policy	<p>That Council:</p> <ol style="list-style-type: none"> Adopt the Community Grants and Events Assistance Policy as presented. 	Lead Local Development Officer	Completed on 15 September 2025.	Complete

Action Sheets Report	Division: All Divisions	Date From: 14/08/2025
		Date To: 28/08/2025
		Printed: Thursday, 18 September 2025
		11:57:27 AM

^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			<p>2. Adopt the Sponsorship Policy with the following amendments:</p> <p><u>Eligibility Criteria</u></p> <p>Amend dot point 4 to state-</p> <p>Be a commercial entity which can clearly demonstrate that the event will directly benefit the community or communities within the Maranoa region.</p> <p><u>Under Ineligible applicants and activities include, but are not limited to:</u></p> <p>Remove dot point 1 which states "Events, programs or activities run solely for commercial profit.</p> <p>3. Rescind all previous versions of the abovementioned policies identified in points 1 and 2.</p> <p>4. Approve the reopening of the Community Grants program for applications following adoption of these policies.</p> <p>5. Authorise the Chief Executive Officer, or delegate, to make any minor administrative amendments to these policies as required.</p> <p>6. Upload the adopted policies on Council's public website.</p>			
28/08/2025	OM/08.2025/49	Development Application - Material Change of Use "Dwelling House" (Domestic Outbuilding) - 173 Edwardes Street, Roma (Ref:2025/21534)	That Council defer this decision until the next Ordinary Meeting on 11 September 2025, and undertake a site visit (subject to the approval of the applicant/owners) on Wednesday 10 September 2025.	Planning Officer	Completed on 04 September 2025 - Deferred to 11 September via site visit 10 September	Complete
28/08/2025	OM/08.2025/50	Surat Water Schedule	<p>That Council:</p> <p>1. Receive and note the report</p>	Director Warroo	Completed on 15 September 2025 - via council report.	Complete

Action Sheets Report	Division: All Divisions	Date From: 14/08/2025 Date To: 28/08/2025 Printed: Thursday, 18 September 2025 11:57:27 AM
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^MEETING DATE	RESOLUTION	SUBJECT	MOTION	OFFICER	LATEST COMMENTS	STATUS
			<p>2. Adopt the following schedule for Summer 2025/26.</p> <ul style="list-style-type: none"> - (1 September 2025 – 31 March 2026) • Wednesday, Friday and Sunday East may water (5am – 9am & 4pm – 8pm) - Tuesday, Thursday, and Saturday West may water (5am – 9am & 4pm – 8pm). <p>3. Continue to provide the community with updates on water consumption levels throughout the year via static signage, print and online communications.</p>			

OFFICER REPORT

Meeting: Ordinary 25 September 2025

Date: 28 August 2025

Item Number: 15.1

File Number: D25/87581

SUBJECT HEADING: Policy Endorsement - Impound and Sustenance Fee Waiver Reduction

Classification: Open Access

Officer's Title: Manager - Community Safety & Rural Lands Services

Executive Summary:

This report seeks Council endorsement of a policy outlining circumstances in which impound, and sustenance fees may be waived or reduced. The policy will provide clear, consistent, and transparent guidance for officers, community members, and stakeholders, ensuring fair application of fees while balancing community safety, animal welfare, and responsible ownership.

Officer's Recommendation:

That Council endorse the *Impound and Sustenance Fee Waiver Reduction Policy* as presented.

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

Council has statutory responsibilities under the *Animal Management (Cats and Dogs) Act 2008* and the *Local Government Act 2009* to impound animals and recover associated costs. At present, there is no formal Council policy guiding decisions on whether impound or sustenance fees may be waived or reduced. This has resulted in inconsistent approaches and community uncertainty. A policy framework will ensure consistent, fair, and transparent decision-making.

Background (*Including any previous Council decisions*):

Council currently applies impound and sustenance fees as per the adopted fees and charges schedule. Waiver or reduction has previously been considered on a case-by-case basis, without an endorsed policy to guide decisions. This has created challenges in ensuring consistency and fairness. The policy formalises the process, outlining eligibility criteria and officer delegation limits.

Options Considered:

1. **Endorse the Policy** – Provides clarity, fairness, and transparency to the community and staff, ensuring consistent application of waivers or reductions.
2. **Do not endorse the Policy** – Continue with the current ad hoc approach, which risks inconsistency, community dissatisfaction, and potential complaints.

3. **Defer decision** – Delay endorsement to allow for further review or amendment, which may extend the period of uncertainty for both officers and community members.

Recommendation:

That Council **endorse** the *Impound and Sustenance Fee Waiver Reduction Policy*, with effect from the date of resolution.

Risks:

Risk	Description of likelihood & consequences
Inconsistency	Without a policy, inconsistent decisions may occur, leading to complaints and reputational risk
Financial Impact	Waiver or reduction of fees reduces revenue, but the risk is considered low given that clear criteria will control when waivers apply.
Community Perception	Transparent policy mitigates perception of bias or favoritism.

Policy and Legislative Compliance:

- *Local Government Act 2009* – empowers Council to set and recover fees and charges.
- *Animal Management (Cats and Dogs) Act 2008* – provides legislative framework for impoundment.
- Alignment with Council's Fees & Charges Schedule.

Budget / Funding (Current and future):

Revenue from impound and sustenance fees may be reduced where waivers or reductions are applied. However, the policy provides a structured framework to ensure any impact is controlled and justifiable.

Timelines / Deadlines:

The policy will come into effect immediately following Council's resolution.

Consultation (Internal / External):

Internal: Executive Leadership Team, Finance, Community Safety, Customer Service staff.

External: Benchmarking was undertaken with other Queensland local governments to align with best practice.

Strategic Asset Management Implications:

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

Nil

Acronyms:

Acronym	Description

Addition to Operational or Corporate Plan:

Plan Description	Yes / No
Operational	Supports consistent service delivery in community safety and compliance.
Corporate	Aligns with Council's corporate priority for transparent governance and community wellbeing.

Link to Corporate Plan:

Corporate Plan 2023-2028

Corporate Plan Pillar 4: Accountability

4.1 Customer-centric business model

Supporting Documentation:

- 1 [DRAFT - 2025-2028 Impound and Sustenance Fee Waiver Reduction Policy](#) P25/23
- 2 [DRAFT - Application Form - Impound and Sustenance Fee Waiver Reduction](#) D25/87536

Report authorised by:

Director - Regional Development, Environment & Planning

COUNCIL POLICY



Document Control	
Policy Title	Impound and Sustenance Fee Waiver/Reduction Policy
Policy Number	P25/23
Function	Community Safety
Responsible Position	Manager – Community Safety & Rural Lands Services
Supersedes	N/A
Review Date	September 2028

Version	Date Endorsed at ELT Briefing	Council Meeting Date (Date of Adoption / Review)	Resolution Number
1	5 August 2025	[Date]	[Resolution Number]
2			

1. Purpose

The purpose of this policy is to outline the circumstances under which impoundment and sustenance fees for animals (dogs and cats) in Council's care may be waived or reduced.

This policy ensures a fair, consistent, and compassionate approach to supporting responsible pet ownership, while providing relief in cases of genuine financial hardship or other approved circumstances.

2. Scope

This policy applies to impounded animals (dogs and cats) and their owners or carers seeking a fee waiver or reduction related to:

- Impoundment fees
- Sustenance/care fees incurred while the animal is in Council's facility

This policy does not apply to:

- Adoption fees
- Penalty infringement notices or fines
- Registration fees

3. Statement

3.1 Eligibility Criteria

A fee waiver or reduction may be considered in the following circumstances:

a) Demonstrated Financial Hardship

COUNCIL POLICY



- Where the payment of fees would leave the applicant unable to reasonably meet basic living requirements such as food, housing, clothing, medical care, or other necessities.
- Supporting evidence may include:
 - Statement of income support payments
 - Referral or letter from a recognised support agency or financial counsellor (e.g. National Debt Helpline).

b) Exceptional or Compassionate Circumstances

- Examples may include:
 - Domestic and family violence
 - Hospitalisation or serious illness
 - Homelessness
 - Family breakdown
 - Other case-by-case situations assessed on merit.

c) Managerial Discretion

- Any other situation deemed appropriate by the Manager – Community Safety & Rural Lands Services or delegate.

3.2 Application Requirements

- a) The applicant must complete the Fee Waiver/Reduction Application Form. The application must be received within 5 business days
- b) Supporting documentation must be provided where relevant.
- c) The application must be submitted prior to payment being made.
- d) Incomplete applications will not be considered.

3.3 Assessment & Approval

- Applications will be initially reviewed by an Authorised Officer of the Community Safety Department.
- Final approval rests with the Manager – Community Safety & Rural Lands Services or delegate.
- All decisions must be recorded in Council's recordkeeping system, including justification.
- Applications will be assessed on a case-by-case basis; approval is not guaranteed.

3.4 Limits and Conditions

- One waiver or reduction may be granted per household per 12-month period, unless exceptional circumstances apply.
- Repeat offenders may be excluded unless exceptional or compassionate grounds are demonstrated.
- Fee relief may be partial, depending on the applicant's circumstances and the financial impact on Council.
- Hardship must usually have arisen within the last 12 months.

COUNCIL POLICY



3.5 Confidentiality and Recordkeeping

- All applications and decisions are to be treated as confidential and handled in accordance with Council's privacy and records management obligations.
- A register of applications and outcomes will be maintained for monitoring purposes.

4. Definitions

Impoundment Fee	A fee charged for the seizure and holding of an animal (dog or cat) at a Council facility.
Sustenance Fee:	A daily fee for the care, feeding, and housing of an impounded animal.
Waiver:	A full removal of applicable fees.
Reduction:	A partial discount applied to the total fees.
Financial Hardship:	A situation where a person is unable to meet basic living costs such as food, clothing, medicine, housing and other necessities, due to family tragedy, financial misfortune, serious illness, natural disaster, or other serious or difficult circumstances.

5. Related Policies and Legislation

Animal Management (Cats and Dogs) Act 2008 (Qld)

Local Government Act 2009 (Qld)

Local Government Regulation 2012 (Qld)

Maranoa Regional Council Local Law No. 2 (Animal Management) 2011

Maranoa Regional Council Subordinate Local Law No. 2 (Animal Management) 2011

Maranoa Regional Council Local Law No. 1 (Administration) 2011

Maranoa Regional Council Financial Hardship Policy (Rates & Utilities)

APPLICATION FOR IMPOUND AND SUSTENANCE FEE WAIVER / REDUCTION



Please complete all details in full and provide all requested documents.

Privacy Statement

Maranoa Regional Council is collecting your personal information in accordance with the *Local Government Act 2009* for the purpose of assessing your request for a waiver or reduction of animal impound and/or sustenance fees. The information will only be accessed by authorised Council employees and will not be disclosed to any third party unless required or authorised by law.

Maranoa Regional Council

ABN: 99 324 089 164

Correspondence: PO Box 620, Roma QLD 4455

Phone: 1300 007 662

Fax: 4624 6990

Email: council@maranoa.qld.gov.au

Web: www.maranoa.qld.gov.au

APPLICANT DETAILS

Name of Applicant/s		
Address		
Town	State	Postcode
Postal address		
Phone		
Mobile	Email	

ANIMAL DETAILS

Animal Name	
Animal ID / Impound Number (if known)	
Species	<input type="checkbox"/> Dog <input type="checkbox"/> Cat
Breed (if known)	
Date of Impoundment	
Location Found (if known)	

APPLICATION TYPE

Please select the type of assistance you are requesting:

- ☐ Full Waiver of Impound and Sustenance Fees
- ☐ Partial Reduction of Impound and Sustenance Fees

REASON FOR REQUEST (tick all that apply)

☐ Financial hardship – where payment of fees would leave me unable to reasonably meet basic living requirements such as food, housing, clothing or medical care. (Supporting evidence required – e.g. concession card, Centrelink statement, letter from a financial counsellor or support agency)

Date hardship/circumstances first arose: _____ (must usually be within the last 12 months)

☐ Compassionate or exceptional circumstances (please describe below)

☐ Managerial discretion – other (please specify below)

Describe the circumstances for this request:

(Attach additional page if needed)

APPLICATION FOR IMPOUND AND SUSTENANCE FEE WAIVER / REDUCTION



SUPPORTING DOCUMENTATION

Please attach copies of the following documents (if applicable):

- ☐ Centrelink income statement
- ☐ Letter from support agency or financial counsellor (e.g. National Debt Helpline)
- ☐ Statutory declaration (if no formal documentation is available)
- ☐ Any other relevant supporting material

CONDITIONS OF APPLICATION

By submitting this application, you acknowledge and agree to the following conditions:

Limit of One: Only one fee waiver or reduction will be considered per household per 12-month period, unless otherwise approved by the Manager – Community Safety & Rural Lands Services, or delegate.

Application Timing: Applications must be submitted within 5 business days of impoundment and before payment is made. Retrospective applications will generally not be considered.

Supporting Documents: You must provide adequate documentation to support your request. Incomplete applications will not be processed.

Case-by-Case Decisions: Approval is not guaranteed. Each application is assessed individually, and Council reserves the right to approve or decline any request at its sole discretion.

Repeat Impoundments: Repeat impoundment of the same animal or animals from the same household may affect eligibility.

Correct Information: Providing false or misleading information may result in the refusal of this and any future applications.

Confidentiality: All applications and outcomes will be recorded in Council's confidential register and handled in accordance with privacy and records management obligations.

DECLARATION OF APPLICANT

I declare that the information I have provided is true and correct to the best of my knowledge. I understand that submitting this application does not guarantee that a waiver or reduction will be approved, and that decisions are made on a case-by-case basis at the discretion of Council.

Signature	Date	/	/
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OFFICE USE ONLY

Date Received:	
Approval Type	<input type="checkbox"/> Waiver <input type="checkbox"/> Reduction <input type="checkbox"/> Declined
Notes / Conditions:	
Approved by:	Signature:
Position:	
Date of Decision:	

OFFICER REPORT

Meeting: Ordinary 25 September 2025

Date: 10 September 2025

Item Number: 15.2

File Number: D25/93261

SUBJECT HEADING: Applications through Regional Arts Development Fund (RADF) Program 2025/2026

Classification: Open Access

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 culture project.

The assessment was completed, and the Committee recommends supporting Injune Arts application for their Creative Futures project.

It is recommended that the Committee's assessment be endorsed.

Officer's Recommendation:

That Council endorse the RADF Committee's grant assessment recommendation in supporting Injune Arts Project for \$10,000.00.

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

The Maranoa Regional Council Regional Arts Development Fund (RADF) Committee has reviewed a funding application for an arts and culture project. It is recommended that the Committee's assessments be endorsed.

Background (*Including any previous Council decisions*):

As part of its annual RADF program, Council offers an open contestable round where eligible groups can apply for funding to support arts and culture initiatives. One application was received and assessed by the RADF Committee via email.

Application for Funding

The following application was assessed by the RADF Committee on the basis that they were compliant with the RADF Guidelines.

1. Injune Arts

Project description: Creative Futures is a two-day skill development workshop as part of Injune Creek Gallery's 10th anniversary celebration. The workshops will be led by three popular, professional artists.

Kristy Richardson from 'Kreate It', a talented visual paint artist. Jobella Bennett from 'Wedgetail Winds Studio', artist specialising in wire netting garden art. Michelle Hollister from 'Mihardwork', an artist that specialises in stained glass garden art.

Project total: \$18,195.00

Funding requested: \$10,000.00

Date: 9 October 2025

It is recommended that Injune Arts Creative Futures Project application be approved.

The project meets the following RADF Guidelines:

Building community cultural capacity

Objective — for community groups to engage a professional artist or arts worker to collaborate with them on developing their arts practice or to run arts development workshops or community projects.

Project details:

The Creative Futures project will enable the community to participate in a variety of artforms and encourage a diverse range of skills to be developed. By increasing participation in local arts activities, the project hopes to inspire community members to take advantage of opportunities such as exhibitions, competitions, and showcasing their work in local galleries.

Project outcomes:

The outcomes for this project include:

- Increased access to skill development and building creative confidence
- Strengthening community connection and cohesiveness
- Increase participation in local exhibitions
- Enhanced community wellbeing
- Development of emerging artists
- Engagement across generations

2025/ 2026 BUDGET	\$32,271.18
Less Injune Arts Creative Futures grant	\$10,000.00
Available budget for funding rounds	\$22,271.18

Recommendation:

Officer's Recommendation:

That Council endorse the RADF Committee's grant assessment recommendation in supporting Injune Arts Creative Futures project for \$10,000.00

Risks:

Risk	Description of likelihood & consequences
Unallocated funds	There is a risk that if the RADF Committee recommendations are not received, the budget will not be allocated, jeopardising future funding from Arts Queensland.

Policy and Legislative Compliance:

The Local Government Regulation 2012 states that:

Section 194 – Grants to community organisations

A local government may give a grant to a community organisation only—

- (a) if the local government is satisfied—
 - (i) the grant will be used for a purpose that is in the public interest; and
 - (ii) the community organisation meets the criteria stated in the local government's community grants policy; and
- (b) in a way that is consistent with the local government's community grants policy.

Local Government Regulation 2012 Section 194 (a) and (b)

Budget / Funding (Current and future):

2025/2026 BUDGET	\$32,271.18
Less Injune Arts Creative Futures grant	\$10,000.00
Available budget for funding rounds	\$22,271.18

Timelines / Deadlines:

ASAP

Consultation (Internal / External):

RADF Committee members:

- Cr Meryl Brumpton
- Cr Johanne Hancock
- Jason Gregg
- Sandra MacDonald
- Sally West
- Sue Sands

- Vicky Beitz
- Wendy Henning

Strategic Asset Management Implications:

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

Application has been evaluated against the RADF Guidelines.

Acronyms:

Acronym	Description
RADF	Regional Arts Development Fund
Inc	Incorporated

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 5: Inclusivity

5.5 Cultural heritage and arts promotion

Supporting Documentation:

Nil.

Report authorised by:

Manager - Regional Economic & Community Development

Director - Regional Development, Environment & Planning

OFFICER REPORT

Meeting: Ordinary 25 September 2025

Date: 9 April 2025

Item Number: 15.3

File Number: D25/37110

SUBJECT HEADING: Bassett Park User Agreement - Maranoa Equestrian Club Inc.

Classification: Open Access

Officer's Title: Leases and Agreements Administration Officer

Executive Summary:

Council has received correspondence from the Maranoa Equestrian Club Incorporated (MEC) requesting to renew their User Agreement, for the use of Bassett Park Roma.

As part of their renewal request, MEC is seeking a fee waiver for hire fees for the term of the new agreement. Council is asked to consider both the renewal and the fee waiver request.

Officer's Recommendation:

That Council:

1. Enter into a non-exclusive User Agreement with Maranoa Equestrian Club Incorporated for the use of Bassett Park for a period of five (5) years.
2. Decline the Maranoa Equestrian Club's request for a fee waiver for associated hire fees.
3. Authorise the Chief Executive Officer, (or delegate) to execute the agreement and any other associated documentation.

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

The Maranoa Equestrian Club Inc. (MEC) has submitted a formal request to renew their User Agreement for the continued use of Bassett Park. In addition, they have also requested that Council continue to waive all hire fees associated with their bookings during the term of the new agreement.

Council is asked to consider both the renewal and the request for the continued waiving (write-off) of usage fees.

Background (*Including any previous Council decisions*):

At Council's General Meeting held on 28 October 2020, the following was resolved:

Resolution No: OM/10.2020/60

That Council:

1. *Enter into an agreement with Maranoa Equestrian Association Incorporated for the group's use of Bassett Park for a period of (5) five years.*
2. *Agree to the Maranoa Equestrian Association Incorporated's request for Council to continue to waive the fees charged for the use of their respective areas at Bassett Park and assign the charges to Ongoing Assistance GL 2887.2245.2001 for the term of this agreement.*
3. *Authorise the Chief Executive Officer (CEO), or delegate, to execute the agreement and any other associated documentation.*

Maranoa Equestrian Club have also expressed thanks to Council for the opportunities provided to the club over the duration of their existing agreement, including the waiving (write-off) of facility usage fees. This has enabled the club to facilitate several equestrian activities, providing the opportunity for local club members and riders to attend local events while striving to keep costs at a minimum.

They have provided a summary of events at Bassett Park for 2025, with a similar schedule of events each year.

The hire of the facility for 2025, as captured in Council's booking system is:

- 21 - 23 February – Ruth White Clinic, working equitation & club sign on
- 22 March – Dressage Protocol Day
- 11 - 12 April – Members Dressage Comp
- 6 - 8 June – Ruth White Clinic
- 16 - 17 August – Ruth White Clinic
- 24 - 26 October – Ruth White Clinic

Areas booked: Sheep Dog Trial Arena & Stud Cattle Pavillion.

Maranoa Equestrian Club is a not-for-profit organisation.

The costs generally associated with the Hire of Bassett Park for the Maranoa Equestrian Club during the 2025-2026 financial year (in accordance with Council's adopted fees and charges):

- Cattle Dog Trial Arena - \$100.00 per day
- Stud Cattle Pavillion - \$196.00 per day

Total per day \$296.00 x 15 days for the year = \$4,440.00

The Regional Economic & Community Development team have confirmed that the budget for GL 2887.2245.2001 (Regional Community Grants Operations – Ongoing Assistance) does not support the fee waiver.

It is suggested that the group apply for Ongoing Assistance for the use of Bassett Park, in line with Council's Community Grants and Events Assistance Policy adopted in August 2025.

Options Considered:

Whilst it is the officer's recommendation that Council approve the five (5) year user agreement and reject the request for waiving all fees, alternative approaches have been considered and supporting alternatives such as agreeing to waive (write-off) all hire and usage fees or to refer any decision for financial support to the established Community Grants and Events Assistance Policy. To support either alternative, the following two options have been provided.

Option 1: (Support full fee waiver)

That Council:

1. Enter into a non-exclusive User Agreement with Maranoa Equestrian Club Incorporated for the use of Bassett Park for a period of five (5) years.
2. Agree to the Maranoa Equestrian Club's request for Council to continue to waive the fees and charges for the use of their respective areas at Bassett Park.
3. Authorise the Chief Executive Officer, (or delegate), to execute the agreement and any other associated documentation.

Option 2: (Decline fee waiver with a recommendation)

That Council:

1. Enter into a non-exclusive User Agreement with Maranoa Equestrian Club for the use of Bassett Park for a period of five (5) years.
1. Decline the Club's request for a fee waiver and recommend that they apply for Ongoing Assistance in line with Council's Community Grants and Events Assistance Policy.
2. Authorise the Chief Executive Officer, (or delegate) to execute the agreement and any other associated documentation.

Recommendation:

That Council:

1. Enter into a non-exclusive User Agreement with Maranoa Equestrian Club Incorporated for the use of Bassett Park for a period of five (5) years.
2. Decline the Maranoa Equestrian Club's request for a fee waiver for associated hire fees.
3. Authorise the Chief Executive Officer, (or delegate) to execute the agreement and any other associated documentation.

Risks:

Risk	Description of likelihood & consequences
Fee Waiver Declined	Loss of participants/riders and less opportunities for the club to deliver low-cost activities for participants.

Policy and Legislative Compliance:

Nil

Budget / Funding (*Current and future*):

As per 25/26 Fees & Charges:

Cattle Dog Arena - \$100 per day

Stud Cattle Pav \$196.00 per day

If Council resolve to approve the fee waiver, total per day \$296.00 per day x 15 days
= \$4,440

Timelines / Deadlines:

Current User Agreement is due to expire on 27 October 2025.

Consultation (*Internal / External*):

External – Maranoa Equestrian Club Committee

Internal – Property Management & Customer Service Coordinator

Internal – Project and Administration Officer

Internal – Lead Local Development Officer

Internal – Manager - Regional Facilities

Strategic Asset Management Implications:

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

Nil

Acronyms:

Acronym	Description
MEC	Maranoa Equestrian Club Incorporated

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 ↓ Draft - Bassett Park User Agreement - Maranoa Equestrian Club	D25/37197
2 ↓ Community Grants and Events Assistance Policy - Adopted 28 August 2025	D25/89840

Report authorised by:

Manager - Regional Facilities Management

Director - Corporate Services

Director - Regional Development, Environment & Planning



BASSETT PARK USER AGREEMENT

**MARANOA EQUESTRIAN
CLUB INCORPORATED
ABN 16 001 943 939**

USER AGREEMENT

BACKGROUND

- A. Hirer has requested access to the Venue and use of the Facilities for the duration of the Term.
- B. Council has agreed to grant an access licence to the Hirer on the terms and conditions contained in this document.

OPERATIVE PROVISIONS

1. DEFINITIONS

The following words have these meanings in this document unless the contrary intention appears:

Access Times means the times that the Hirer may access and use the Venue and Facilities as specified in Item 8 of the Hire Details.

Associates means each of a party's employees, officers, agents, contractors, service suppliers, invitees, customers, patrons and those persons who at any time are under the control of, and in or on the Venue and the Facilities with the consent (express or implied) of, a party.

Council means the owner of the Venue and the Facilities more particularly described in Item 1 of the Hire Details.

Council Responsibilities means the costs, expenses, services, maintenance, cleaning and other matters specified in Item 16 of the Hire Details.

Facilities means those facilities, amenities, plant & equipment, accommodations, services, attractions or other features built or located at the Venue specified in Item 4 of the Hire Details.

Government Authority means any governmental or semi-governmental administrative, fiscal or judicial department, commission, authority, tribunal, agency or entity.

Hire Details means those details specified in Schedule 1.

Hire Fee means the amount specified in Item 9 of the Hire Details.

Hirer means the party described in Item 2 of the Hire Details.

Hirer Responsibilities means the cleaning, maintenance and other responsibilities to be carried out by Hirer under this document as specified in Item 15 of the Hire Details.

Insurance means the policy types and levels of cover specified in Item 13 of the Hire Details.

Outgoings means that share of the costs associated with the running and upkeep of the Venue and Facilities to be paid by Hirer as specified in Item 14 of the Hire Details.

Permitted Use means those uses of the Venue and the Facilities specified in Item 5 of the Hire Details.

Prohibited Uses means those uses specified as such in Item 10 of the Hire Details.

Responsible Person means:

- (a) Council – that person or officer identified in Item 1 of the Hire Details; and
- (b) Hirer – that person or officer identified in Item 2 of the Hire Details.

Signage means the permanent signs and advertising that the Hirer is permitted to install or display at the Venue and Facilities in accordance with clause 6.

Term means the period specified in Item 7 of the Hire Details.

Venue means the land described in Item 3 of the Hire Details.

2. HIRE OF VENUE AND FACILITIES

- (a) Council grants to the Hirer a licence to access and use the Venue and Facilities during the Term on the conditions contained in this document.
- (b) The Hirer may only use the Venue and Facilities for the Permitted Use and during the Access Times.
- (c) Without broadening the scope of the Permitted Use, Hirer must not carry out the Prohibited Uses.
- (d) The Hirer must pay Council the Hire Fee and Outgoings in accordance with Council's payment terms from time to time.
- (e) The licence granted under this document is non-exclusive and Council reserves the right to (in its absolute discretion):
 - (i) grant third party rights to access and use of the Venue and Facilities concurrent with the Access Times;
 - (ii) grant the Hirer use to other Facilities in the Venue on an individually assessed basis; and
 - (iii) deal with the Venue and Facilities outside of the Access Times.
- (f) Council may cancel the licence granted under this document at any time in its absolute discretion by giving notice to Hirer. Hirer will not be entitled to make any claim for any costs or loss arising as a result of the exercise of this right by Council.
- (g) Hirer must not do anything that is, or may be, dangerous or unreasonably annoying or offensive or that may interfere with other users of Venue and/or Facilities.
- (h) Hirer must keep the Venue and Facilities clean and tidy.
- (i) Hirer agrees that it has satisfied itself as to the suitability of the Venue and Facilities for the Permitted Use. Council does not provide any warranties as to the suitability of the Venue for the Permitted Use or any other purpose.
- (j) Hirer must comply with all reasonable directions given by Council or Responsible Person including any directions regarding care and use of the Venue and Facilities.
- (k) Hirer is responsible for the conduct of its Associates present at the Venue or using the Facilities at any time including, without limitation, ensuring that its Associates conduct themselves in a manner not inconsistent with the terms of this document.

3. CONDITION REPORT

Hirer must provide a condition report to Council in respect of the Venue and Facilities in as required pursuant to Item 11 of the Hire Details and in the format required by Council.

4. RESPONSIBLE PERSON

Each party's Responsible Person will administer this document and anything arising in connection with this document. Each party may nominate a new Responsible Person by giving written notice to the other party.

5. MAINTENANCE & CLEANING

- (a) Hirer must carry out the Hirer Responsibilities during the Term as well as make good any

damage or deliberate act of vandalism caused or committed by Hirer or its Associates.

- (b) Council will undertake the Council Responsibilities all other upkeep of the Venue and the Facilities not specified in clause 5(a).
- (c) Hirer must report any damage to Council and make good any accidental or deliberate damage or act of vandalism arising in connection the Hirer's use of the Venue and Facilities as required by Council.
- (d) At the end of each use of the Venue and Facilities, the Hirer must:
 - (i) (Unless Council has granted Hirer permission to store property and chattels) remove its property and chattels; and
 - (ii) leave the Venue and Facilities in a clean, tidy and good order to the satisfaction of Council having regard to the condition of the Venue prior to each use.
- (e) The Hirer will be responsible for paying for the cost of additional cleaning that Council deems is required.

6. SIGNAGE AND ADVERTISING

The Hirer may only erect the Signage at the Venue with the prior written approval of Council.

7. HIRER'S WORKS

The Hirer must ensure that anything done by it in connection with this document is undertaken:

- (a) only with the prior written consent of Council which may be withheld or granted on any conditions Council requires in its discretion;
- (b) strictly in accordance with the Permitted Use;
- (c) in a proper and workmanlike manner;
- (d) by suitably qualified and reputable contractors and tradespeople;
- (e) without unreasonably disturbing other occupiers and users of the Venue and Facilities; and
- (f) in accordance with any directions, conditions and requirements imposed by Council.

8. HIRER'S WARRANTIES

The Hirer warrants that:

- (a) it has the power to enter into and perform its obligations under this document;
- (b) it has (or will have) in full force and effect the authorisations, approvals, licences and consents necessary to enter into this document and perform obligations under it;
- (c) its obligations under this document are valid and binding and are enforceable against it; and
- (d) it has, or its Associates that will be present when the Permitted Use is undertaken have, all the appropriate qualifications, approvals and accreditations to conduct the Permitted Use and any thing or activity carried out in connection with the Permitted use and this document.

9. OTHER USES OF VENUE AND FACILITIES

- (a) Hirer acknowledges that Council and its Associates will continue to have full access to all areas of the Venue and Facilities, with Hirer having access to the Facilities during the Access Times.
- (b) Council reserves the right to suspend, limit or alter Hirer's access and other rights and obligations granted or imposed under this document as it deems appropriate in order to facilitate other uses of the Venue and/or Facilities by Council, its Associates or other parties

granted permission to access and use of the Venue and/or Facilities

- (c) Hirer must at all times observe the directions of Council including any rules or management plans instituted by Council in respect of the Venue and/or Facilities.
- (d) Hirer must ensure that adequate supervision will be provided when accessing the Facilities to ensure that the Permitted Use can be undertaken safely without disruption to other users or activities occurring on Venue and/or Facilities.

10. INDEMNITIES AND RELEASE

- (a) Hirer agrees to use the Venue and Facilities at its own risk and releases (to the full extent permitted by law) and indemnifies Council against any liability or loss arising from, and any costs, claims, charges and expenses incurred, in connection with damage to or loss of any thing and injury to, or the death of, any person caused by the act, inaction, negligence or default the Hirer or its Associates arising in connection with the Permitted Use or this document.
- (b) Hirer's liability to indemnify Council is reduced proportionally to the extent that any negligent act or omission of Council or its Associates has contributed to the injury, damage or loss.
- (c) Hirer is responsible for the cost of making good any damage caused to the Venue and Facilities arising out of and in with anything done by the Hirer in connection with this document (reasonable wear and tear is exempted).


11. INSURANCE

Hirer must:

- (a) take out, comply with and maintain the Insurance (which must be on a 'claims occurring basis') for the duration of the Term;
- (b) give Council evidence of currency on request;
- (c) immediately rectify anything which prejudices or might prejudice either the Insurance or Council's insurance; and
- (d) immediately notify Council if an event occurs which gives rise or might give rise to a claim under or which might prejudice the Insurance or Council's insurance.

12. SAFETY, ACCIDENTS AND/OR FIRST AID

- (a) Hirer acknowledges use of the Venue and Facilities is subject to a number of risks, including injury, and the responsibility for supervision and instruction of its Associates brought into the Venue by it rests with it.
- (b) Hirer must complete a risk assessment process appropriate for the type of Permitted Use including hazards to be considered during the setting up, conducting and closing down of the Permitted Use. This assessment should be completed and returned to the Responsible Person for Council prior to the Permitted Use. As a minimum, the following hazards must be considered in relation to:
 - (i) human issues (crowd behaviour, amenities, health, emergency actions);
 - (ii) equipment (mechanical failures, breakages, structural faults, falls, electrical, guarding of moving or hot parts); and
 - (iii) location and environment (size, terrain, weather, access and egress for setup and emergency vehicles).

- 
- (c) Hirer acknowledges responsibility for administering first aid in the event of an emergency rests with it. Hirer will immediately notify the nearest Queensland Ambulance Service Centre (by phoning '000') of any accident occurring on or at the Venue and Facilities requiring urgent medical attention.
 - (d) Hirer must immediately notify Council upon the occurrence of any incidents at the Venue involving injury, first aid or the risk of injury to a worker or any other person at the Venue.
 - (e) Hirer must create and implement, to Council's satisfaction, safety policies, procedures and practices in relation to Hirer's activities and strictly comply with its obligations as a 'Person Conducting a Business or Undertaking' under the *Work Health and Safety Act 2011* (Qld).
 - (f) Hirer acknowledges that Council may require it to implement changes to its existing policies, procedures and practices from time to time as Council deems necessary.
 - (g) Hirer must provide Council with safety reports as requested by Council and as stipulated by Item 12 'Safety Reporting' of the Hire Details covering all safety, hazard and risk management issues relating to the Permitted Use.
 - (h) Hirer warrants that all information provided to Council by it in accordance with this document is correct and complete and indemnifies Council for any and all liability that arises as a result of incorrect or incomplete information provided to Council.

13. SECURITY

- (a) Hirer must comply with any attendance recording requirements of Council from time to time.
- (b) Hirer is responsible for the security of the Venue, Facilities, Hirer's property and Hirer's Associates during the Access Times.
- (c) All Access Devices will be issued to and be the responsibility of the Responsible Person of the Hirer. The Hirer agrees that no Access Devices in respect of the Venue will be given to any other person without that other person first signing for that key with Council. Provision of further Access Devices must be requested in writing and must be signed by the Responsible Person for the Hirer. All Access Devices remain the property of Council.
- (d) Hirer must ensure that the Venue and Facilities are secured outside of the Hirer's use including that all doors, windows and egress to the Venue and Facilities are locked, all lights are turned off and any moveable Facilities are properly stored when not in use by the Hirer or its permitted Associates.
- (e) Hirer must immediately notify Council of the theft, damage or destruction of any part of the Venue or Facilities.

14. Alcohol, smoking & illicit Substances

- (a) The hirer must comply with all current liquor laws including being responsible for obtaining any liquor licences if required.
- (b) Hirer will take all reasonable measures to ensure that no unlawful act is done on Council's campus by the Hirer or its Associates and that no prohibited or illegal substances are brought onto, used or consumed at the Venue or Facilities.

15. MISCELLANEOUS**15.1 Termination**

Council may terminate this document:

- (a) where Council has given Hirer written notice of a breach of this document and Hirer has not rectified the specified breach within seven (7) days of the date of that notice; or
- (b) at its convenience by giving the Hirer not less than thirty (30) days' written notice.

15.2 Amendment

This document can only be amended or replaced by another document signed by the parties.

15.3 Assignment

Hirer may not assign, mortgage, encumber, charge, subcontract or declare a trust over or create an interest in, its rights under this document without the prior written consent of Council.

15.4 Compliance with laws

Hirer must comply on time with all laws and all lawful requirements and orders of Government Authorities in connection with the occupation and use of the Venue and Facilities including obtaining any approvals or licences required in connection with the Permitted Use.

15.5 Costs

Each party shall meet their own costs incurred in connection with this document but the Hirer will pay any stamp duty in relation to this document.

15.6 Counterparts and electronic copies

This document may be executed in counterparts including by electronic copies. All counterparts together are taken to constitute one instrument and may be relied upon by a party to the same extent as if it was an original of this document executed by the party.

15.7 Default

Council may immediately terminate this document by giving the Hirer notice if Hirer fails to comply with any conditions of this document.

15.8 Discretion in exercising rights

A party may exercise a right or remedy or give or refuse its consent in any way it considers appropriate (including by imposing conditions) unless this document expressly states otherwise.

15.9 Disputes

All disputes in connection with this document are to be resolved, fully and conclusively, by Council's Chief Executive Officer. Each party must continue to perform its obligations under this document while any dispute is determined under this clause.

15.10 Entire agreement

This document is entered into by the parties as an agreement and embodies the entire understanding between the parties and supersedes all previous arrangements on the subject matter of this document.

15.11 Governing law

The laws in force in Queensland apply to this document. Each party irrevocably submits to the non-exclusive jurisdiction of the courts exercising jurisdiction in Queensland.

15.12 GST

All amounts payable under or in connection with this document are exclusive of Goods and Services Tax (GST) unless otherwise stated.

15.13 Make good

When this document ends the Hirer must make good the Venue and Facilities including by cleaning, repairing any damage arising in connection the Hirer's use of the Venue and Facilities, and removing all signage, advertising, plant, equipment and supplies that do not belong to Council or other authorised users of the Venue and Facilities.

15.14 No liability for loss

A party is not liable for loss caused by the exercise or attempted exercise of, failure to exercise, or delay in exercising a right or remedy under this document.

15.15 No merger

None of the rights and obligations of a party under this document merge whatsoever and at all times remain in full force and effect.

15.16 No warranty by giving consent

By giving its approval or consent, a party does not make or give any warranty or representation as to any circumstance relating to the subject matter of the consent or approval.

15.17 Remedies cumulative

The rights and remedies provided in this document are in addition to other rights and remedies given by law independently of this document.

15.18 Rights contractual

The rights granted under this document to the Hirer are contractual in nature only and do not attach to or create an interest or estate in, the Venue or the Facilities.

15.19 Severability

If the whole, or any part, of a provision of this document unenforceable in a jurisdiction, it is severed for that jurisdiction. The remainder of this document has full force and effect and the enforceability of that provision in any other jurisdiction is not affected.

15.20 Survival of rights and obligations

Rights accrued to a party up to the date of termination or expiration of this document, indemnities and obligations of confidence given by a party under this document survive termination or expiration of this document

15.21 Waiver

A right under this document can only be waived in writing by the party waiving the right. A party does not waive its rights under this document because it grants an extension or forbearance. A waiver of a right on one or more occasions does not operate as a waiver of that right if that right arises again. The exercise of a right does not prevent any further exercise of that right or of any other right. If a party does not exercise a right or remedy fully or at a given time, the party may still exercise it later.

Schedule 1

HIRE DETAILS

Item 1	Council	Maranoa Regional Council ABN 99 324 089 164 Responsible Person: Chief Executive Officer Phone: 1300 007 662 Email: council@maranoa.qld.gov.au Address: PO Box 42 Mitchell Q 4465
Item 2	Hirer	Maranoa Equestrian Club Incorporated ABN 16 001 943 939 Responsible Person: The President Phone: 0428 726 241 Email: mec@hotmail.com.au Address: PO Box 738 Roma Qld 4455
Item 3	Venue	Bassett Park Show Grounds Lot 1 on RP 173063 & Lot 7 on RP 173059
Item 4	Facilities	Sideshow Alley area, Dog Trial Ring area, Amenities
Item 5	Permitted Use	Equestrian training and competition days
Item 6	Licence Type	Non-exclusive
Item 7	Term	5 years commencing 28 October 2025 and expiring 27 October 2030
Item 8	Access Times	As per required times as advised to Council
Item 9	Hire Fee	Council's fees and charges adopted for each financial year in respect of the Venue and Facilities – with consideration of approval of Council's non-financial/ongoing assistance as per Council's policy.
Item 10	Prohibited Use	None
Item 11	Condition Report	Damage or Maintenance issues must be reported to the Roma Directorate as soon as possible - 1300 007 662
Item 12	Safety Reporting	Copies of any reports relating to facilities or safety that are required to be submitted to a governing body, are to be supplied to Council annually.
Item 13	Insurance	Public Liability – not less than \$20,000,000.00 (on a 'claims occurring basis')
Item 14	Outgoings	<ul style="list-style-type: none"> • Council shall be responsible for water charges at the premises • This utility is a major cost item for Council and the usage is to be monitored carefully
Item 15	Hirer Responsibilities	<ul style="list-style-type: none"> • Insurance – Property and Public Liability • Rubbish to be placed in bins supplied and area left tidy at completion of events • Provide portable arena for events • Copy of Certificate of Currency to be provided to Council annually • Supply contact details of Executive Committee to Council after Annual General Meeting

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- | | | |
|---------|-------------------------|--|
| Item 16 | Council | |
| | Responsibilities | <ul style="list-style-type: none">• Insurances – Property and Public Liability• Annual Pest Control• Annual Gutter Clean• Maintenance on buildings• Firefighting equipment and RCD checks• Maintenance of grassed areas on a scheduled roster• Organise extra bins if required (stored onsite)• Rates, water and sewerage• Clean amenities before events |
-

Execution

Executed as an agreement.

COUNCIL

SIGNED for MARANOA REGIONAL COUNCIL
99 324 089 164 by its duly authorised
officer, in the presence of:

Signature of officer

Signature of witness

Name of officer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

HIRER

SIGNED for
Maranoa Equestrian Club Incorporated
ABN16 001 943 939
by its duly authorised officer, in the presence
of:

Signature of officer

Signature of witness

Name of officer (BLOCK LETTERS)

Name of witness (BLOCK LETTERS)

Office held (BLOCK LETTERS)

Date signed

Annexure A

Facilities Map





Proposed Responsibilities	Council	Maranoa Equestrian Club
Annual Pest Control	•	
Maintenance on buildings	•	
Annual Gutter Clean	•	
Firefighting equipment and RCD checks	•	
Maintenance of grassed areas on a scheduled roster	•	
Organise extra bins if required (stored onsite)	•	
Rates, Water and Sewerage	•	
Cleaning of amenities before events	•	
Insurances – Property and Public Liability	•	•
Rubbish to be placed in bins supplied and area left tidy at completion of events		•
Provide portable arena for events		•
Copy of Certificate of Currency to be provided to Council annually		•
Supply contact details of Executive Committee to Council after Annual General Meeting (AGM)		•

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		28 August 2025 Review: August 2026	Resolution No. OM/08.2025/48
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.

3. Statement

Need Help?

Before starting your application, we recommend contacting your Local Development Officer (LDO).

Your LDO can:

COUNCIL POLICY



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

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 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.

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- 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.

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.

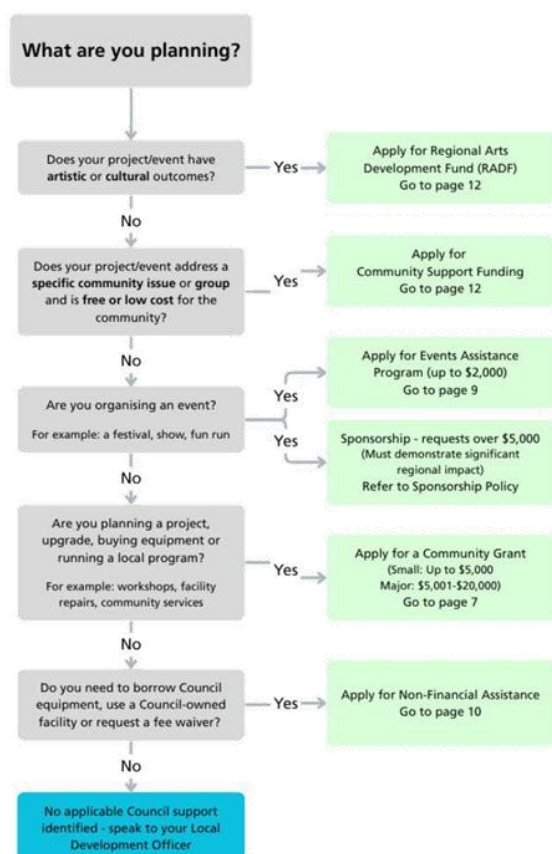
Program	Purpose	Funding / Support Available	Timing	More info
Community Grants Program	To help organisations deliver improvements, services, or programs that benefit the community. E.g. facility upgrades, equipment, community workshops, or local programs.	Small Grants: Up to \$5,000 Major Grants: \$5,001 - \$20,000	Two funding rounds per financial year	See page 8
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 10
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 12
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 13

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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.
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 14
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 14

Which Council support should you apply for?



COUNCIL POLICY



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

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.

COUNCIL POLICY



- 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:
 - 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.

Is your organisation eligible to apply for assistance?	<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?
Have you gathered the necessary event / project information?	<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?
Does your event meet the key selection criteria?	<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?
Prepare your application.	<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?
Review your application.	<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 ldo@maranoa.qld.gov.au
Submit your application	<input type="checkbox"/> Have you checked the relevant submission dates and guidelines?

COUNCIL POLICY



☐ Have you followed the correct process for lodging your application?

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
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COUNCIL POLICY



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

*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 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.

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

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:

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- 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.

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.

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In-Kind Major	Over \$5,001	At least 12 weeks before event.	Council approval.
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Development Application Fees and Environmental Health Food Business Licence Fees

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) with the development application lodgement.
- For food business license fees, the form is to be submitted to Council (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	Assessed by Council Officer and reviewed by Council.	Within 6 weeks of receipt.

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	documentation, received at least 8 weeks prior to the event or work commencing.		
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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

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 ratified 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

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- 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

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?

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

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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

Need help?

Contact your Local Development Officer – ldo@maranoa.qld.gov.au or 1300 007 662.

4. Definitions

Acquittal	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.
Applicant	An individual or organisation or group applying for assistance from Council.
Assessment Criteria	Criteria that has been developed for assessing applications received and guiding funding distribution.
Auspecting	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"> • The receipt, banking and administration for all monies; • Project monitoring and completion; • Ensuring the application acquits the funding within the allocated timeframe; and Sign off on the acquittal form.
Community Organisation	Means an entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit.
Council	Maranoa Regional Council
Councillors	Individual elected representative (Mayor and Councillors)
Fees and Charges Waiver	Means the provision of any facility, application or service that would normally attract a fee as determined by Council's fees and charges structure.
Financial Assistance	Means the provision of cash or the payment of goods and services on the applicants behalf.
In-Kind Assistance	Provision of Council labour, plant or equipment to assist with a project and/or event at no charge to a community organisation.
Not-for-profit	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.
Project	Means a service, event, activity or equipment purchase for which an organisation might seek assistance.
Public Benefit	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

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	proposed projects and activities, having regard to competing interests and/or priorities.
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5. Related Policies and Legislation

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