



Agenda

Goondiwindi Regional Council
Ordinary Meeting
27 October, 2020 commencing at 9.00am
Council Chambers
4 McLean Street, Goondiwindi

DURING THE COURSE OF THE MEETING, PLEASE ENSURE ALL MOBILE TELEPHONES ARE SWITCHED OFF OR IN SILENT MODE.

Opening of Meeting

Attendances: Opening Prayer, Reverend Kay Hart, Anglican Church

Deputation:

Apologies:

Declaration of Interest:

Condolences/Congratulations:

Confirmation of Minutes of Previous Meeting

24 September 2020 Ordinary Committee Meeting

Business Arising from Previous Meeting

Officer Reports

EXECUTIVE OFFICE - Planning

01.	EX 046/20	<p>REQUEST FOR NEGOTIATED DECISION NOTICE – “BUSINESS ACTIVITIES” – “SERVICE STATION” (UNMANNED TRUCK REFUELLING FACILITY), 10 KILLEN STREET AND 5 SALEYARDS ROAD, INGLEWOOD</p> <p>On 8 September 2020, a decision notice was issued approving a Material Change of Use development application at 10 Killen Street and 5 Saleyards Road, Inglewood, for “Business activities” – “Service Station” (Unmanned truck refuelling facility). Council has received a request for a Negotiated Decision Notice, requesting a new condition be included to stage the development, and to delete Condition 17 based on a revised swept path drawing submitted with the request.</p>
02.	EX 047/20	<p>REGIONAL ACTIVATORS ALLIANCE PROPOSAL</p> <p>The Regional Activators Alliance proposal document from the Regional Australia Institute is tabled for Council’s consideration. The objective of the Regional Activators Alliance is to develop a national awareness campaign to drive societal shift around the public perception of Rural Australia. The campaign will be developed in 2020 to be rolled out mid-2021.</p>

03.	EX 048/20	COUNCIL POLICY UPDATE Council's policies have been reviewed and updated to ensure compliance with the Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020, which includes amendments and supporting regulation changes that came into effect on 12 October 2020. The relevant amended policies are presented to Council for consideration and adoption.
04.	EX 049/20	OPERATIONAL PLAN QUARTERLY REPORT Section 174 of the <i>Local Government Regulation 2012</i> provides that the Chief Executive Officer must present a written report on the assessment of its progress towards implementing Council's operational plan. The attached quarterly report provides a summary of the progress each directorate made with respect to the implementation of Council's Operational Plan for the 2020-2021 financial year.
05.	EX 050/20	RABBIT HILL LEASE – AXICOM PTY LTD Council is requested to consider renewing a Lease with Axicom Pty Ltd for a telecommunications tower at Rabbit Hill Inglewood.

General Business Executive Office

COMMUNITY AND CORPORATE SERVICES - Finance

06.	CCS 057/20	FINANCE REPORT PE 30 SEPTEMBER 2020 1. Progress at a Glance 2. Statement of Comprehensive Income 3. Statement of Financial Position 4. Budget Amendments
07.	CCS 058/20	BUSINESS ENTERPRISE SYSTEM PROJECT This report has been tabled for Council to consider submissions received for Request for Quotation 1920/124 (RFQ-1920/124) for the Business Enterprise System Procurement.
08.	CCS 059/20	COMMUNITY GRANTS POLICY The Community Grants Policy GRC 005 is due for review. The amended policy GRC 005 and the new Community Grant Guidelines are tabled for Council's consideration and adoption.
09.	CCS 060/20	COMMUNITY GRANT APPLICATION – MACINTYRE AG ALLIANCE Macintyre Ag Alliance submitted a Grant Application on 2 October 2020 seeking financial assistance towards the purchase of a Quik Spray Twin Reel Unit.
10.	CCS 061/20	PUBLIC ART & COMMEMORATIVE ITEMS POLICY Council has reviewed its Public Art Policy to incorporate requests from members of the community that may wish to pay tribute to or acknowledge a person, event or organisation through the installation of a commemorative item.
11.	CCS 062/20	EXPRESSION OF INTEREST OF THE GOLDEN AGE CENTRE Council resolved to call for Expressions of Interest for the lease of the Golden Age Centre. One submission was received by the closing date of 24 September. The EOI is tabled for Council consideration.
12.	CCS 063/20	BRIGALOW RESERVE – TEMPORARY CLOSURE A proposal for the temporary closure of Brigalow Reserve to the general public to allow the area to rejuvenate as a result of over use and damage is tabled for Council consideration.
13.	CCS 064/20	SES VEHICLE REPLACEMENT PROGRAM The State Emergency Service (SES) Support Grant is a Queensland Government Grant Program administered by Queensland Fire and Emergency Services (QFES). The aim of this annual grant program is to assist local governments in providing quality emergency and disaster management services by supporting the activities of the SES. A proposal for a Funding Application under SES Support Grant Round 2021/22 is tabled.

General Business Community and Corporate Services

ENGINEERING SERVICES

14.	ES 033/20	GRC008 - TREES ON COUNCIL CONTROLLED LAND (PLANTING, REMOVAL & MAINTENANCE) POLICY REVIEW To introduce a consistent and proactive approach in the management of shrubs and trees located on Council controlled land, including requests for the removal and maintenance, the Trees on Council Controlled Land (Planting, Removal & Maintenance)
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		Policy was adopted in July 2008, and subsequently reviewed in 2009, 2014, 2015 and 2017. The Policy is now due for review and is tabled for Council's consideration.
15.	ES 034/20	RFT 2021-69 LOAD, CART AND SUPPLY TYPE 3.1 & TYPE 3.3 MATERIAL TO BARWON HIGHWAY, WEENGALLON This report has been prepared to allow Council to consider submissions received for Request for Tender 2021-69 to Load, Cart and Supply Type 3.1 & Type 3.3 Material to Barwon Highway, Weengallon (RFT 2021-69).
General Business Engineering Services		
Reception of Notice of Motion for Next Meeting		
Ordinary Meeting of Council, Wednesday, 25 November 2020 commencing at 9.00am		
Ordinary Meeting of Council, Wednesday, 16 December 2020 commencing at 9.00am		
Additional Correspondence for Noting		
General Business		

REPORT DATE: 13 October 2020

REPORT NUMBER: EX 046/20

DEPARTMENT: Executive Office

REPORT TITLE: Request for Negotiated Decision Notice – “*Business activities*” – “*Service station*” (Unmanned truck refuelling facility), Lot 2 on SP315824 (previously described as Lots 2 & 4 on SP124620), 10 Killen Street and 5 Saleyards Road, Inglewood (Council ref: 20/17I)

PREPARED BY: Manager Planning Services, Mrs Ronnie McMahon

SUBJECT:

On 8 September 2020, a decision notice was issued approving (with conditions) a Material Change of Use development application at Lot 2 on SP315824 (previously described as Lots 2 & 4 on SP124620), 10 Killen Street and 5 Saleyards Road, Inglewood, for “*Business activities*” – “*Service Station*” (Unmanned truck refuelling facility).

On 1 October 2020, Council received a request for a Negotiated Decision Notice, requesting a new condition be included to stage the development, and to delete Condition 17 based on a revised swept path drawing submitted with the request.

REPORT:

The new condition to stage the development was requested to allow the construction and operation of the unmanned refuelling facility at stage 1 and the installation of the ablutions block and its associated infrastructure at stage 2. No timeframe was suggested or requested for the completion of stage 2. Condition 17 required the applicant to undertake minor widening of the northern side of Killen Street in the vicinity of the exit crossover prior to access being granted to multi-combination vehicles. A revised swept path drawing was provided by the applicant and accompanied the request to delete Condition 17.

It is stated in the request that the revised swept path drawing has been prepared from detailed survey data over both the subject site and Killen Street, and the drawing confirms that a 36.5m long A-double heavy vehicle (the largest anticipated vehicle to access the site) can traverse over both the crossover and Killen Street whilst remaining wholly within the existing bitumen sealed pavement surface.

The requested changes are outlined below.

Proposed staging condition	Applicant's Requested Change
New condition requested to stage the development.	<i>The development may proceed in stages so as to allow the construction and operation of the unmanned refuelling facility at stage 1 and the installation of the ablutions block and its associated infrastructure at stage 2.</i>
Recommendation for the proposed staging condition: Not agree to the requested change.	
Existing Condition 17	Applicants Requested Change
<p>Prior to access being granted to Multi Combination vehicles, the applicant shall undertake minor widening of the Northern side of Killen Street in the vicinity of the exit crossover.</p> <p>The developer shall contact Council's Department of Engineering Services to ensure the correct specifications are obtained for all civil works prior to the commencement of any works on site.</p>	To delete this condition based on a revised swept path drawing.
Recommendation for condition 17: Not agree to the requested change.	

Assessment

The requested changes can be assessed against PO5 of the Low Impact Industry Zone Code, and AO1/PO1 and PO12 of the Transport and Infrastructure Code from the *Goondiwindi Region Planning Scheme 2018 (Version 2)*. The assessment is undertaken below.

Low Impact Industry Zone Code

Performance outcomes	Acceptable outcomes	Comments
For accepted development and assessable development Editor's note—Development identified in the tables in Part 5 as 'accepted subject to requirements' must comply with the acceptable outcomes of this table. If compliance with the acceptable outcomes is not achieved, the development becomes code assessable development unless otherwise specified in Part 5 – see sections 5.3.3(1) and (2).		
Amenity		
PO5 Development does not detract from the amenity of the local area through unacceptable impacts relating to: (a) noise; (b) hours of operation; (c) traffic; (d) advertising devices (e) lighting; (f) visual amenity; (g) privacy; (h) odour; or (i) emissions. Editor's note: Any development involving a sensitive land use must take into account and mitigate any nuisance impacts from existing development in the locality.	AO5 No acceptable outcome provided.	CO5 In relation to the requested new condition to stage the development to build the ablutions facility after the refuelling facility has commenced operations, it is considered that this has the potential to create a public health issue. This could also potentially detract from the amenity of the area with regards to visual amenity, privacy and odour. The relevant Council Officer has reviewed the request to stage the development, and advised that Council has been consistent with requiring toilet amenities at these types of facilities. Given that the request does not specify any timeframe for stage 2 (the ablutions block) to be completed and that there are no other public toilet facilities within the area that could be used by drivers, the requested staging to build the ablutions block as part of a later stage should not be agreed with. Therefore, the ablutions block should be developed as required in the original development approval, dated 8 September 2020.

Performance outcomes	Acceptable outcomes	Comments
For accepted development and assessable development Editor's note—Development identified in the tables in Part 5 as 'accepted subject to requirements' must comply with the acceptable outcomes of this table. If compliance with the acceptable outcomes is not achieved, the development becomes code assessable development unless otherwise specified in Part 5 – see sections 5.3.3(1) and (2).		
Vehicular access and car parking		
PO1 Vehicle access is designed and constructed to ensure safe, all weather, functional operation for motorists and pedestrians.	AO1 Vehicle access is designed and constructed in accordance with <i>Australian Standard AS2890</i> or Standard Drawing 1 in SC6.2 – Planning Scheme Policy 1 – Land Development Standards.	CO1 The revised swept path drawing and the request to delete Condition 17 has been reviewed by the relevant Council Engineering Officer and it has been advised that approximately 3m of widening would still be required between the Northern edge of the bitumen seal (not the edge of the pavement) and the edge of the indicated exiting crossover, to allow a vehicle to continue East on Killen Street without giving way to the exiting vehicle. The widening is required to ensure that the vehicle crossover can still provide functional operation for motorists on Killen Street and those exiting the refuelling facility. Based on the engineering advice, it is considered that the revised swept path drawing does not support deleting Condition 17 of the original development approval, dated 8 September 2020. Therefore, the condition should remain.
On-site manoeuvring		
PO12 Development provides adequate on-site car and service vehicle manoeuvrability to ensure safe and functional vehicle movements within the site and to the road network.	AO12.1 All on-site vehicle parking, manoeuvring, loading and unloading areas are designed and constructed in accordance with <i>Australian Standard AS2890</i> and SC6.2 – Planning Scheme Policy 1 – Land Development Standards. AO12.2 Development provides for all vehicles to enter and exit the site in forward gear.	CO12 The revised swept path drawing and the request to delete Condition 17 has been reviewed by the relevant Council Engineering Officer and it has been advised that approximately 3m of widening would still be required between the Northern edge of the bitumen seal (not the edge of the pavement) and the edge of the indicated exiting crossover, to allow a vehicle to continue East on Killen Street

Request for Negotiated Decision Notice – “Business activities” – “Service station” (Unmanned truck refuelling facility), Lot 2 on SP315824 (previously described as Lots 2 & 4 on SP124620, 10 Killen Street & 5 Saleyards Road, Inglewood (Council ref: 20/171))

EX 046/2020

Performance outcomes	Acceptable outcomes	Comments
		<p>without giving way to the exiting vehicle.</p> <p>The widening is required to ensure safe and functional vehicle movements from the site to the road network.</p> <p>Based on the engineering advice, it is considered that the revised swept path drawing does not support deleting Condition 17 of the original development approval, dated 8 September 2020. Therefore, the condition should remain.</p>

ASSOCIATED RISKS:

Nil

FINANCIAL IMPACTS:

Nil

CONSULTATION:

N/A

LEGISLATION/LEGAL/POLICY:

Goondiwindi Region Planning Scheme 2018 (Version 2)
Planning Act 2016

OFFICER'S RECOMMENDATION:

That Council resolves to not agree to the proposed changes to the development approval issued at Lot 2 on SP315824 (previously described as Lots 2 & 4 on SP124620), and that all the conditions and all other parts of the original Decision Notice dated 8 September 2020 remain relevant and enforceable.

ATTACHMENTS:

Attachment A: Conditions from original MCU approval, dated 8 September 2020.

Attachment A: Conditions from original MCU approval, dated 8 September 2020.

Attachment A1 - Conditions from Original MCO approval, dated 6 September 2020.

	GENERAL CONDITIONS																		
1.	Approval is granted for the purpose of a Material Change of Use for: <ul style="list-style-type: none">“Business activities” – “Service Station” (Unmanned truck refuelling facility) as defined in the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i> .																		
2.	All conditions must be complied with or bonded prior to the commencement of the use, unless specified in an individual condition.																		
3.	Lot 2 on SP124620 and Lot 4 on SP124620 shall be amalgamated into a single lot. The associated survey plan shall be lodged with the Title Registry for registration prior to commencement of the use. On completion of the survey plan being registered, a copy of the registered plan and title shall be provided to Council.																		
4.	<p>Except where changed by conditions of this approval, the development shall be in accordance with supporting information supplied by the applicant with the development application including the following plans:</p> <table><tr><th>Drawing Number</th><th>Title</th><th>Date</th></tr><tr><td>20136-DA01, Rev C</td><td>Proposed Site Layout</td><td>28.08.2020</td></tr><tr><td>20136-DA02, Rev C</td><td>Truck Movement Swept Path</td><td>31.08.20</td></tr><tr><td>20136-DA03, Rev B</td><td>Proposed Elevations</td><td>09.07.20</td></tr><tr><td>200228J-A200, Rev A</td><td>Plan – 2.4 x 3.0m Ablution</td><td>24.08.20</td></tr><tr><td>200228J-A300, Rev A</td><td>Elevations – 2.4 x 3.0m Ablution</td><td>24.08.20</td></tr></table> <p>Please note the plans are not an approved Building Plans.</p>	Drawing Number	Title	Date	20136-DA01, Rev C	Proposed Site Layout	28.08.2020	20136-DA02, Rev C	Truck Movement Swept Path	31.08.20	20136-DA03, Rev B	Proposed Elevations	09.07.20	200228J-A200, Rev A	Plan – 2.4 x 3.0m Ablution	24.08.20	200228J-A300, Rev A	Elevations – 2.4 x 3.0m Ablution	24.08.20
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20136-DA01, Rev C	Proposed Site Layout	28.08.2020																	
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20136-DA03, Rev B	Proposed Elevations	09.07.20																	
200228J-A200, Rev A	Plan – 2.4 x 3.0m Ablution	24.08.20																	
200228J-A300, Rev A	Elevations – 2.4 x 3.0m Ablution	24.08.20																	
5.	<p>Complete and maintain the approved development as follows:</p> <ul style="list-style-type: none">(i) Generally in accordance with development approval documents; and(ii) Strictly in accordance with those parts of the approved development which have been specified in detail by the Council unless Council agrees in writing that those parts will be adequately complied with by amended specifications. <p>All development shall comply with any relevant provisions in the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i>, Council’s standard designs for applicable work and any relevant Australian Standard that applies to that type of work.</p> <p>The development approval documents are the material contained in the development application, approved plans and supporting documentation including any written and electronic correspondence between applicant, Council or any relevant Agencies during all stages of the development application assessment processes.</p>																		
6.	The developer shall contact Council’s Engineering Department to ensure the correct specifications are obtained for all civil works prior to commencement of any works onsite.																		

7.	<p>Prior to any structures being placed or constructed on site, a building approval is required to be obtained from an Accredited Building Certifier for:-</p> <ul style="list-style-type: none"> • Fuel cell container • Amenities building • Any free standing sign structures.
8.	It is the developer responsibility to obtain all other statutory approvals required prior to commencement of any works on site.
ESSENTIAL SERVICES	
9.	<p>Prior to the commencement of the use, the development shall be connected to Council's reticulated water supply system, in accordance with Schedule 6.2 Planning Scheme Policy 1 – Land Development Standards in the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i>, to the satisfaction of and at no cost to Council.</p> <p>The developer shall provide all necessary water infrastructure to enable the development to be serviced to relevant engineering standards and to the satisfaction of Council.</p>
10.	The development shall be connected to an appropriately designed and installed onsite wastewater treatment facility, in accordance with the <i>Queensland Plumbing and Wastewater Code</i> , to the satisfaction of and at no cost to Council. All sewer infrastructure (including effluent disposal areas) shall be fully located within site boundaries, to the satisfaction of and at no cost to Council. The system shall be installed at the plumbing application stage.
PUBLIC UTILITIES	
11.	The development shall be connected to an adequate electricity and telecommunications supply system, at no cost to Council, when required.
12.	The unisex toilet for use by clients using the facility is to be connected to an approved onsite disposal area. The onsite sewerage system is to be approved by Council's Water & Sewerage Department prior to the building being installed on the site and tied down.
ROADS AND VEHICLES	
13.	<p>All site accesses, from the edge of the existing bitumen to the property boundary, shall be constructed to a sealed industrial standard in accordance with Schedule 6.2.1 – Standard Drawing in Schedule 6.2 – Planning Scheme Policy 1 – Land Development Standards of the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i> and the approved plan Drawing No. 20136-DA01, Rev C, to the satisfaction of and at no cost to Council.</p> <p>The design of the proposed crossovers shall be certified by a Registered Professional Engineer of Queensland (RPEQ). The design vehicle shall be a 36.5m long A-Double.</p>

	<p>Crossovers shall be either constructed or bonded prior to the commencement of the use.</p> <p>The developer shall contact Council's Engineering Department to ensure the correct specifications are obtained for all civil works prior to the commencement of any works onsite.</p> <p>A qualified Council Officer may inspect construction works at the request of the developer to ensure compliance with this condition.</p>
14.	<p>All areas where vehicles regularly manoeuvre and park shall be constructed to a sealed industrial standard in accordance with Schedule 6.2.1 – Standard Drawing in Schedule 6.2 – Planning Scheme Policy 1 – Land Development Standards of the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i> and the approved plan Drawing No. 20136-DA01, Rev C, to the satisfaction of and at no cost to Council..</p> <p>The design of the surfacing shall be certified by a Registered Professional Engineer of Queensland (RPEQ). The design vehicle shall be a 36.5m long A-Double.</p> <p>Directional Signage shall be installed to ensure all traffic enters from Saleyards Road and exits via Killen Street, in accordance with the approved plans.</p> <p>Parking and manoeuvring areas shall be either constructed or bonded prior to the commencement of the use</p> <p>The developer shall contact Council's Department of Engineering Services to ensure the correct specifications are obtained for all civil works prior to the commencement of any works on site.</p> <p>A qualified Council Officer may inspect construction works at the request of the developer to ensure compliance with this condition.</p>
15.	<p>Vehicle manoeuvring areas shall be provided so that all vehicles, including heavy vehicles, associated with the use can enter and leave the site in a forward direction.</p>
16.	<p>Council is in the process of designing and seeking funding for the upgrade of the intersection of Tomkins and Killen Streets to accommodate the turning movement of a 36.5m long A-Double vehicle.</p> <p>Prior to the completion of these upgrade works, access to the site shall be restricted to a maximum 19m long general access vehicle.</p>
17.	<p>Prior to access being granted to Multi Combination vehicles, the applicant shall undertake minor widening of the Northern side of Killen Street in the vicinity of the exit crossover.</p> <p>The developer shall contact Council's Department of Engineering Services to ensure the correct specifications are obtained for all civil works prior to the commencement of any works on site.</p>
18.	<p>Access to certain permitted Multi Combination vehicles may be granted prior to completion of these works subject to a satisfactory trial demonstration.</p>

LANDSCAPING AND FENCING

19. Landscaping shall be provided in accordance with Schedule 6.3 – Planning Scheme Policy 1 – land Development Standards of the *Goondiwindi Region Planning Scheme 2018 (Version 2)*, and in accordance with the approval plan Drawing No. 20136-DA01, Rev C, with a minimum of:

- “Street frontage landscaping,” along the site’s Saleyards Road frontage, excluding vehicle access points, in accordance with the approved plan Drawing Number 20136-DA01, Rev C, for a distance 16m at a width of 2m: and
- “Street frontage landscaping,” along the site’s Killen Street frontage, excluding vehicle access points, in accordance with the approved plan, “Drawing Number 20136-DA01, Rev C, for a distance of 10m at a width of 2m.

All landscaping and tree plantings are to be planted and maintained to the satisfaction of Council. A bond for the amount of **\$1,300.00** is to be submitted prior to the commencement of the use for the maintenance of landscaping.

The bond holding time starts from the acceptance of works. Council must be contacted by the applicant to request an inspection of the landscaping as soon as possible after completion of planting and payment of bond.

If the landscaping complies with Schedule 6.3 – Planning Scheme Policy 1 – land Development Standards of the *Goondiwindi Region Planning Scheme 2018 (Version 2)*, the applicant will be advised in writing that the bond is accepted.

The bond shall be returned in accordance with the following schedule if the landscaping meets the criteria:

Time from acceptance of landscaping works	Criteria	Bond Refund / Reduction
9 months – From acceptance of works	Landscaping conforms to requirements, is established and maintained. Adequate provision for on-going watering and growth. Any/all replacement plants provided.	50%
18 months – From acceptance of works	Landscaping is well established (as a guide >50% full growth depending on species). All replacement plants are established. The landscaping intent is being achieved.	25%
24 months – From acceptance of works	Landscaping is fully established, or within 80% depending on species.	25%

After the required bond holding time has passed, a refund of bond monies will only be considered upon a written request from the person who paid the bond once the required bond holding time has been completed.

A Council Officer may inspect landscaping plantings to ensure compliance with this condition and acceptance of the works.

	<p>Council will hold the funds in trust for a maximum of three years, at which time should work not be carried out and maintained to Council's satisfaction, the bond will be used by Council to have the works performed unless an extension of time is requested by the land owner or applicant and approved by Council.</p> <p>To clarify, bonds can only be refunded upon a written request from the person who paid the bond upon the works being satisfactorily maintained for the required bond holding time.</p>
	STORMWATER
20.	<p>Prior to the commencement of the use, the site shall be adequately drained and all stormwater shall be disposed of to a legal point of discharge in accordance with Schedule 6.2 – Planning Scheme Policy 1 – Land Development Standards of the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i>, to the satisfaction of and at no cost to Council.</p> <p>Any increase in volume, concentration or velocity of stormwater from the site shall be channelled to lawful points of discharge or to other storage or dispersal arrangements which all must be agreed to in writing by Council.</p> <p>There shall be no change in direction or increase in the volume, concentration or velocity in any overland flow from the site to any adjoining properties unless agreed in writing by Council and the owners of any adjoining properties affected by these changes.</p> <p>The stormwater disposal system shall be designed to include appropriate pollution control devices or methods to ensure no contamination or silting of waterways.</p>
21.	<p>Stormwater shall not be allowed to pond on the site during the development process and after development has been completed unless the type and size of ponding has been agreed in writing by Council.</p> <p>No ponding, concentration or redirection of stormwater shall occur on adjoining properties unless specifically agreed to in writing by Council and the owners of any adjoining properties affected by these changes.</p>
22.	<p>The design of the final site's stormwater network taking water from the oily water treatment system is to be submitted for approval prior to construction commencing on the system. It is noted that the refuelling pad does not have a canopy/roof over the refuelling area.</p> <p>The treatment system and stormwater is to be designed and constructed in accordance with the Guideline "<i>Stormwater & environmentally relevant activities</i>" prepared by the Department of Environment and Science, Version 1.03 dated 9 October 2019.</p> <p>The point of discharge from the Oily Water management system is to be directed clear of the onsite sewage management system to ensure the disposal field is not impact by additional stormwater discharges on the site.</p> <p>A copy of the service contract is to be provided to Council, along with service records of:</p> <ul style="list-style-type: none"> (a) Date and volume of material removed by the contractor; (b) Final destination of where the material was disposed.

	EARTHWORKS AND EROSION CONTROL
23.	<p>Any filling or excavation shall be undertaken in accordance with Schedule 6.2 – Planning Scheme Policy 1 – Land Development Standards of the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i> or to other relevant engineering standards to the satisfaction of and at no cost to Council.</p> <p>Excavation or filling within 1.5 metres of any site boundary is battered or retained by a wall that does not exceed 1 metre in height.</p>
24.	<p>All works associated with the development must be carried out in a manner that minimises erosion and controls sediment. Best practice erosion and sediment control measures shall be in place at the location of all works prior to work commencing and remain until work is completed in accordance with Schedule 6.2 – Planning Scheme Policy 1 – Land Development Standards of the <i>Goondiwindi Region Planning Scheme 2018 (Version 2)</i> or in accordance with other relevant engineering standards to the satisfaction of and at no cost to Council.</p> <p>Control procedures are to be established to ensure sediment from the site is not deposited off site. The developer shall ensure no increase in any silt loads or contaminants in overland flow from the site during the development process and after development has been completed.</p>
	ENVIRONMENTAL CONTROLS
25.	<p>An Emergency Management Plan is to be developed for the site with signage erected onsite providing contact numbers of persons and emergency services to activate the plan. A copy of the plan is to be provided to Council prior to the site commencing operations.</p> <p>An approved petroleum spill kit is to be provided on site and maintained. Signage is to be placed on site to ensure clients are able to correctly use and report any minor spill events.</p> <p>All emergency events are to be recorded and be available for inspection by an authorised officer of Council or representative of the State Environmental Protection Authority.</p> <p>Flammable and combustible liquids are to be stored in accordance with the guideline set down by the Office of Industrial Relations under the <i>Work Health and Safety Act 2011</i>.</p>
	AVOIDING NUISANCE
26.	<p>At all times while the use continues, provision must be made on site for the collection of general refuse in covered waste containers with a capacity sufficient for the use. Waste receptacles shall be placed in a screened area. The site must maintain a general tidy appearance.</p>

27.	At all times while the use continues, the development shall be conducted in accordance with the provisions of the <i>Environmental Protection Act 1994</i> (the Act) and all relevant regulations and standards under that Act. All necessary licences, permits and approvals under the Act and all regulatory provisions and legislation shall be obtained and shall be maintained at all times while the use continues.
28.	At all times while the use continues, 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. All lighting shall be directed or shielded so as to ensure that no glare directly affects nearby properties, motorists or the operational safety of the surrounding road network.
29.	At all times while the use continues it shall be operated in such a manner as to ensure that no nuisance shall arise to adjoining premises as a result of dust, noise, lighting, odour, vibration, rubbish, contaminants, stormwater discharge or siltation or any other potentially detrimental impact.
30.	The operator shall be responsible for mitigating any complaints arising from on-site operations.
31.	Construction works must occur so they do not cause unreasonable interference with the amenity of adjoining premises. The site must be kept in a clean and tidy state at all times during construction.
DEVELOPER'S RESPONSIBILITIES	
32.	Any alteration or damage to roads and/or public infrastructure that is attributable to the progress of works or associated with the use of the site shall be repaired to Council's satisfaction or the cost of repairs paid to Council.
33.	It is the developer's responsibility to ensure that any contractors and subcontractors have current, relevant and appropriate qualifications and insurances in place to carry out the works.
34.	The developer shall be responsible for meeting all costs reasonably associated with the approved development, unless there is specific agreement by other parties, including the Council, to meeting those costs.
35.	At all times while the use continues, all requirements of the conditions of the development approval must be maintained.

	COMMENCEMENT OF USE
36.	<p>At its discretion, Council may accept bonds or other securities to ensure completion of specified development approval conditions or Council may accept cash payments for Council to undertake the necessary work to ensure completion of specified development approval conditions.</p> <p>It may be necessary for Council to use such bonds for the completion of outstanding works without a specific timeframe agreed.</p> <p>The decision to accept bonds or other securities to satisfy a condition will be that of Council, not the applicant.</p>
37.	<p>Council must be notified in writing of the date of the commencement of the use within 14 days of commencement.</p> <p>This approval will lapse if the use has not commenced within six years of the date the development approval takes effect, in accordance with the provisions contained in sections 85(i)(a) of the <i>Planning Act 2016</i>.</p> <p>Section 86 of the <i>Planning Act 2016</i> sets out how an extension to the period of approval can be requested.</p>
38.	<p>A letter outlining and demonstrating that conditions have been, or will be, complied with shall be submitted to Council and approved by a relevant Officer of Council prior to commencement of the use at each relevant stage. Council Officers may require a physical inspection to confirm that all conditions have been satisfied to relevant standards.</p>
	PLEASE READ CAREFULLY - NOTES AND ADVICE
	<p>When approval takes effect</p> <p>This approval takes effect in accordance with section 85 of the <i>Planning Act 2016</i>.</p> <p>When approval lapses</p> <p>This approval will lapse if the change of use has not occurred within the following period, in accordance with the provisions contained in section 85(i)(a) of the <i>Planning Act 2016</i>.</p> <p>(a) If no period stated – 6 years after the approval starts to have effect.</p> <p>Section 86 of the <i>Planning Act 2016</i> sets out how an extension to the period of approval can be requested.</p>
	<p>Infrastructure charges as outlined in the Infrastructure Charges Notice included in Attachment 3 shall be paid prior to the commencement of the use.</p>

	It is the applicant's responsibility to obtain all statutory approvals prior to commencement of any works onsite.
	This approval in no way removes the duty of care responsibility of the applicant under the <i>Aboriginal Cultural Heritage Act 2003</i> . Pursuant to Section 23(1) of the <i>Aboriginal Cultural Heritage Act 2003</i> , a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care").
	This approval in no way authorises the clearing of native vegetation protected under the <i>Vegetation Management Act 1999</i> .
	The approved development does not authorise any deviation from the applicable Australian Standards nor from the application of any laws, including laws covering work place health and safety.

REPORT DATE: 20 October 2020 **REPORT NUMBER:** EX 047/20
DEPARTMENT: Executive Office
REPORT TITLE: **Regional Activators Alliance**
PREPARED BY: Chief Executive Officer, Mr Carl Manton

SUBJECT:

The Regional Activators Alliance proposal document from the Regional Australia Institute is tabled for Council's consideration.

REPORT:

The Regional Activators Alliance is a concept from the Regional Australia Institute that involves a collaborative national marketing campaign with other regional "activators". There are a number of promotional benefits to being involved with the program including public relations, networking and branding – details of which are located in the proposal document.

The objective of the Regional Activators Alliance is to develop a national awareness campaign to drive societal shift around the public perception of Rural Australia. The campaign will be developed in 2020 to be rolled out mid-2021.

From a Council perspective, being part of the program could be an economic and efficient way of marketing the region. It also aligns with Council's "Regional Australia at its Best" concept.

The proposal is asking for a \$5000 (not including GST) investment for a one-year membership.

ASSOCIATED RISKS:

The Regional Activators Alliance is a new concept and therefore there is no data to gauge potential success of the program. There is a risk of making a poor investment decision that will result in a poor return on investment if the program were to fail.

FINANCIAL IMPACTS:

\$5000 cost

CONSULTATION:

Extensive consultation with Council staff and management around the concept of the campaign. Councillors and Council officers also discussed in Council workshop on 9th September.

LEGISLATION/LEGAL/POLICY:

Advertising Spending Policy: GRC 0040

OFFICER'S RECOMMENDATION:

To invest \$5000 for the Regional Activators Alliance campaign. Council to reassess further investment after the initial period of one year.

That Council resolves to enter into a one year membership arrangement with Regional Activators Alliance at a cost \$5,000.00.

ATTACHMENTS:

Attachment A: Regional Activators Alliance Proposal to be part of the National Awareness Campaign for Regional Australia.



**REGIONAL
AUSTRALIA**
INSTITUTE

REGIONAL ACTIVATORS ALLIANCE

**A PROPOSAL TO BE PART OF THE
NATIONAL AWARENESS CAMPAIGN
FOR REGIONAL AUSTRALIA**

August 2020

NATIONAL AWARENESS CAMPAIGN OVERVIEW

Regional Australia needs a brand overhaul.

Regional Australia is going through a transformation that brings boundless opportunities to redefine and reshape what it will look like in the future.

Australia is on track to see growth of 19 million extra people by 2056. This represents an increase of 75 per cent. Recent data modelling shows the majority of these people will choose to live in Sydney, Brisbane, Melbourne and Perth. However, we know that our megacity outlook is far from fixed. Australia has alternatives and people need choice about where they build their future. In a post-COVID-19 world, this will be increasingly relevant and important.

Following the Regional Australia Institute's (RAI's) inaugural Regions Rising National Summit in Canberra in 2019, which involved more than 250 of the country's best and brightest in regional development, participants delivered a clear message through the Policy Hack; Regional Australia needs a new narrative to help drive societal shift.

We have started this journey to change the narrative of Regional Australia and build a vision, including the development of a national awareness campaign. The campaign incorporates stakeholders from all sectors and will help drive a societal shift around the public perception of Regional Australia. This will be done at a national level to deliver results at a local level – for our regional towns and cities, as well as businesses and community groups in regions.

Continuously improving and promoting Regional Australia is a shared responsibility, and we are asking you to get on board and be part of a national movement to show the rest of this country what Regional Australia really has to offer.

The national awareness campaign will be developed throughout 2020 with the initial roll out of the public phase to begin in mid-2021. The Prime Minister will be invited to publically launch the campaign, along with support from relevant Premiers, Ministers, and public figures.

The campaign will gauge the sentiment of metropolitan Australians through qualitative research. It will span a three-year period and will focus on the development, implementation, and evaluation of an integrated marketing communications campaign to promote the opportunities of living, working, and investing in Regional Australia.

The RAI is currently seeking co-funding from the Federal Government to underpin the ongoing campaign and 'brand Regional Australia'. However, it's important to build a collective that believe and share our vision to help support the pitch. A campaign of this magnitude, needs expertise which is why the RAI is engaging a top creative agency to work with us.

Together, we will create a strong brand campaign to change the hearts and minds that appeals to everyday Australians. It is an ambitious task, but we know this challenge will ignite a movement that will elevate the regions, and we would love you and your organisation to join us on this quest.

REGIONAL AUSTRALIA COUNCIL 2031 (RAC2031)

Making Regional Australia a priority.

The RAC2031 is one element of the national awareness campaign. It was launched by Deputy Prime Minister the Hon Michael McCormack on 4 May 2020.

The purpose of RAC2031 is to convene a group of the most influential organisations and leaders to help elevate Regional Australia. We have asked them to make Regional Australia a priority.

The Council gives corporate Australia a vehicle to support the development, investment and prosperity of our regions in a collaborative way that will enhance the lives of one-third of our population, and provide significant opportunities for diversification of our economy and society.

RAC2031 MEMBER ORGANISATIONS

- APPEA
- Aurizon
- Australia Post
- Bendigo and Adelaide Bank
- Commonwealth Bank
- Expedia Group
- KPMG
- NAB
- NBN Co
- Prime Super
- Telstra
- TransGrid

THE OPPORTUNITY – REGIONAL ACTIVATORS ALLIANCE

Be part of a national movement.

Agree to become a Regional Activator, and you become a co-creator. You will assist us to shape a national campaign that will change lives for the better. We are aiming high, and need your participation to see the change we need to see, across Australia, for the benefit of all Australians.

If you are passionate about seeing your region grow and prosper, join us in changing the narrative of Regional Australia.

Through this process, the RAI will also utilise the Regional Activators Alliance to gain quantitative and qualitative research to support the campaign, with the confidential results to be made available to members only.

All aspects of the campaign will focus on RAI evidence-based research relating to four key pillars, and these pillars are at the core of both RAC2031 and the Regional Activators Alliance:



YOUR ROLE

We are working hard with our partners to produce creative, informative collateral, and media outlets to get the messages out. Vital to this process is you, because you have the key to what makes your region tick.

For this campaign to be successful and change the course of Australia's population settlement patterns, we need your insights, passion, knowledge and case studies. Work with us to show the country what makes your region unique and how you activate, support, and energise your local communities, or how and why your business supports Regional Australia.

Regional Australia is ready to grow, and your local region can be part of the transformation.

THE BENEFITS

As a Regional Activator, your region will:

- be at the forefront of a powerful national movement to change the narrative of Regional Australia and the course of history.
- be a co-creator of a national campaign to promote “brand Regional Australia” for the benefit of your region, your business and the nation as a whole – contributing to regional prosperity.
- participate in a collective workshop with the RAI, the creative agency and RAC2031 members.
- provide feedback on the campaign for the duration of the campaign for as long as you are a Regional Activator.
- enhance your brand and reputation through alignment with RAI's mission of elevating the quality of discussion and debate on Regional Australia.
- develop, build and fortify client relationships with RAC2031 members, politicians and directors from all levels of government, and other significant figures from industry at our annual networking event, held during our annual Regions Rising National Summit.
- attend exclusive meetings with all Regional Activators, held once per quarter, featuring a relevant and prominent CEO, Minister or Regional Leader.
- have branding via corporate logo displayed on all relevant communication mediums related to the Regional Activators Alliance, including:
 - webpages on RAI's website;
 - media releases;
 - articles in RAI's regular newsletter to approximately 15,000+ subscribers;
 - RAI's social media platforms (LinkedIn, Facebook, and Twitter) of 9,500+ engaged followers;
 - a dedicated space on the campaign website to promote your region or organisation as a RAA (due to go live in 2021).
- provide a case study to the RAI on at least one person, family, or business who has made the move to your area, to be used as promotional material.
- receive two complimentary tickets for Regions Rising Summit and 50% discount on a corporate table at all Regions Rising events and webinars for as long as you are a Regional Activator.
- assist RAI to shape its longer-term strategic priorities to be a membership body and continue to provide important research and advocacy for Regional Australia.
- receive acknowledgement through a full PR campaign designed around the impact of the Regional Activators Alliance to ensure maximum exposure across Australia. A quarterly communique will be produced after each meeting summarising the outcomes and work of the Alliance. Media will be engaged before and after these closed sessions to bring about maximum impact.
- receive acknowledgment and public awareness at other relevant RAI events and meetings.

- In addition to these benefits, the RAI can (at an additional cost) provide you with a report that highlights who is moving to your region based on age group, occupation, qualification and income. This is a bespoke piece of research that your region can use to better understand and pinpoint the market segments that you may be missing out on, and allow you to develop a strategic response.

INDICATIVE TIMELINE

DATE	LOCATION	EVENT / MEETING	DETAILS
September 2020 (TBC)	Virtual (Zoom)	Regional Activators Alliance Meeting	The formation of the Regional Activators Alliance will focus on supporting the development of the national campaign to ensure we have community and industry consultation and collaboration about impact, design and execution.
TBC/ may move to 2021	Canberra	Regions Rising National Summit	Regional Activators are encouraged to attend the whole summit, including Conference, Gala Dinner, and Masterclass with RAC2031 members. The Prime Minister will be invited to publicly launch the campaign, and endorse the activities within the campaign, including that of the Regional Activators.
December 2020	Canberra	Regional Activators Alliance Meeting	A focus on regional population strategies and potential policies
February 2021	Virtual (Zoom)	Regional Activators Alliance Meeting	A focus on regional liveability indicators and stories of people who have made the move (case studies)
June 2021	Virtual (Zoom)	Regional Activators Alliance Meeting	A focus on leadership and human capital uplift, and policies and programs to enhance this in regional Australia

Due to the ever-changing nature of COVID-19, we cannot guarantee the above timeline. We will work with the Regional Activators Alliance to make appropriate arrangements whenever necessary.

INVESTMENT

We are approaching councils, economic development organisations and industry to be part of the Regional Activator Alliance.

INVESTMENT
\$5,000 +GST (1 year)

CONTRACT COMMITMENT FOR THE REGIONAL ACTIVATORS ALLIANCE

I/We commit to participate as a Regional Activator in the national awareness campaign led by the Regional Australia Institute for the initial duration of one year.

Name: _____

Title: _____

Company: _____

By signing this agreement, I/We will:

- ensure executive/senior-level attendance at all four meetings.
support the development of the national campaign for brand Regional Australia.
- provide data where useful and appropriate.
- support stakeholder engagement and media via our internal organisation communications functions to ensure a wider reach of the Regional Activators outputs.
- provide bespoke support drawing on our expertise and strengths (both individually and collectively) to progress agendas arising from the Alliance.
- maintain and ensure confidentiality and privacy in all dealings and communication related to proprietary information that we may become privy to as a Regional Activator.

The total value of this contract is **\$5,000 + GST**.

The RAI also confirms to meet the contractual obligation to ensure delivery of stated benefits to the above Regional Activator, and acknowledges that the RAI will also maintain and ensure confidentiality and privacy in all dealings and communication related to proprietary information.

Signature: _____

Date: _____

ABOUT THE REGIONAL AUSTRALIA INSTITUTE

The voice for the regions.

The Regional Australia Institute (RAI) is Australia's only independent think tank solely focused on better outcomes for Regional Australia. Our evidence-based research and community engagement enables us to develop better policy outcomes to transform Australia's future. The RAI is the voice for the regions.

OUR VISION

To enable regions to achieve their potential for the benefit of all Australians

OUR MISSION

To be the voice for Regional Australia to improve regional prosperity

ORGANISATION PROFILE

The RAI is an Australian policy think tank and research organisation, established as an independent not-for-profit company limited by guarantee and is a registered charity.

The objectives of the RAI as described in our constitution are:

- To research priority policy issues impacting on Regional Australia, to identify solutions that enhance the prosperity and sustainability of Regional Australia.
- To promote the results of policy research to governments and the wider community.
- To foster debate on policy issues impacting on Regional Australia.
- To engage in national activities that contribute to Regional Australia.
- To enhance our external relationships with industry and to further strengthen our government and community relationship.
- To build a membership that believes in our purpose and can support the work of the RAI.

OUR MARKET

Home to 9.05 million people and responsible for a third of national output and jobs, Regional Australia plays an increasingly important role in securing the nation's growth and prosperity.

With a formal network of approximately 15,000 influencers, activators, interested observers and commentators of our work, the RAI is the leader on new knowledge, policy development and practical skills for regional economic development.

Segmenting the RAI's network to influence a nation-building conversation, we will actively work with government at all levels, industry and the community sector to ensure success and affect positive outcomes for regions.

MEDIA COVERAGE

In the 12 months to 30 June 2020, RAI generated the following media exposure:



\$13.9M
ASR VALUE



1339
MEDIA MENTIONS



32.2M
MEDIA VIEWS

This included features from major publications and broadcasters, such as:

- ABC:
 - Online
 - TV
 - Radio National
 - state-based radio programs
- Australian Community Media mastheads, including:
 - The Courier
 - Illawarra Mercury
 - The Land
 - The Canberra Times
- Channel 10:
 - The Project
- NewsCorp Australia mastheads, including:
 - The Australian
 - Weekend Australian Magazine
 - The Daily Telegraph
 - Herald Sun
 - The Courier Mail
 - NT News
- PRIME7:
 - Sunrise
 - Daily Edition

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REGIONAL AUSTRALIA INSTITUTE LTD ABN 65 152 955 667

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Regional Australia Institute Ltd is registered with the Australian Charities and Not-for-profits Commission (ACNC)

REPORT DATE: 21 October 2020 **REPORT NUMBER:** EX 048/20
DEPARTMENT: Executive Office
REPORT TITLE: **Council Policy Update**
PREPARED BY: Chief Executive Officer, Mr Carl Manton

SUBJECT:

Council's policies have been reviewed and updated to ensure compliance with the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020*, which includes amendments and supporting regulation changes that came into effect on 12 October 2020. The relevant amended policies are presented to Council for consideration and adoption.

REPORT:

The *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* (Integrity Act) received assent on 30 June 2020. This includes amendments that came into effect on 12 October 2020 relating to conflicts of interests, Councillor Advisors and Councillor Administrative support staff.

To support the legislative changes, the Department of Local Government, Racing and Multicultural Affairs has prepared amended;

- Model Meeting Procedures
- Standing Orders for Council Meetings including Standing Committees 'Best Practice Guide'
- Example Investigation Policy
- Councillor Conduct Examples.

Councils must either adopt the Model Meeting Procedures or prepare and adopt their own procedures that are consistent with the Model Meeting Procedures. Similarly, if a Local Government chooses to continue using their existing standing orders, the Council must review the existing standing orders to ensure that they are consistent with the requirements of the Model Meeting Procedures. To assist Local Governments, the Department has also provided best practice standing orders that Council can choose to adopt.

We have amended our Standing Orders to reflect the changes and also prepared draft model meeting procedures, and an Investigation Policy for consideration and adoption. The Councillor conduct examples are also attached for Councillors information.

ASSOCIATED RISKS:

Failure to comply

FINANCIAL IMPACTS:

Enforcement of policies

CONSULTATION:

Councillors

LEGISLATION/LEGAL/POLICY:

- *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018*
- *Local Government Act 2009*

OFFICER'S RECOMMENDATION:

That Council resolves to adopt the amended GRC 055 Standing Orders Policy as annexed to this report.

That Council resolves to adopt the draft GRC 090 Model Meeting Procedures as annexed to this report.

That Council resolve to adopt the draft GRC 089 Investigation Policy as annexed to this report.

ATTACHMENTS:

1. GRC 055 Standing Orders Policy
2. GRC 089 Investigation Policy
3. GRC 090 Model Meeting Procedures



STANDING ORDERS POLICY

Adopted Date: 14 December 2011

Policy Number: GRC 0055

Policy Type: Strategic

Responsible Officer: Chief Executive Officer

Department: Executive Office

Version	Decision Number or CEO Approval	Decision Date	History
1	GRC 0055 Ordinary Meeting Minutes (ref.OM-249/11)	14 December 2011	Adopted by Resolution
2	Adopted as part of Local Law making process.		
3	Amended Ordinary Meeting Minutes (ref.OM-126/16)	25 August 2016	
4	Amended Ordinary Meeting Minutes (ref.OM-203/18)	28 November 2018	
5	Amended Ordinary Meeting Minutes (ref. OM-122/19)	26 June 2019	
6	Amended Ordinary Meeting Minutes (ref.OM-	27 October 2020	

PURPOSE

To provide written rules for the orderly conduct of Council Meetings.

1. STANDING ORDERS

- 1.1. These standing orders apply to local government meetings including standing committee meetings. These standing orders do not apply to meetings of the audit committee.
- 1.2. A provision of these standing orders may be suspended by resolution of any meeting of the local government except those sections that are mandatory under the model meeting procedures. A separate resolution is required for any suspension and must specify the application and duration of each suspension.

Where a matter arises at the local government meeting that is not provided for in these standing orders, the matters shall be determined by resolution of the local government upon a motion which may be put without notice but otherwise conforming with these standing orders.

PROCEDURES FOR MEETINGS OF LOCAL GOVERNMENT

2. PRESIDING OFFICER

- 2.1 The mayor will preside at a meeting of local government.
- 2.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 2.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside, a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 2.4 The local government will choose the chairman for a committee meeting. This chairman will normally preside over meetings of the committee.
- 2.5 If the chairman of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 2.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.

3. ORDER OF BUSINESS

The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.

Unless otherwise altered, the order of business shall be as follows:

ORDINARY MEETINGS

- Opening of Meeting
- Attendance
- Opening Prayer
- Deputations
- Apologies
- Declaration of Interest
- Congratulations and Condolences
- Confirmation of Minutes;
- Business Arising from Previous Minutes
- Reception of Deputations by Appointment
- Reception and Consideration of Committee Reports
- Reception and Consideration of Officers' Reports
- General Business.

SPECIAL MEETINGS AND COMMITTEE MEETINGS

- Opening of Meeting
- Attendance
- Apologies
- Declaration of Interest
- Reception of Deputations by Appointment
- Reception and Consideration of Officers' Reports.

Note: The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting.

4. CONDOLENCES AND CONGRATULATIONS

At times, it will be appropriate for Council to acknowledge the passing of persons who have made a significant contribution to the community of Goondiwindi Regional Council by recognition of their passing in Council Meeting Minutes. In addition, recognition may involve a sympathy card or flowers, wreath or donation in lieu of flowers.

- The person for whom the condolence is delivered must have made a significant contribution to the Council community;
- Individual Councillors may send personal condolences;
- At the discretion of the Mayor or Chief Executive Officer a card of condolence will be sent on behalf of Council; and
- At the discretion of the Mayor or Chief Executive Officer a floral tribute may be arranged.

Definitions:

Persons Honoured	Citizens that are recognised for their achievements and service to the community through Australian honours.
Current and Former Elected Members	Current and past Councillors of Goondiwindi Regional Council, the former Goondiwindi Town Council, Inglewood Shire Council, Waggamba Shire Council and Councillors from neighbouring Councils.
Staff, Contractors and Immediate Family	Immediate Family – Spouse, children, parent and siblings.
Volunteers	Who have contributed to Council services and projects.

Significant Members of the Community	Past and present members of parliament, past and present Citizens and Young Citizens of the Year
Identities	As determined by the Mayor.

5. AGENDAS

5.1 The agenda may contain:

- notice of meeting
- minutes of the previous meetings
- business arising out of previous meetings
- business which the mayor wishes to have considered at that meeting without notice
- matters of which notice has been given
- committees' reports referred to the meeting by the chief executive officer (CEO)
- officers' reports referred to the meeting by the CEO
- deputations and delegations from the community that are approved to attend
- any other business the council determines by resolution be included in the agenda.

5.2 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.

5.3 The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors. The related reports for the local government meeting must also be included and available to the public excluding confidential reports.

5.4 Matters on the agenda that will require the meeting to be in a closed session will be clearly identified including the reasons why the session will be closed.

6. PETITIONS

6.1 Any petition presented to a meeting of the local government will:

- be in legible writing or typewritten and contain a minimum of ten (10) signatures
- include the name and contact details of the principal petitioner (i.e. the key contact)
- include the postcode of all petitioners, and
- have the details of the specific request/matter appear on each page of the petition.

6.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:

- that the petition be received
- received and referred to a committee or officer for consideration and a report to the council, or
- not be received because it is deemed invalid.

6.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

07. DEPUTATIONS

- 7.1 The CEO not less than seven (7) business days before the meeting.
- 7.2 The CEO, on receiving an application for a deputation, shall notify the chairman who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed (e.g. 15 minutes).
- 7.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 7.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairman may terminate the deputation.
- 7.5 The chairman may terminate an address by a person in a deputation at any time where:
- the chairman is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting.
 - the time period allowed for a deputation has expired, or
 - the person uses insulting or offensive language or is derogatory towards councillors or others.
- 7.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.

8. PUBLIC PARTICIPATION AT MEETINGS

- 8.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairman.
- 8.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government.
- 8.3 If any address or comment is irrelevant, offensive, or unduly long, the chairman may require the person to cease making the submission or comment.
- 8.4 For any matter arising from such an address, the local government may take the following actions:
- refer the matter to a committee
 - deal with the matter immediately

- place the matter on notice for discussion at a future meeting
- note the matter and take no further action.

8.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.

8.6 Any person who is considered by the local government or the mayor to be unsuitably dressed may be directed by the mayor or chairman to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

9. PRESCRIBED CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 9.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 9.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of the interest.
- 9.3 When notifying the meeting of a prescribed conflict of interest, the following details must be provided:
 - if it arises because of a gift, loan or contract, the value of the gift, loan or contract.
 - if it arises because of an application or submission, the subject of the application or submission.
 - the name of any entity other than the councillor that has an interest in the matter.
 - the nature of the councillor's relationship with the entity that has an interest in a matter.
 - details of the councillor's and any other entity's interest in the matter.
- 9.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.
- 9.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

10. DECLARABLE CONFLICT OF INTEREST

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 10.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 10.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 10.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:
 - the nature of the declarable conflict of interest.
 - if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party to the councillor.
 - ii. the nature of the relationship of the related party to the councillor.
 - iii. the nature of the related party's interest in the matter.
 - if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person.
 - ii. the nature of the relationship of the other person to the councillor or related party.
 - iii. the nature of the other person's interest in the matter.
 - iv. the value of the gift or loan and the date the gift or loan was made.
- 10.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 10.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 10.6 The other non-conflicted councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 10.7 In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those

councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA.

- 10.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairman to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairman, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 10.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the particular circumstances of the matter including, but not limited to:
- how does the inclusion of the councillor in the deliberation affect the public trust.
 - how close or remote is the councillor's relationship to the related party.
 - if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
 - will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them.
 - how does the benefit or detriment the subject councillor stands to receive compare to others in the community.
 - how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting.
 - whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 10.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 10.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and all subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 10.12 In making the decision under 9.6 and 9.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 10.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

11. REPORTING A SUSPECTED CONFLICT OF INTEREST

- 11.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairman of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 11.2 The chairman then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 11.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 11.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have prescribed or declarable conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.
- 11.5 If the councillors cannot reach a majority decision, then they are taken to have determined that the councillor has a declarable conflict of interest.

12. LOSS OF QUORUM

- 12.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA.
 - defer the matter to a later meeting.
 - not decide the matter and take no further action in relation to the matter.
- 12.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 12.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 12.4 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister may impose.

13. MOTIONS

Motion to be moved

- 13.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion.
- 13.2 When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 13.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion.
- A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairman.
 - The chairman may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - The chairman may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.
- 13.4 The chairman may call the notices of motion in the order in which they appear on the agenda. Where no objection is taken to a motion being taken as a formal motion, and the motion is then seconded, the chairman may put the motion to the vote without discussion and the vote occur.
- 13.5 Not more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

Absence of mover of motion

- 14.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- moved by another councillor at the meeting, or
 - deferred to the next meeting.

Motion to be seconded

- 15.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded, with the exception of procedural motions.

Amendment of motion

- 16.1 An amendment to a motion will be in terms which maintain or further clarify the intent of the original motion and do not contradict the motion.
- 16.2 Where an amendment to a motion is before a meeting of the local government, no other

amendment to the motion will be considered until after the first amendment has been voted on.

- 16.3 Where a motion is amended by another motion, the original motion will not be proposed as a subsequent motion to amend that other motion.

Speaking to motions and amendments

- 17.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 17.2 The chairman will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairman will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 17.3 A councillor may make a request to the chairman for further information before or after the motion or amendment is seconded.
- 17.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 17.5 Each speaker will be restricted to not more than five (5) minutes unless the chairman rules otherwise.
- 17.6 Where two or more councillors indicate they may wish to speak at the same time, the chairman will determine who is entitled to priority.
- 17.7 In accordance with section 254H of the *Local Government Regulation 2012* (LGR), if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Method of taking vote

- 18.1 The chairman will call for all councillors in favour of the motion to indicate their support. The chairman will then call for all councillors against the motion to indicate their objection. A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minute secretary will record the names of councillors voting in the affirmative and of those voting in the negative. The chairman will declare the result of a vote or a division as soon as it has been determined.
- 18.2 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 18.3 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote

has been declared.

Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

Withdrawing a motion

19.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.

Repealing or amending resolutions

20.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.

20.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put, may defer consideration of that motion. The deferral will not be longer than three (3) months.

Procedural motions

21.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:

- that the question/motion be now put before the meeting.
- that the motion or amendment now before the meeting be adjourned.
- that the meeting proceeds to the next item of business.
- that the question lie on the table.
- a point of order.
- a motion of dissent against the chairman's decision.
- that this report/document be tabled.
- that the meeting stands adjourned.

21.2 A procedural motion, that 'the question be put', may be moved and where the procedural motion is carried, the chairman will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.

21.3 The procedural motion, that the motion or amendment now before the meeting be adjourned, may specify a time or date, to which the debate will be adjourned. Where no date or time is specified:

- a further motion may be moved to specify a time or date; or
- the matter about which the debate is to be adjourned, will be included in the business paper for the next meeting.

21.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the

matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.

21.5 A procedural motion that the question lie on the table, will only be moved where the chairman or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. The motion, that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.

21.6 Any councillor may ask the chairman to decide on a point of order where it is believed that another councillor:

- has failed to comply with proper procedures;
- is in contravention of the legislation; or
- is beyond the jurisdiction power of the council meeting.

Note: Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairman will determine whether the point of order is upheld.

Upon the question of order suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the point of order is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or points of order at any time arising will, until decided, suspend the consideration and decision of every other question.

21.7 A councillor may move a motion of dissent in relation to a ruling of the chairman on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. Where a motion of dissent is carried, the matter to which the ruling of the chairman was made will proceed as though that ruling had not been made. Whereas a result of that ruling the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.

21.8 The motion that this report/document be tabled may be used by a councillor to introduce a report or other document to the meeting, only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.

21.9 A procedural motion, 'to suspend the rule requiring that' may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.

21.10 A procedural motion, that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting,

the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.

Questions

- 21.11 A councillor may at the local government meeting ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting. A question will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question. A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 21.12 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 21.13 The chairman may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairman's ruling be disagreed with, and if carried the chairman will allow the question.

14. MEETING CONDUCT

Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councilors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 14.1 The chairman must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 14.2 If the chairman decides the unsuitable meeting conduct has occurred, the chairman may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairman decides the conduct is of a serious nature or another warning is unwarranted, proceed to next step;
- 14.3 If the chairman decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairman may request the councillor take remedial actions such as:
- ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - apologising for their conduct;
 - withdrawing their comments.
- 14.4 If the councillor complies with the chairman's request for remedial action, no further action is required.
- 14.5 If the councillor fails to comply with the chairman's request for remedial action, the chairman

may warn the councillor that failing to comply with the request could result in an order being issued.

- 14.6 If the councillor complies with the chairman's warning and request for remedial action, no further action is required.
- 14.7 If the councillor still continues to fail to comply with the chairman's request for remedial action or the chairman decided a warning was not appropriate under 22.3, the chairman may make one or more of the orders below:
- an order reprimanding the councillor for the conduct
 - an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 14.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairman can issue an order that the councillor be removed from the meeting.
- 14.9 Following the completion of the meeting, the chairman must ensure:
- details of any order issued is recorded in the minutes of the meeting
 - if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
 - the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 14.10 Any councillor aggrieved with an order issued by the chairman can move a motion of dissent for parts above.

Note: Chairmans of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairman behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairman of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairman's decision or ruling during the meeting.

General conduct during meetings

- 14.11 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairman.
- 14.11 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 14.12 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairman or by another councillor.

- 14.13 When the chairman speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairman may be heard without interruption.

Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the IA of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 22.9 dot point two of this document.

When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:

- 14.14 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR to discuss the allegation.
- 14.15 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor by the chairman to assist the other councillors in making a decision. This permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 14.16 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 9. If the complainant councillor who has a declarable conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 9. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 14.17 The council must debate the issue and decide whether the accused councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 14.18 If a decision is reached that the accused councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties, if any, to impose on the councillor.

In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.

14.19 The council may order that no action be taken against the councillor or make one or more of the following:

- an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct.
- an order reprimanding the councillor for the conduct.
- an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense.
- an order that the councillor be excluded from a stated council meeting.
- an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee.
- an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct.
- an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.

14.20 A local government may not make an order that the councillor attend training/counselling, be suspended from a meeting, be removed or resign from a position or that the same conduct will be treated as misconduct in future, in relation to a person who is no longer a councillor.

14.21 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairman must advise them of the details of the decision.

14.22 The chairman must ensure the meeting minutes reflect the resolution made.

Disorder

14.23 The chairman may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor. On resumption of the meeting, the chairman will move a motion to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairman shall declare the meeting closed, and any outstanding matters referred to a future meeting.

15. ATTENDANCE AND NON-ATTENDANCE

Attendance of public and the media at meeting

15.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that

area will be permitted to attend the meeting.

- 15.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded.

Closed session

- 15.3 Council and standing committee meetings may resolve that a meeting be closed to the public if its councillors consider it necessary to discuss any of the following matters:
- appointment, dismissal or discipline of the CEO.
 - industrial matters affecting employees.
 - the council's budget.
 - rating concessions.
 - legal advice obtained by the council, including legal proceedings that may be taken by or against the council.
 - matters that may directly affect the health and safety of an individual or a group of individuals.
 - negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council.
 - negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*.
 - a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or state.
- 15.4 A council or committee meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
- 15.5 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting and the council must;
- delegate the matter.
 - decide by resolution to defer to a later meeting.
 - decide by resolution to take no further action on the matter.

Note: None of the above will be considered, discussed, voted on or made during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.

- 15.6 To take a matter into a closed session the council must abide by the following:
- pass a resolution to close the meeting.
 - the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
 - if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.

- not make a resolution while in a closed meeting (other than a procedural resolution).

Teleconferencing of meetings

15.7 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairman to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairman may allow a councillor to participate in a council or committee meeting by teleconference.

15.8 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

15.9 In order for councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR that will expire in June 2021.

15.10 These provisions allow the council:

- the option to conduct the entire council meeting via phone, teleconference or video conference.
- where possible, must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the council's public offices or on the council's website.
- chairman has the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.

16. ATTIRE AT MEETINGS

Suitable attire, including ties where applicable, is to be worn at all times.

17. MAYORAL MINUTE

The mayor may direct the attention of the local government at a meeting of the local government to a matter or subject not on the agenda by a minute (a mayoral minute) signed by the mayor.

The mayor must deliver a copy of the mayoral minute for a meeting of the local government to the chief executive officer.

The mayoral minute shall, when introduced, take precedence over all business before, or to come before, the meeting of the local government.

The motion comprising the mayoral minute may be put by the mayor—

- To the meeting of the local government without being seconded; and
- At any stage of the meeting of the local government considered appropriate by the mayor.

If the motion comprising the mayoral minute is passed by the local government, the mayoral minute becomes a resolution of the local government.”

18. REVIEW

This policy is to remain in force until otherwise determined by Council.



INVESTIGATION POLICY

Adopted Date:	28 November 2018
Policy Number:	GRC 0089
Policy Type:	Strategic
Responsible Officer:	Chief Executive Officer
Department:	Executive Office

Version	Decision Number or CEO Approval	Decision Date	History
1.	GRC 0089 Ordinary Meeting Minutes (ref.OM-205/18)	28 November 2018	Adopted by Resolution
2.	Amended Ordinary Meeting Minutes (ref. OM	27 October	

1. AUTHORITY

This is Goondiwindi Regional Council's investigation policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious Councillor conduct.

2. COMMENCEMENT

The investigation policy was adopted by Council resolution on 28 November 2018 and applies from 3 December 2018.

3. SCOPE

This investigation policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s, which has been referred by the Independent Assessor.

4. DEFINITIONS

Assessor means the Independent Assessor appointed under section 150CV of the LGA

behavioural standard means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA;

Conduct includes;

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

Councillor conduct register means the register required to be kept by Council as set out in section 150DX of the LGA

inappropriate conduct see section 150K of the LGA

investigation policy, refers to this policy, as required by section 150AE of the LGA

investigator means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor

LGA means the *Local Government Act 2009*

local government meeting means a meeting of—

- (a) a local government; or
- (b) a committee of a local government.

misconduct see section 150L of the LGA

model procedures see section 150F of the LGA

referral notice see section 150AC of the LGA

Tribunal means the Councillor Conduct Tribunal as established under section 150DK of the LGA

unsuitable meeting conduct see section 150H of the LGA

5. CONFIDENTIALITY

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

6. NATURAL JUSTICE

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

“Natural justice” or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- the investigator(s) should be objective and impartial (absence of bias), and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

Decisions based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party’s case.

7. ASSESSOR’S REFERRAL

The Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in inappropriate conduct, and include information about the facts and circumstances that form the basis of the assessor’s reasonable suspicion.

The referral notice may be accompanied by a recommendation from the assessor about how the local government may investigate or deal with the conduct. The recommendation of the assessor may be inconsistent with this policy.

The investigation must be conducted in a way consistent with:

- i. Any recommendation of the assessor
- ii. To the extent that this policy is not inconsistent with the recommendation of the assessor – this investigation policy, or
- iii. A resolution under subsection (iii) must state the decision and the reasons for the decision.

8. RECEIPT OF ASSESSOR'S REFERRAL

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors, other than the Councillor who is subject of the complaint, or the complainant if the complainant is a Councillor, as a confident document.

Should the Mayor or a Councillor/s disagree with any recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide, by resolution, on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

9. INVESTIGATOR

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct where, that in the circumstances, the Mayor believes it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal (the tribunal) or other entity to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves an allegation about the conduct of the Mayor, or the Mayor as the complainant, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

10. EARLY RESOLUTION

Before beginning an investigation, the investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration can include any recommendations made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter both agree to explore early resolution. The investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this investigation policy.

If the matter is resolved prior to investigation, the investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

11. TIMELINESS

The investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than eight weeks after the receipt of the complaint.

Note: If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the investigator) to seek an extension of time.

12. ASSISTANCE FOR INVESTIGATOR

If the Mayor, or another Councillor appointed by Council resolution, is the investigator of a matter of suspected inappropriate conduct, the Mayor or Councillor may use section 170A of the LGA to seek assistance during the investigation.

The Mayor is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

13. POSSIBLE MISCONDUCT OR CORRUPT CONDUCT

If during the course of an investigation the investigator obtains information which indicates a Councillor/s may have engaged in misconduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

If during the course of an investigation, the investigator obtains information that indicates a Councillor/s may have engaged in corrupt conduct, the investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Crime and Corruption Commission of the possible corrupt conduct.

Instances of suspected misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission to be inappropriate conduct.

14. COMPLETION OF INVESTIGATION

On the completion of an investigation, the investigator will provide a report to a Council meeting outlining as appropriate:

- The investigation process
- Any witnesses interviewed
- Documents or other evidence obtained
- A statement of the relevant facts ascertained
- Confirmation that the subject councillor has been provided with the opportunity to respond to the complaint and the evidence gathered
- The investigation findings
- A statement of any relevant previous disciplinary history
- Any recommendations about dealing with the conduct
- A record of the investigation costs.

If there is a risk to the health and safety of the complainant, under s254J of the LGR the council may resolve that the meeting be closed to the public for the Councillors to consider the investigation report and any recommendations.

The Council (with the exception of the councillor the subject of the investigation and the complainant, if another Councillor) will consider the findings and recommendations of the investigator's report and decide whether the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA. In accordance with s275(3) of the LGR, the resolution in relation to what action is to be taken as a result of the investigation must be made after the meeting has been re-opened to the public and the decision recorded in the meeting minutes. The Chief Executive Officer is also required to ensure the details are entered into the Councillor Conduct Register.

15. DISCIPLINARY ACTION AGAINST COUNCILLORS

If the Council decides at the completion of the investigation that the councillor has engaged in inappropriate conduct, the council may;

- i. Order that no action be taken against the Councillor, or
- ii. Make an order outlining action the councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

16. NOTICE ABOUT THE OUTCOME OF INVESTIGATION

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor/s' conduct that was

the subject of the investigation and the subject Councillor.

17. COUNCILLOR CONDUCT REGISTER

The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor/s must be entered into the Councillor Conduct register.

Where a complaint has been resolved under section 10 of this policy, or otherwise withdrawn by the complainant, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

18. EXPENSES

Council must pay any reasonable expenses of Council associated with the investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- an independent investigator engaged on behalf of, or by the Tribunal
- an independent investigator engaged on behalf of the local government
- travel where the investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal advice
- engaging an expert.

Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct. Any costs incurred by complainants or the subject Councillors will not be met by Council.

19. REVIEW DATE

This policy is to remain in force until otherwise determined by Council



MODEL MEETING PROCEDURES

Adopted Date:	28 November 2018
Policy Number:	GRC 0090
Policy Type:	Strategic
Responsible Officer:	Chief Executive Officer
Department:	Executive Office

Version	Decision Number or CEO Approval	Decision Date	History
1.	GRC 0090 Ordinary Meeting Minutes (ref.OM 204/18)	28 November 2018	Adopted by Resolution
2.	Reviewed and Amended OM	27 October 2020	

1. PURPOSE OF THE MEETING PROCEDURES

The purpose of the model meeting procedures is to set out certain procedures to ensure the local government principles are reflected in the conduct of council meetings, standing and advisory committee meetings as defined in the *Local Government Regulation 2012* and the *City of Brisbane Regulation 2012*. However, model-meeting procedures do not apply to meetings of the council's audit committee.

It is not intended that the model meeting procedures would deal with all aspects of meeting conduct but only those required to strengthen public confidence in council to deal with the conduct of councillors in meetings.

2. BACKGROUND

As required under section 150F of the *Local Government Act 2009* (the LGA) this document sets out:

- the process for how a chairman of a council meeting may deal with instances of unsuitable meeting conduct by councillors, and
- the process for how suspected inappropriate conduct of a councillor referred to the local government by the Independent Assessor (IA) is to be dealt with at a council meeting.

3. APPLICATION

A council must either adopt the model meeting procedures or prepare and adopt other procedures for the conduct of its council meeting, standing and advisory committee meetings that are consistent with the model meeting procedures. If there is any inconsistency, then the council is taken to have adopted the model meeting procedures to the extent of the inconsistency.

If a council chooses to continue using existing standing orders, the council must review them to ensure that they are consistent with the requirements of these model meeting procedures. To assist council, the Department of Local Government, Racing and Multicultural Affairs (DLGRMA) has published best practice standing orders that councils can choose to adopt.

A council must conduct its meetings in a manner that is consistent with either the model meeting procedures or its own meeting procedures.

4. PROCESSES

1. Process for dealing with unsuitable meeting conduct by a Councillor in a meeting

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the [code of conduct for councillors](#). When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following procedures must be followed:

- 1.1 The chairman must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 1.2 If the chairman decides the unsuitable meeting conduct has occurred, the chairman may consider the severity of the conduct and whether the councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairman decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 1.7.
- 1.3 If the chairman decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairman may request the councillor take remedial action such as:
 - 1.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct.
 - 1.3.2 apologising for their conduct.
 - 1.3.3 withdrawing their comments.
- 1.4 If the councillor complies with the chairman's request for remedial action, no further action is required.

- 1.5 If the councillor fails to comply with the chairman's request for remedial action, the chairman may warn the councillor that failing to comply with the request could result in an order being issued.
- 1.6 If the councillor complies with the chairman's warning and request for remedial action, no further action is required.
- 1.7 If the councillor continues to fail to comply with the chairman's request for remedial action or the chairman decided a warning was not appropriate under 1.3, the chairman may make one or more of the orders below:
 - 1.7.1 an order reprimanding the councillor for the conduct.
 - 1.7.2 an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 1.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairman can issue an order that the councillor be removed from the meeting.
- 1.9 Following the completion of the meeting, the chairman must ensure:
 - 1.9.1 details of any order issued is recorded in the minutes of the meeting
 - 1.9.2 if it is the third or more order made within a 12 month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct
 - 1.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
- 1.10 any councillor aggrieved with an order issued by the chairman can move a motion of dissent for parts 1.1, 1.7 and 1.8 above.

Note: Chairman of a meeting are carrying out a statutory responsibility under the LGA and *City of Brisbane Act 2010* (COBA) to manage and lead the meeting. As such, where a chairman behaves inappropriately in a meeting, this involves a breach of the trust placed in them as the chairman of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairman's decision or ruling during the meeting.

2. When dealing with an instance of suspected inappropriate conduct which has been referred to a council by the IA:

- 2.1 The council must be consistent with the local government principle of transparent and accountable decision making in the public interest by dealing with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J of the LGR or section 242J of the COBR to discuss the allegation.

- 2.2 The subject councillor has a declarable conflict of interest in the matter and is permitted by the council to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions put to the subject councillor through the chairman to assist the other councillors in making a decision. The permission to remain in the meeting for the debate is on the condition that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.
- 2.3 Should the complainant be a councillor, that councillor may have a declarable conflict of interest in the matter and if so, must follow the declarable conflict of interest procedures in section 4. If the complainant councillor who has a conflict of interest, wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 4. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote or the decision on any disciplinary action to be applied.
- 2.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or section 238 of the COBA or deferred to another date when a quorum will be present.
- 2.5 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed in 2.6, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 2.6 The council may order that no action be taken against the councillor or make one or more of the following:
- 2.6.1 an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct.
 - 2.6.2 an order reprimanding the councillor for the conduct.
 - 2.6.3 an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense.
 - 2.6.4 an order that the councillor be excluded from a stated council meeting.
 - 2.6.5 an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, for example that the councillor is ordered to resign from an appointment representing the local government on a state board or committee.

- 2.6.6 an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct.
- 2.6.7 an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
- 2.7 A local government may not make an order under 2.6.3; 2.6.4; 2.6.5; 2.6.6 in relation to a person who is no longer a councillor.
- 2.8 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairman must advise them of the details of the decision.
- 2.9 The chairman must ensure the meeting minutes reflect the resolution made.

3. Prescribed Conflict of Interest

Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council meeting, standing or advisory committee meeting (other than ordinary business matters). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:

- 3.1 A councillor who has notified the chief executive officer of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
- 3.2 A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest.
- 3.3 When notifying the meeting of a prescribed conflict of interest, the following details must, at a minimum, be provided:
 - 3.3.1 if it arises because of a gift, loan or contract, the value of the gift, loan or contract.
 - 3.3.2 if it arises because of an application or submission, the subject of the application or submission.
 - 3.3.3 the name of any entity, other than the councillor, that has an interest in the matter.
 - 3.3.4 the nature of the councillor's relationship with the entity that has an interest in a matter.
 - 3.3.5 details of the councillor's and any other entity's interest in the matter.
- 3.4 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject councillor has written notice from the Minister to participate in the matter.

- 3.5 Once the councillor has left the area where the meeting is being conducted, the council can continue discussing and deciding on the matter at hand.

4. Declarable Conflict of Interest

Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council meetings, standing or advisory committee meetings that might lead to a decision that is contrary to the public interest (other than ordinary business matters).

A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor may disclose their suspicion and the processes under section 150EW of the LGA or Section 177T of COBA applies.

When dealing with a declarable conflict of interest, councillors must abide by the following procedures:

- 4.1 A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
- 4.2 A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must inform the meeting of the conflict of interest.
- 4.3 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following minimum details must be provided:
 - 4.3.1 the nature of the declarable conflict of interest.
 - 4.3.2 if it arises because of the councillor's relationship with a related party:
 - i. the name of the related party to the councillor.
 - ii. the nature of the relationship of the related party to the councillor.
 - iii. the nature of the related party's interest in the matter.
 - 4.3.3 if it arises because of a gift or loan from another person to the councillor or a related party:
 - i. the name of the other person.
 - ii. the nature of the relationship of the other person to the councillor or related party.
 - iii. the nature of the other person's interest in the matter.

- iv. the value of the gift or loan and the date the gift or loan was made.

- 4.4 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have reasons why their participation would improve making the decision in the public interest.
- 4.5 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision.
- 4.6 The other councillors at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the non-conflicted councillors. The non-conflicted councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g. may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the non-conflicted councillors.
- 4.7 In deciding on whether a councillor may participate in a decision about a matter in which the councillor has a declarable conflict of interest, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of those councillors is less than a majority or less than a quorum for the meeting consistent with section 150ET of the LGA and section 177Q of COBA.
- 4.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairman to assist the other councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairman, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.
- 4.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the other councillors should consider the circumstances of the matter including, but not limited to:
 - 4.9.1 how does the inclusion of the councillor in the deliberation affect the public trust .
 - 4.9.2 how close or remote is the councillor's relationship to the related party.
 - 4.9.3 if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
 - 4.9.4 will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them.

- 4.9.5 how does the benefit or detriment the subject councillor stands to receive compare to others in the community.
- 4.9.6 how does this compare with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting.
- 4.9.7 whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 4.10 If the non-conflicted councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the non-conflicted councillors discuss and vote on the matter.
- 4.11 A decision about a councillor who has a declarable conflict of interest in a matter applies in relation to the councillor for participating in the decision, and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the non-conflicted councillors decide that the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. briefing sessions or workshops.
- 4.12 In making the decision under 4.6 and 4.9, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 4.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister.

5. Reporting a Suspected Conflict of Interest

- 5.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or declarable conflict of interest, and that councillor is participating in a decision on that matter, the councillor must immediately inform the chairman of the meeting of their belief or suspicion, and the facts and circumstances that led to their belief or suspicion.
- 5.2 The chairman should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the councillor agrees they have a conflict of interest, the councillor must follow the relevant procedures above.
- 5.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 5.4 The non-conflicted councillors must then decide whether the councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have a prescribed or declarable conflict of interest in the matter. If the

meeting decides the councillor has a conflict of interest, the councillor must follow the relevant procedures above.

- 5.5 If the councillors cannot reach a majority decision then they are taken to have determined that the councillor has a declarable conflict of interest.

6. Loss of Quorum

- 6.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:

- delegate the consideration and decision on the matter, pursuant to section 257 of the LGA or section 238 of the COBA; or
- defer the matter to a later meeting.
- not to decide the matter and take no further action in relation to the matter.

All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.

- 6.2 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.

- 6.3 If the matter cannot be delegated under an Act, the council should seek ministerial approval for the councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

7. Recording prescribed and declarable conflicts of interest

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest.
- the particulars of the prescribed or declarable conflict of interest provided by the councillor.
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest.
- any decision then made by the eligible councillors.
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval.
- the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.
- the name of each councillor who voted on the matter and how each voted.

- If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor, the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

8. Closed Meetings

When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all of the relevant details of how the conflict of interest was dealt with, being:

- the name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest.
- the particulars of the prescribed or declarable conflict of interest provided by the councillor.
- the actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest.
- any decision then made by the eligible councillors.
- whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval.
- the council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.
- the name of each councillor who voted on the matter and how each voted.
- If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor, the name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- where a decision has been made under section 4.6 above – the minutes must include the decision and reasons for the decision, and the name of each eligible councillor who voted and how each eligible councillor voted.

9. Teleconferencing Meetings

- 9.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the chairman to participate by teleconference, at least three business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The chairman may allow a councillor to participate in a council meeting, standing or advisory committee meeting by teleconference.

- 9.2 A councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.

- 9.3 In order for councils to manage the safety rules during the COVID-19 pandemic, changes have been added to the LGR and the COBR that will expire in June 2021.

These provisions allow the council:

- the option to conduct the entire council meeting via phone, teleconference or video conference.
- where possible, that they must provide streaming or other facilities so that the public can observe or hear the meeting as it is happening, at one of the council's public offices or on the council's website.
- chairman the option to close the meeting on health and safety grounds to protect participants or observers from risk of exposure to COVID-19.

10. Review

This policy is to remain in force until otherwise determined by Council.

REPORT DATE: 30 September 2020 **REPORT NUMBER:** EX 049/20
DEPARTMENT: Executive Office
REPORT TITLE: **Operational Plan Quarterly Report**
PREPARED BY: Chief Executive Officer, Mr Carl Manton

SUBJECT:

Section 174 of the *Local Government Regulation 2012* provides that the Chief Executive Officer must present a written report on the assessment of its progress towards implementing Council's operational plan.

REPORT:

The attached quarterly report provides a summary of the progress each directorate made with respect to the implementation of Council's Operational Plan for the 2020-2021 financial year.

Each Director has provided comments regarding the implementation of performance measures, and these have been summarized in the attached Operational Plan Quarterly Review. For ease of reference, the relevant activities and comments on the implementation of such activities, have been extracted from the Operational Plan and included in the review.

In addition, quarterly updates concerning Council's Internal Audit Function and Risk Management operations is provided.

Internal Audit Update

In accordance with Council's Internal Audit Plan for 2020-2021, two audits have been completed, regarding Human Rights and Recruitment.

John Egan from JLT is also carrying out the Workplace Health and Safety Audit for Council. As a result of Covid-19, this audit has been delayed as we are one of 14 councils who have been put forward for an audit. It is anticipated that the audit will be completed in the next 6-8 weeks.

Risk Management

Council's Executive Management Team will review the Risk Register at its Quarterly Meeting. Cyber Safety will be specifically incorporated in the Risk Register. The impact of Covid-19 has also been considered and some modelling will be undertaken regarding possible future impacts.

ASSOCIATED RISKS:

As per budget

FINANCIAL IMPACTS:

As per budget

CONSULTATION:

N/A

LEGISLATION/LEGAL/POLICY:

Local Government Act 2009

Goondiwindi Regional Council Corporate Plan 2019-2024

Goondiwindi Regional Council Operational Plan 2020-2021

OFFICER'S RECOMMENDATION:

That in accordance with Section 174 of the Local Government Regulation 2012, Council receives the quarterly Operation Plan Assessment Report and internal audit plan/risk management update.

ATTACHMENTS:

Attachment A – July –September Quarterly Review – Operational Plan 2020-2021

Theme 1 - A Thriving Community

A welcoming, engaged and resilient community supported by quality community services and facilities

- *Providing quality community facilities and services*
- *Delivering planned and coordinated disaster management response*
- *Supporting local arts, culture, identity and history*
- *Promoting active community participation and lifestyles*

Core Operating Activity

Activity	Strategy/ Plan link	Lead Team	Any known or potential impacts on service delivery
Management and maintenance of local cemeteries (Cemeteries)		Corporate	
Support Aged Care needs across the region (Aged Care Expenditure & Pariagara Units)		Corporate	
Support and promote participation in community activities (Community Activities/ Contribution)	Lifestyle Study	Corporate	
Provision of library services (Libraries)		Corporate	
Provide quality community facilities (GWCCC & Golden Age Centre & Other Community Halls and Facilities)		Corporate	
Provide quality sporting and swimming facilities (Sports & Recreation & Aquatic Centres)	Lifestyle Study	Corporate	
Support community arts and culture (Cultural Activities, Civic Centre/Cinema)	Public Art Policy	Corporate	
Management and maintenance of Council's Aerodromes (Aerodromes)	Airport Master Plan	Engineering	
Plan and prepare the community for a coordinated response should a disaster occur (Emergency Services & Disaster Management & Levee Banks)	Disaster Management Plan	Corporate	

New Activities

<i>Activity</i>	<i>Strategy/ Plan link</i>	<i>Start Date</i>	<i>Finish Date</i>	<i>Budget Source</i>	<i>Lead Team</i>	<i>Comment on the Implementation of Activities</i>
Develop a Goondiwindi Region Library Strategy		Aug 20	Mar 21	Operational	Corporate	Not yet commenced.
Support Public Art – Complete Yelarbon Silo Viewing Area Project	Visitor Strategy	Jul 20	Dec 20	External Funding	Corporate	Largely complete.
Support Public Art – Assist Texas Arts Council to apply for funding for Texas Water Tank Murals	Visitor Strategy	Jul 20	Jun 21	Operational	Corporate	Letters of support written – initial application declined. New application currently being assessed.
Review Airport Master Plan		Jul 20	Jul 21	Operational	Executive	Workshop item for discussion.

Theme 2 - A Strong Economy

A region known for its prosperous rural economy and innovation

- Contributing to creating an attractive place to do business, invest, work and visit
- Supporting a regional hub for innovation and entrepreneurship
- Providing town and regional planning that enhances opportunity for economic prosperity

Core Operating Activity

Activity	Strategy/ Plan link	Lead Team	Any known or potential impacts on service delivery
Implementation of clear and effective guidelines for land use activities (Planning & Development)	Planning Scheme	Executive	
Create an attractive place to visit (Visitor Information Centre, Museums)	Tourism Strategy	Corporate	Review report being finalized.
Implement Council's Economic Development Plan (Economic Development)	Economic Development Plan	Executive	Workshop to enable council to set new priorities and review progress.
Maintain clean and attractive open spaces and town streets (Parks & Gardens and Town Streets)		Engineering	Ongoing drought and the impact of water restrictions.

New Activities

Activity	Strategy/ Plan link	Start Date	Finish Date	Budget Source	Lead Team	Comment on the Implementation of Activities
Finalise the Rural Digital Connectivity Project	Economic Development Plan	Jul 20	Nov 21	External	Corporate	Construction has commenced to be finalised in Nov 21.
Co-ordinate Products to Experiences transformation mentoring program by Southern Queensland Country Tourism	Economic Development Plan	Jul 20	Mar 2021	Internal	Corporate	Ongoing.
Investigate the formation of a Regional Economic Development Advisory Group	Economic Development Plan	Jul 20	Mar 2021	Internal	Executive	USQ undertaking. Presentation to Council Nov 20.
Undertake a review of the Regional Skills Investment Strategy		Jul 20	Mar 2021	External	Executive	Review presently underway. Request for

						project extension to be made.
Review the operation of the new Town Planning scheme and make amendments to reflect to the changing needs of the community.	Economic Development Plan	Jul 20	June 21	Operational	Executive	Preliminary discussions with portfolio holder.
Review the merits of One Basin Cooperative Research Centre	Drought Resilience Plan	July 20	Oct 20	Operational	Executive	Council committed given. Decision on funding due November 2020.
Clean Growth Choices for Communities in Transition - Securing Investment in Community Business Cases Update – Allan	Drought Resilience Plan	July 20	Mar 21	Operational	Executive	Waiting on advice from State Government on future funding to progress proposed projects. Some small pilot projects being coordinated by Coreo Group.

Theme 3 - A Sustainable Region

A sustainable, well-managed and healthy region for today and future needs

- Enhancing our communities with open parks and gardens
- Contributing to a healthy and safe community
- Delivering sustainable and affordable essential services and infrastructure that meet current and future needs

Core Operating Activity

Activity	Strategy/ Plan link	Lead Team	Any known or potential impacts on service delivery
Effectively manage development assessment and building approvals (Building Activities / Inspections)	Building Code	Executive	
Administer legislative environmental health requirements (Health)	Health Act 1937	Corporate	
Implement Council's Animal Management Plan (Animal Control)	Animal Management Plan	Corporate	
Implement Council's Waste Management Strategy (Waste Disposal / Cleansing)	Waste Management Strategy	Corporate	
Effective natural resource and pest management (Rural Services)	Pest Management Plan	Corporate	Have experienced staff changes.
Maintain an appropriate Road network for commuters and freight transport (Transport & Related)	Asset Management Plan	Engineering	
Provision of essential services to meet demand (Sewerage & Water Supply)	Asset Management Plan	Engineering	

New Activities

Activity	Strategy/ Plan link	Start Date	Finish Date	Budget Source	Lead Team	Comment on the Implementation of Activities
Complete Stage 1 – Goondiwindi Pool Reurbishment	Economic Development Plan	Mar 21	Sep 21	External	Corporate	Tender out October 20.
Develop a McIntyre River/Boat Ramp Area Master Plan	Visitor Strategy	July 20	Dec 20	Internal \$15,000	Corporate	Underway – report to council in October 20.

Seek funding to establish ablution block at Goondiwindi Showgrounds for Disaster Evacuation Centre		Jul 20	Jun 21	\$50,000 available for matching funding with	Corporate	Funding successful. Construction in Feb 21.
Heavy Vehicle access works	Economic Development Plan	Sept 20	May 21	\$80,000	Engineering	
CCTV inspection of some sewer lines	Asset Management Plan	Nov 20	Jun 21	\$80,000	Engineering	

Theme 4 - A High Performing Organisation

An engaging and transparent Council providing community leadership and quality service delivery.

- *Providing excellent customer service and opportunities for positive community engagement*
- *Operating an Innovative, transparent and accountable organizational governance based on evidence based decisions*
- *Delivering a sustainable financial position*
- *Promoting a collaborative workplace culture*

Core Operating Activity

<i>Activity</i>	<i>Strategy/ Plan link</i>	<i>Lead Team</i>	<i>Any known or potential impacts on service delivery</i>
Provide overall guidance and direction on Council's operations	<i>Local Government Act 2009</i>	Executive	
Deliver quality community leadership	<i>Local Government Act 2009</i>	Executive	
Effective human resource strategies and processes implemented	<i>Strategic Workforce Planning 2018-2023</i>	Executive	A number of experienced staff retiring.
Provision of timely and accurate Council information to the community (Media & Public Relations)	Communication Plan	Corporate	
Provide quality Customer Service (Administration)	Customer Service Charter	Corporate	
Meet requirements for document management systems and processes (Record Management)	<i>Public Records Act 2002</i>	Corporate	
Monitor the probity of and report the financial progress of the delivery of the 2020-21 Budget (Finance Services)	2020-2021 Budget	Corporate	

Support effective information and technology solutions for the workforce (Information Communication Technology)		Corporate	
Provide a safe work environment for employees and encourage a proactive approach to Work Health and Safety (Workplace Health & Safety)	<i>Work Health & Safety Act 2011</i>	Executive	

New Activities

<i>Activity</i>	<i>Strategy/ Plan link</i>	<i>Start Date</i>	<i>Finish Date</i>	<i>Budget Source</i>	<i>Lead Team</i>	<i>Comment on the implementation of Activities</i>
Commence IT/ Finance system replacement project		Jul 19	Sept 22	Operational	Corporate	Report to council in October 20.
Review Customer Service Delivery Framework to ensure appropriate blend of traditional and contemporary options are available with resources available.		Sept 20	Jan 21	Operational	Corporate	Ongoing.
Offer adequate training or Councillors		July 20	June21	Operational	Executive	Ongoing.
Review WHS Committee Constitution		March 21	June 21	Operational	Executive	To be tabled at WHS meeting.
Review Risk Management Plan	Audit	Oct 20	Dec20	Operational	Executive	

REPORT DATE: 20 October 2020 **REPORT NUMBER:** EX 050/20
DEPARTMENT: Executive Office
REPORT TITLE: Rabbit Hill Lease – Axicom Pty Ltd
PREPARED BY: Chief Executive Officer, Mr Carl Manton

SUBJECT:

Council is requested to consider renewing a Lease with Axicom Pty Ltd for a telecommunications tower at Rabbit Hill, Inglewood.

REPORT:

Axicom leases a parcel of land on the above named premises and would like to extend their existing lease beyond the current lease expiry, 3 December 2020.

By way of background, an original lease agreement was entered into between Inglewood Shire Council and Vodafone (assigned to Crown Castle, now Axicom Pty Ltd).

Council has received a lease extension offer for review and consideration.

ASSOCIATED RISKS:

N/A

FINANCIAL IMPACTS:

As per agreement

CONSULTATION:

N/A

LEGISLATION/LEGAL/POLICY:

Local Government Act 2009

OFFICER'S RECOMMENDATION:

That Council resolves:

- 1 To accept the written report from Macintyre Valuation Services dated 28 September 2020 as representing evidence of the market value of part of Lot 126 on SP 102387, Title Reference 50334358 (also known as Rabbit Hill, Off Potters Road, Inglewood QLD 4387) (Premises) for the disposal of that premises by way of lease;*
- 2 That it is satisfied that the disposal of the Premises by way of lease may proceed other than by tender or auction because an exception applies to authorise that disposal under section 236(1)(c)(iii) and (vi) of the Local Government Regulation 2012 (Qld) in that the disposal:*
 - (a) Is for the purpose of renewing the lease of the Premises to the existing tenant of the Premises; and*

(b) Is for the purpose of a lease for a telecommunications tower; and

- 3 To delegate to the Chief Executive Officer the authority to finalise all matters in relation to negotiating and entering into a lease of the Premises on behalf of Council with Axicom Pty Ltd ACN 090 873 019 for a period of five years and for a yearly rental which is equal to the market value of the Premises and any improvements made to the Premises.*

REPORT DATE: 12 October 2020 **REPORT NUMBER:** CCS057/20
DEPARTMENT: Community and Corporate Services
REPORT TITLE: Finance Report Ending 30 September 2020
PREPARED BY: Manager Finance, Mr Bradley Pyle

SUBJECT:

Finance Report CCS-057/20 for period ending 30 September 2020 is provided for Council's endorsement together with the 2020 Final Management Report from the Queensland Audit Office.

REPORT:

ASSOCIATED RISKS:

FINANCIAL IMPACTS:

CONSULTATION:

LEGISLATION/LEGAL/POLICY:

OFFICER'S RECOMMENDATION:

That Council resolves to receive Finance Report CCS-057/20 for the period ending 30 September 2020 and accepts the budget amendments contained therein.

That Council receives the 2020 Final Management Report from the Queensland Audit Office and its contents are noted.

ATTACHMENTS:

Attachment A: Finance Report for the period ending 30 September 2020
Attachment B: Queensland Audit Office 2020 Final Management Report



Finance Report

Month Ending 30 September 2020

Ordinary Meeting of Council to be held Tuesday, 27 October 2020

Portal Version

REPORT TYPE: DECISION **REPORT NUMBER:** CCS-057/20
REPORT DATE: 12 October 2020 **FILE REFERENCE:** Financial Management
DEPARTMENT: Finance and Corporate
PREPARED BY: Finance Manager, Bradley Pyle

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**Progress At A Glance
as at 30 September 2020**

✓	Budget on Track (variance of less than ± 10%)
!	Potential Budget Issue (variance of between ± 11 to 30%)
✗	Definite Budget Issue (variance greater than ± 30%)

OPERATIONAL

Please note - Indicators are based on operating expenditure only

Corporate Governance Function	✓	
Building and Environmental Health Function	✓	
Engineering Function	✓	
Administration, Community Services and Economic Development Function	✓	
Corporate Services Function	✓	

**Councillors Sustainability Assumptions
10 Year Plan 2021-2031**

- ❖ Wages and salaries to be maintained at 2.5%.
- ❖ Rates and charges to increase by CPI.

Ordinary Meeting of Council to be held Tuesday, 27 October 2020
Statement of Comprehensive Income
for the month ended 30 September 2020

	Estimated Financial Position 2020/21	Year to Date 30-Sep-20	Actuals Year to Date 30-Sep-20	Variance \$	Variance %	Explanation
OPERATING						
Income						
Recurrent Revenue						
Net rate and utility charges	20,608,887	5,152,222	5,099,083	(53,139)	-1%	COVID 19 Sewerage Rebate
Fees and charges	1,020,019	255,005	259,198	4,193	2%	
Interest received	927,000	231,750	118,924	(112,826)	-49%	Expected to decline with reduced interest rates
Sales - contract and recoverable works	7,495,769	1,873,942	437,994	(1,435,948)	-77%	MR Contracts not commenced
Other recurrent income	805,962	201,491	212,631	11,141	6%	
Grants, subsidies, contributions and donations	7,041,536	1,760,384	1,917,563	157,179	9%	
Total Recurrent Revenue	37,899,173	9,474,793	8,045,393	(1,429,401)		
Expenses						
Recurrent Expenses						
Employee benefits	13,725,695	3,431,424	3,418,745	(12,679)	0%	
Materials and services	14,886,521	3,721,630	2,171,291	(1,550,339)	-42%	MR Contracts not commenced
Finance costs	57,500	14,375	13,642	(733)	-5%	
Depreciation and amortisation	9,530,122	2,382,531	2,493,468	110,938	5%	
Total Recurrent Expenses	38,199,838	9,549,960	8,097,146	(1,452,813)		
NET OPERATING RESULT	(300,665)	(75,166)	(51,754)	23,413		

Reconciliation of Adopted Operational Budget to Actual 2021

Operational Budget as at 30 September 2020	-300,665	
Amendments October 2020:		
GRC Depot - Community Group Storage	-7,500	Approved by Resolution OM-167/20
Adjusted Net Operating Result 31 October 2020	-308,165	

	Estimated Financial Position 2020/21	Year to Date 30-Sep-20	Actuals Year to Date 30-Sep-20	Variance \$	Variance %	Explanation
CAPITAL						
Capital - Related Revenue						
Grants, subsidies, contributions and donations	5,332,200	1,333,050	1,371,384	38,334	3%	
Gain/(loss) on disposal of non-current assets	-	0	0	0		
Total Capital - Related Revenue	5,332,200	1,333,050	1,371,384	38,334		
Capital - Related Expenditure						
2020/21 Adopted Budget	18,673,628	4,668,407	2,206,569	(2,461,838)	-53%	
Total Capital - Related Expenditure	18,673,628	4,668,407	2,206,569	(2,461,838)		
NET RESULT	(4,111,971)	(1,027,993)	1,606,530	2,634,522		

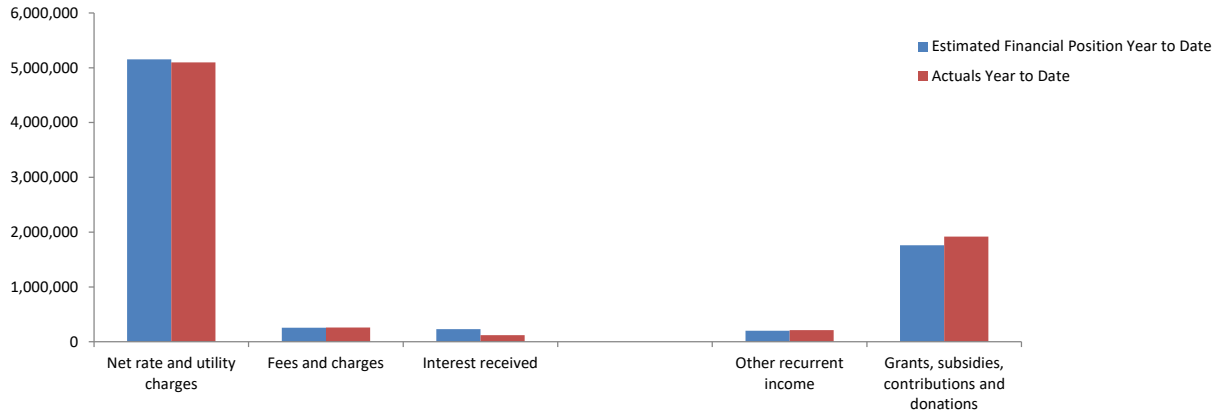
Capital Expenditure - Including Commitments					
2020/21 Adopted Budget	18,673,628	4,668,407	5,406,928	738,521	16%

Reconciliation of Adopted Capital Budget to Actual 2021

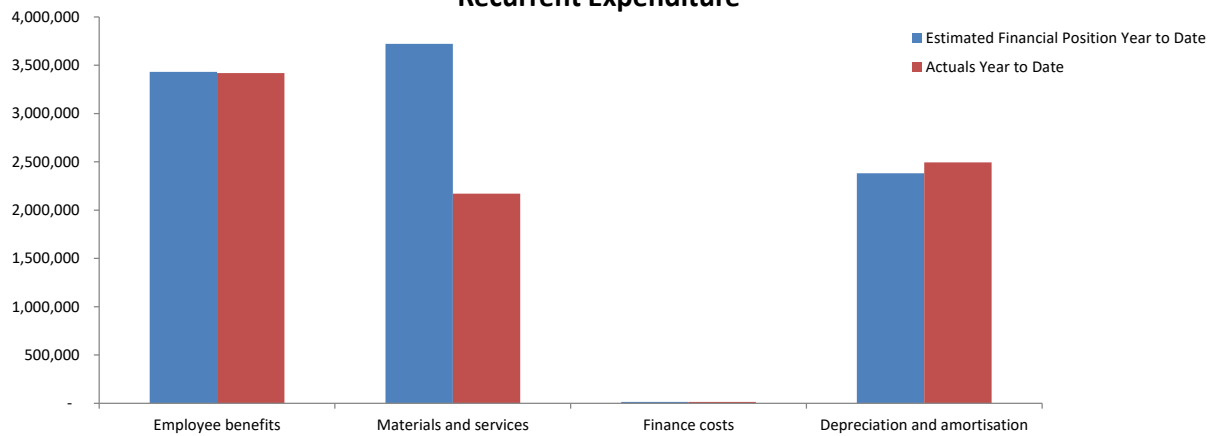
Capital Revenue as at 30 September 2020	5,332,200	
Amendments October 2020:		
Flood Restoration Works - February 2020 Event - Milestone 1	1,081,889	
Adjusted Capital Revenue Budget as at 31 October 2020	6,414,089	
Capital Expenditure Budget 2020/21 as at 30 September 2020	18,673,628	
Amendments October 2020:		
Relinquish Land - Lot 314 on S5181	1,500	Approved by Resloution OM-162/20
Relinquish Land - Lot 110 on S5181	1,500	Approved by Resolution OM-163/20
Texas State Leasehold Land - Lot 220 on CVE674	7,500	Approved by Resolution OM-134/20
Flood Restoration Works	3,695,502	
Total Increase/(Decrease)	3,706,002	
Adjusted Capital Expenditure Budget as at 31 October 2020	22,379,630	

Ordinary Meeting of Council to be held Tuesday, 27 October 2020
Statement of Comprehensive Income Graphical Representation

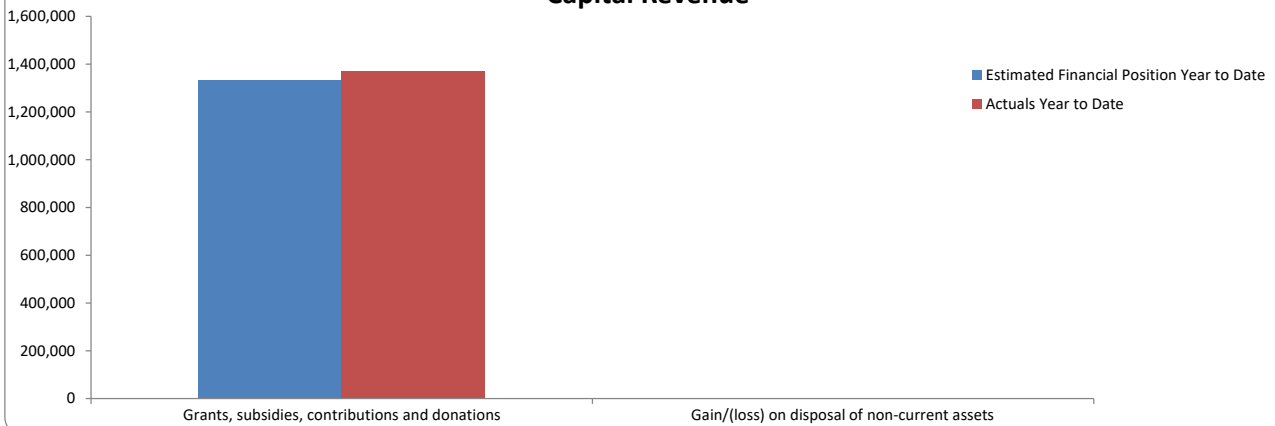
Recurrent Revenue



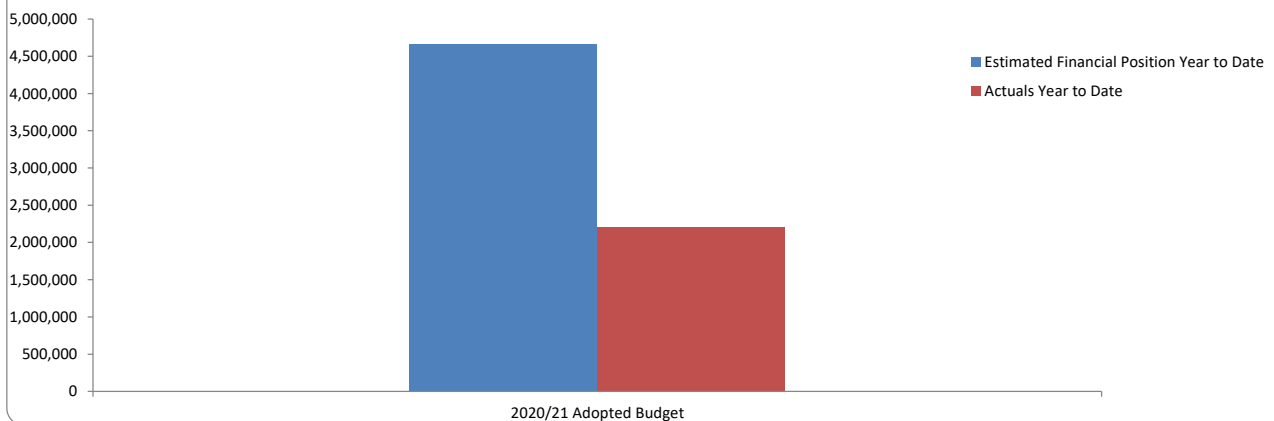
Recurrent Expenditure



Capital Revenue



Capital Expenditure



Summarised Operational Budget for the 2020-21 Financial Year

30 September 2020 - 25% Lapsed										
Income						Expenditure				
BUDGET	ACTUALS	% Complete	Variance %	Explanation		BUDGET	ACTUALS	% Complete	Variance %	Explanation
Various Income Activities	27,223,215	6,716,062	24.7%	-0.3%		2,056,964	513,397	25.0%	0.0%	
General Rates & Charges	14,718,673	3,676,051	25.0%	0.0%		2,056,964	513,397	25.0%	0.0%	
Recurrent Grants Subsidies & Contributions	6,300,342	1,559,836	24.8%	-0.2%		-	-	0.0%	0.0%	
Capital Grants Subsidies & Contributions	5,332,200	1,371,384	25.7%	0.7%		-	-	0.0%	0.0%	
Asset Transactions (write offs and profit/loss)	872,000	108,791	12.5%	-12.5%	Reduced interest rates	-	-	0.0%	0.0%	
Corporate Governance Function	506,271	225,529	44.5%	19.5%		3,371,464	759,200	22.5%	-2.5%	
Office of Chief Executive Officer	-	-	0.0%	0.0%		801,378	170,619	21.3%	-3.7%	
Members remuneration and re-imbursements	-	-	0.0%	0.0%		595,297	130,661	21.9%	-3.1%	
Human Resources	140,000	81,307	58.1%	33.1%	Better than expected oncost recovery	503,831	77,441	15.4%	-9.6%	
Media & Public Relations	-	-	0.0%	0.0%		189,407	45,932	24.3%	-0.7%	
Planning & Development	45,000	12,554	27.9%	2.9%		338,540	79,292	23.4%	-1.6%	
Economic Development & Tourism	-	-	0.0%	0.0%		421,740	43,028	10.2%	-14.8%	Variation due to linear calculations
Workplace Health & Safety	321,271	131,668	41.0%	16.0%	Better than expected oncost recovery	321,271	172,583	53.7%	28.7%	Variation due to linear calculations
Business Enterprise System Development	-	-	0.0%	0.0%		200,000	39,643	19.8%	-5.2%	
Directorate Building and Environmental Health	2,630,355	671,902	25.5%	0.5%		4,351,956	949,121	21.8%	-3.2%	
Building and related activities	40,000	37,672	94.2%	69.2%	Variation due to linear calculations	294,706	62,206	21.1%	-3.9%	
Regulated parking	2,000	639	32.0%	7.0%		8,286	3,983	48.1%	23.1%	
Environmental and health activities	2,500	583	23.3%	-1.7%		207,266	52,258	25.2%	0.2%	
Animal control	75,000	2,662	3.5%	-21.5%	Variation due to linear calculations	347,319	88,815	25.6%	0.6%	
Waste disposal	2,484,510	605,871	24.4%	-0.6%		2,593,705	453,340	17.5%	-7.5%	
Rural Services	26,345	24,474	92.9%	67.9%	Variation due to linear calculations	900,674	288,519	32.0%	7.0%	
Directorate Engineering Services	20,204,305	3,712,037	18.4%	-6.6%		29,582,087	6,518,287	22.0%	-3.0%	
Ancillary Technical Services	750,899	123,861	16.5%	-8.5%		1,274,226	283,984	22.3%	-2.7%	
Levee Banks	-	-	0.0%	0.0%		9,073	1,805	19.9%	-5.1%	
Transport & Related	-	106	0.0%	0.0%		8,861,368	2,257,405	25.5%	0.5%	
Town Streets	-	-	0.0%	0.0%		820,996	204,387	24.9%	-0.1%	
Parks, gardens and reserves	-	-	0.0%	0.0%		1,951,444	519,719	26.6%	1.6%	
Aerodromes	5,250	5,418	103.2%	78.2%		281,737	55,890	19.8%	-5.2%	
Workshops and depots	216,925	36,625	16.9%	-8.1%		191,134	49,442	25.9%	0.9%	
Plant Operations	5,225,000	1,541,386	29.5%	4.5%		3,658,379	987,999	27.0%	2.0%	
Recoverable Works	7,712,910	472,853	6.1%	-18.9%	MR Contracts not commenced	7,317,577	853,978	11.7%	-13.3%	MR Contracts not commenced
Water Services	4,304,741	1,084,096	25.2%	0.2%		3,309,154	818,282	24.7%	-0.3%	
Waste Water Services	1,988,580	447,693	22.5%	-2.5%		1,906,999	485,395	25.5%	0.5%	

Summarised Operational Budget with explanations for variances greater than 10K or 10%

Summarised Operational Budget for the 2020-21 Financial Year

30 September 2020 - 25% Lapsed										
	Income					Expenditure				
	BUDGET	ACTUALS	% Complete	Variance %	Explanation	BUDGET	ACTUALS	% Complete	Variance %	Explanation
Directorate Administration, Community Services and Economic Development	1,523,745	518,846	34.1%	9.1%		6,290,982	1,510,152	24.0%	-1.0%	
Administration	6,500	7,275	111.9%	86.9%		1,432,019	361,522	25.2%	0.2%	
Records Management	-	-	0.0%	0.0%		200,674	44,089	22.0%	-3.0%	
Cemeteries	90,000	9,911	11.0%	-14.0%	Variation due to linear calculations	226,092	45,265	20.0%	-5.0%	
Aged care activities	110,000	25,823	23.5%	-1.5%		134,648	55,615	41.3%	16.3%	Variation due to linear calculations
Community activities and contributions	222,053	222,053	100.0%	75.0%	Variation due to linear calculations	749,626	210,785	28.1%	3.1%	
Cultural activities	25,000	-	0.0%	-25.0%	Variation due to linear calculations	62,366	13,188	21.1%	-3.9%	
Libraries	14,000	148	1.1%	-23.9%	Variation due to linear calculations	484,964	112,661	23.2%	-1.8%	
Museums	-	-	0.0%	0.0%		83,481	20,972	25.1%	0.1%	
Cultural centres and public halls	81,000	5,464	6.7%	-18.3%	Variation due to linear calculations	455,944	167,763	36.8%	11.8%	Variation due to linear calculations
Sport and recreation	41,000	35,628	86.9%	61.9%	Variation due to linear calculations	343,105	79,281	23.1%	-1.9%	
Aquatic Centres	-	-	0.0%	0.0%		491,152	105,626	21.5%	-3.5%	
Council administration properties	823,792	182,802	22.2%	-2.8%		1,338,349	250,959	18.8%	-6.2%	
Council Residences	75,400	19,266	25.6%	0.6%		82,042	20,985	25.6%	0.6%	
Emergency Services	25,000	-	0.0%	-25.0%	Variation due to linear calculations	90,006	12,361	13.7%	-11.3%	Variation due to linear calculations
Disaster Management	10,000	10,476	104.8%	79.8%	Variation due to linear calculations	116,514	9,081	7.8%	-17.2%	Variation due to linear calculations
Directorate Finance & Corporate	4,309,527	1,101,975	25.6%	0.6%		5,712,430	1,376,564	24.1%	-0.9%	
Finance Services	370,098	97,431	26.3%	1.3%		1,468,048	287,783	19.6%	-5.4%	
Information communication and technology	453,393	100,523	22.2%	-2.8%		758,346	245,739	32.4%	7.4%	
Wages Overheads/Oncost	3,486,036	904,021	25.9%	0.9%		3,486,036	843,042	24.2%	-0.8%	
Total Income / Expenditure	56,397,418	12,946,350	23.0%	-2.0%		51,365,883	11,626,720	22.6%	-2.4%	

Summarised Operational Budget with explanations for variances greater than 10K or 10%

Ordinary Meeting of Council to be held Tuesday, 27 October 2020

**Statement of Financial Position
as at 30 September 2020**

	Notes	30 September
CURRENT ASSETS		
Cash Assets	1	19,436,954
Investments	2	19,000,000
Trade and Other Receivables	3	5,712,087
Inventories	4	100,004
TOTAL CURRENT ASSETS		44,249,044
NON CURRENT ASSETS		
Property, Plant and Equipment	5	439,388,387
Intangible Assets	6	3,963,277
TOTAL NON CURRENT ASSETS		443,351,664
TOTAL ASSETS		487,600,708
CURRENT LIABILITIES		
Trade and Other Payables	7	903,528
Provisions	8	4,204,608
Unearned Income	9	5,168,734
Other Liabilities	10	141,351
TOTAL CURRENT LIABILITIES		10,418,220
NON CURRENT LIABILITIES		
Provisions	11	2,319,332
Other	12	322,000
TOTAL NON CURRENT LIABILITIES		2,641,332
TOTAL LIABILITIES		13,059,552
NET COMMUNITY ASSETS		474,541,156
Community Equity		
Accumulated Surplus		309,829,047
Asset Revaluation Reserve		163,392,479
Retained Operating Surplus This Year		1,319,630
NET COMMUNITY EQUITY		474,541,156

Ordinary Meeting of Council to be held Tuesday, 27 October 2020

**Statement of Financial Position
as at 30 September 2020**

	Notes	30 September
1 Cash Assets		
Cash at Bank		19,436,954
		<u>19,436,954</u>
2 Investments		<u>19,000,000</u>
3 Trade and Other Receivables		
Rates, Debtors & others receivable		998,744
Accrued income		2,518,883
Recoverable works in progress (portions not invoiced)		1,692,232
GST Recoverable		57,104
Sundries		445,124
		<u>5,712,087</u>
4 Inventories		
Stores and raw materials		100,004
		<u>100,004</u>
5 Property, Plant and Equipment (Including Works in Progress)		<u>439,388,387</u>
6 Intangible Assets		<u>3,963,277</u>
7 Trade and Other Payables		
Creditors and accruals		903,528
		<u>903,528</u>
8 Provisions - Current		
Employee entitlements - Annual leave		1,287,581
Employee entitlements - Long service leave		2,195,020
Other employee entitlements		701,905
Landfill Restoration		20,101
		<u>4,204,608</u>
9 Income Received in Advance		
Rates		4,086,835
Other		1,081,899
		<u>5,168,734</u>
10 Other Liabilities - Current		
Waste Levy Refund Received in Advance		117,351
Unearned Revenue - Gdi Bowls Club		24,000
		<u>141,351</u>
11 Provisions - Non Current		
Employee entitlements - Long service leave		149,934
Landfill Restoration		2,169,398
		<u>2,319,332</u>
12 Other Liabilities - Non Current		
Unearned Revenue - Gdi Bowls Club		322,000
		<u>322,000</u>

Ordinary Meeting of Council to be held Tuesday, 27 October 2020

Statement of Cash Flows for the month ended 30 September 2020

	\$
Cash Flows from Operating Activities	
Receipts from Customers	11,070,787
Payments to Suppliers and Employees	- 8,927,699
	<u>2,143,088</u>
Receipts:	
Interest Revenue	142,313
Recurrent Grants, Subsidies and Contributions	1,100,495
Payments:	
Finance Costs	- 13,642
Net Cash - Operating Activities	<u>3,372,254</u>
Cash Flows form Investing Activities	
Receipts:	
Sale of Property, Plant and Equipment	198,645
Capital Grants, Subsidies and Contributions	2,453,283
Payments:	
Purchase of Property, Plant and Equipment	- 2,200,066
Purchase of Intangible Assets	-
Net Cash - Investing Activities	<u>451,862</u>
Cash Flows from Financing Activities	
Payments:	
Repayment of Borrowings	-
Net Cash Flow - Financing Activities	<u>-</u>
Net Increase/(Decrease) in Cash and Cash Equivalents	<u>3,824,116</u>
Plus: Cash and Cash Equivalents - Beginning	34,612,838
Cash and Cash Equivalents - Closing	<u><u>38,436,954</u></u>

Ordinary Meeting of Council to be held Tuesday, 27 October 2020

**Statement of Changes in Equity
for the month ended 30 September 2020**

	Asset Revaluation Surplus \$'000	Retained Surplus \$'000	Total Community Equity \$'000
2021			
Balance as at 1 July 2020	163,392	309,829	473,221
Net Result	-	1,320	1,320
Other Comprehensive Income			
- Revaluations: Asset Revaluation Surplus			-
Total Comprehensive Income	-	1,320	1,320
Balance as at 30 September 2020	163,392	311,149	474,541

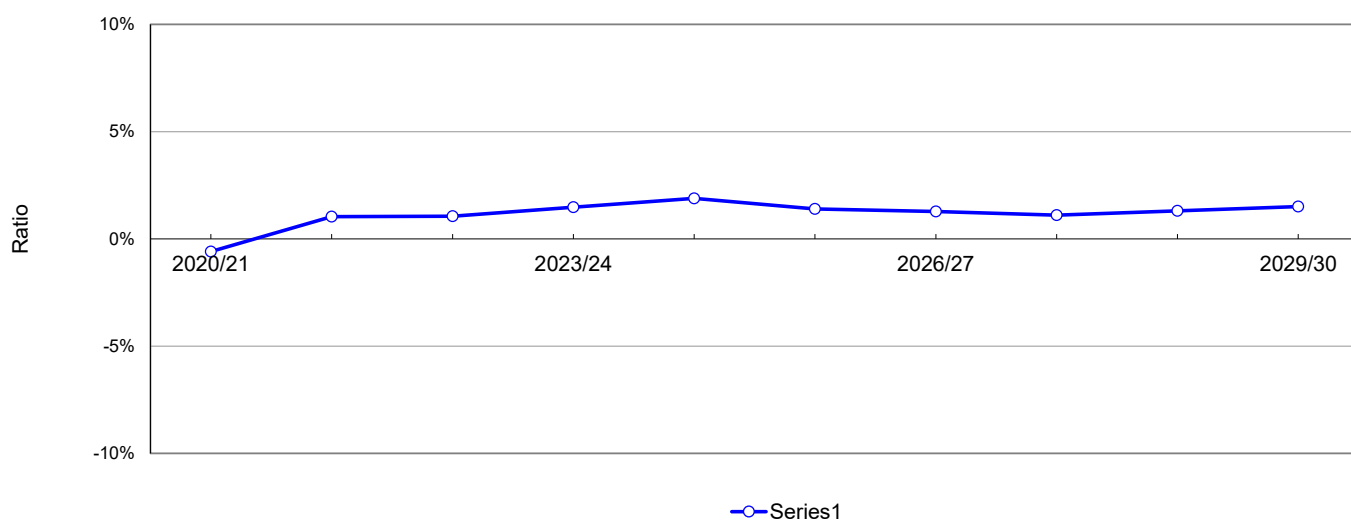
Financial Indicators and Graphs

Financial Capital Indicators

Operating Surplus Ratio annual

Target	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
0 - 10%	-0.59%	1.04%	1.06%	1.48%	1.89%	1.40%	1.28%	1.11%	1.31%	1.51%

Operating Surplus Ratio



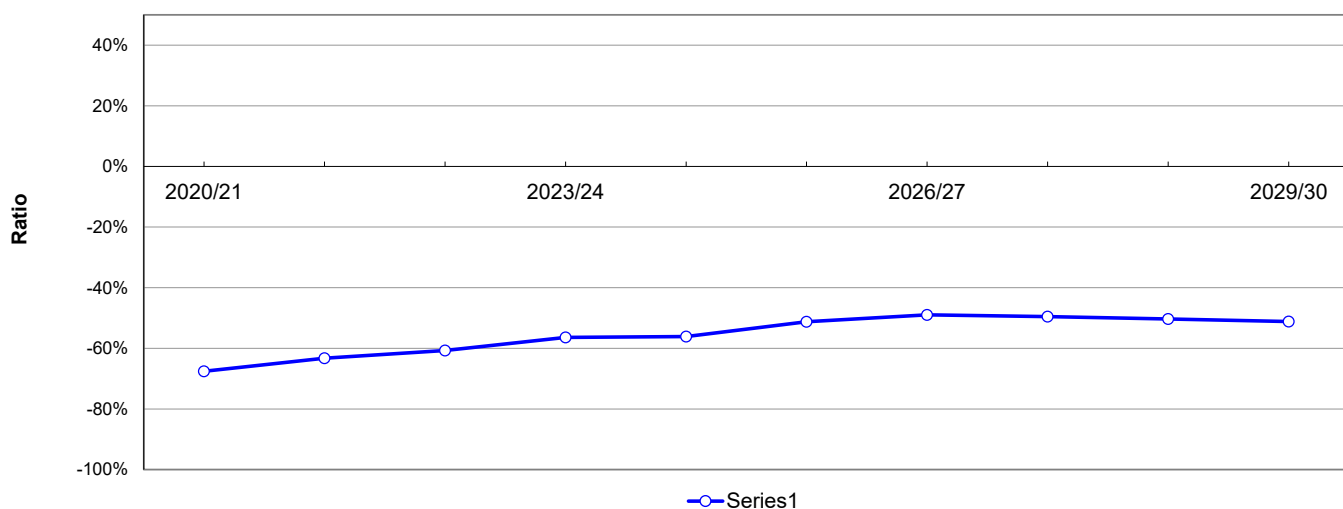
What this ratio means to the Goondiwindi Regional Council?

This ratio measures the extent to which revenue raised (i.e. excluding capital grants and contributions) covers operational expenses. A negative result indicates an operating deficit and positive result indicates an operating surplus. Operating deficits cannot be sustained in the long-term.

Net Financial Liabilities Ratio annual

Target	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
<= 60%	-67.58%	-63.26%	-60.72%	-56.44%	-56.14%	-51.27%	-48.96%	-49.52%	-50.33%	-51.14%

Net Financial Liabilities Ratio



What this ratio means to the Goondiwindi Regional Council?

This ratio measures the extent to which Council can fund its liabilities through its operating revenues. A ratio of less than 60% indicates that Council can meet its liabilities and could increase its loan borrowings

Financial Indicators and Graphs

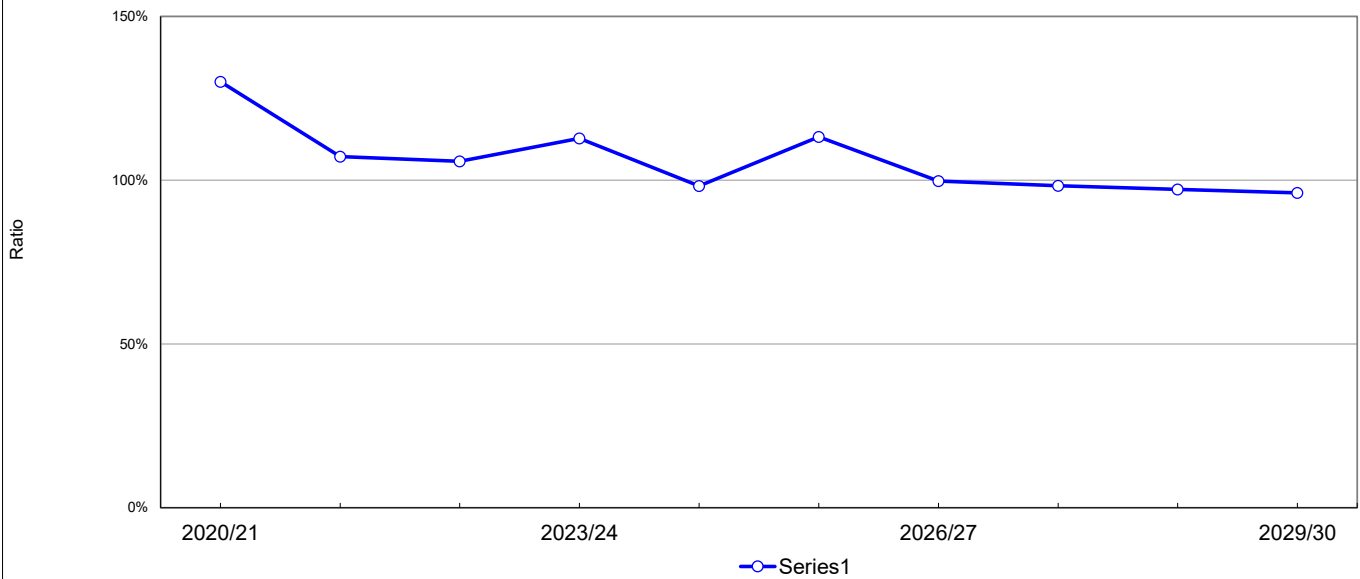
Infrastructure Capital Indicators

Asset Sustainability Ratio

annual

Target	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
> 90%	130.08%	107.20%	105.78%	112.77%	98.25%	113.25%	99.75%	98.29%	97.21%	96.14%

Asset Sustainability Ratio



What this ratio means to the Goondiwindi Regional Council?

This ratio measures the amount of capital expenditure on renewal of existing assets compared to the depreciation expense. Ratios of less than 90% shows that Council may not be keeping its existing assets up to date.

REPORT DATE: 27 October 2020 **REPORT NUMBER:** CCS-058/20
DEPARTMENT: Community and Corporate Services
REPORT TITLE: RFQ-1920/124 Business Enterprise System Procurement
PREPARED BY: Director Community and Corporate Services, Mr Jason Quinnell

SUBJECT:

This report has been prepared for Council to consider submissions received for Request for Quotation 1920/124 (RFQ-1920/124) for the Business Enterprise System Procurement.

REPORT:

The objective of the Business Enterprise System is to source a program that will deliver an effective and efficient financial and an operational management solution covering the key range of functions performed by Council, and those additional functions where value for money can be demonstrated. The Business Enterprise System must be capable of meeting Council's immediate requirements and flexible enough to satisfy future demand requirements.

Procurement Process

Council engaged Queensland Local Government procurement company Local Buy to provide procurement and probity services for the Business Enterprise System Review Project. RFQ-1920/124 was invited through Local Buy under the Register of Pre-Qualified Suppliers LGA Arrangement, ICT Solutions & Services BUS274. Submissions opened on 29 April 2020 and fifty-three suppliers were notified of the request. Submissions closed at 2:00pm, Wednesday, 27 May 2020, and Council received three formal submissions from IT Vision, MagiQ and Open Office.

Evaluation Process

The Business Enterprise System Evaluation Panel conducted an interim review of each submission, determining to invite all three submitters to proceed to the demonstration phase.

Council engaged Mead Perry Group (MPG) to facilitate demonstrations on 17, 18 & 19 August 2020, to the following functional groups:

- Governance, Corporate, Communities & Economic Development;
- Creditors, Payroll & Debtors;
- General Ledger, Statements, Budget, RMPC & BAS;
- Rates & Bank Reconciliation;
- Animals & Environmental Health, Customer Service & Records Management;
- Works & Asset Management, Water & Sewerage; and
- Workshop, Fleet & Stores.

The objective of the demonstrations was to allow staff to gain an understanding of the three systems, and to compare each system's functionality against the identified requirements. Participants completed a scored assessment sheet for each demonstration, which was then collated by MPG. In summary, four groups preferred Open Office, three preferred MagiQ, while all specified IT Vision as their second preference. Summary report *BES Procurement Report – Phase 1 and 2* prepared by Mead Perry Group is provided as Attachment A.

After considering the submissions, demonstrations and feedback from functional group members, including some detailed discussion with the groups around the basis for their scoring, the Evaluation Panel identified Open Office as the preferred supplier. Council then moved forward with a more detailed assessment of Open Office, including reference checks and additional demonstrations.

Reference Checks

Council contacts named references for Open Office at several Councils. Relevant Council staff worked through a series of questions and had an opportunity to discuss topics relevant to their area of work. Council also made contact with an independent contractor who works with Councils in Tasmania and New South Wales using the software to discuss their opinion of the product.

Decision

The recommendation is to accept the proposal from Open Office to deliver an enterprise solution for Council. From the writers perspective, the decision provides a tremendous opportunity to re-engineer the way that services are delivered in the region. The Open Office proposal includes a very clear focus on the customer experience and contemporary on-line service delivery.

Implementation Phase

The tender proposal provided for a go live date of 1 September 2021. Once the tender is confirmed, contractual discussions and implementation planning can confirm that applicability or otherwise of this date.

The implementation is the key part of the process and is going to require significant direct investment by Council to secure the relevant resources and most importantly from Council staff to make the time available to manage the implementation whilst carrying out their normal duties. The most significant risk to the project is a poor implementation resulting from insufficient commitment of resources. Given the very small size of our workforce and the scale of the change to everyday business process that the project will force, Council will be asked to commit to the process and respect the time demands that the project will place on operational staff. Works staff will already be working to deliver one of the largest Capital programs in Council history, so the demands cannot be understated. It may become necessary for staff to engage short-term assistance to deliver normal activities to enable sufficient time to be devoted to the project implementation. This has not been provided for in the project budget and will be discussed on a case-by-case basis if it eventuates. We are very likely to see a staged implementation commencing 1 September to afford more time for the works department to deal with the changes necessary.

Council has already committed a full time project manager to the project to ensure that the relevant deadlines are recognised and managed as best as possible to ensure that a great outcome results for the community.

Costs

The Evaluation Report outlines the tender proposals. The cost of the system implementation is broken down as follows:-

Year 1 Fees – Licence Fee, data migration, training, testing and commissioning	\$374,250
Year 1 Fees – Internal Project Management (dedicated staff time)	\$105,000
Year 1 Fees – Data Migration Assistance (independent)	\$30,000
Year 1 Fees – Contingency (5%)	\$25,000
Year 2 Fees – Licence Fee	\$115,400
Year 2 Fee – Project Management	\$52,500
Year 2 Fee – Contingency (5%)	\$10,000

Council current pays around \$62,000 per year for the current Civica System, so moving forward the additional costs are in the order of \$60,000 per year. There will however be some hardware savings as there will be less demand on internal servers into the future. There are also real savings likely in terms of efficiencies in service delivery that may not result in a direct cost savings, but will enable resources to be deployed into better customer service outcomes.

ASSOCIATED RISKS:

Risks are outlined in the Project Plan. The key emerging risk is that Open Office is not established in Queensland with no other Queensland Council currently using the system. This is offset by the fact that several New South Wales Councils including former Practical Councils are now on the system. The product is used by many Councils in Tasmania and South Australia including many State Government agencies.

The change will also see Council move from a client based service to Software as a service solution which basically means that we don't buy the product and install it on our servers but rather that we operate off cloud servers. This both creates some new risk but also helps to minimise others.

FINANCIAL IMPACTS:

Initial budget of \$534,250 on going budget of \$115,400. Increase of \$60,000 on annual budget.

CONSULTATION:

Evaluation Panel
GRC Functional Groups
Various demonstrations
Reference checks

LEGISLATION/LEGAL/POLICY:

Local Government Act 2009
Local Government Regulation 2012

OFFICERS RECOMMENDATION:

That Council accept the Proposal from Open Office Systems for RFQ-1920/124 Business Enterprise System for a first year cost of \$374,250.

ATTACHMENTS:

Attachment A: BES Procurement Report – *Phase 1 and 2* prepared by Mead Perry Group
Attachment B: Project Management Plan



BES Procurement
Report – Phase 1 and 2
September 2020



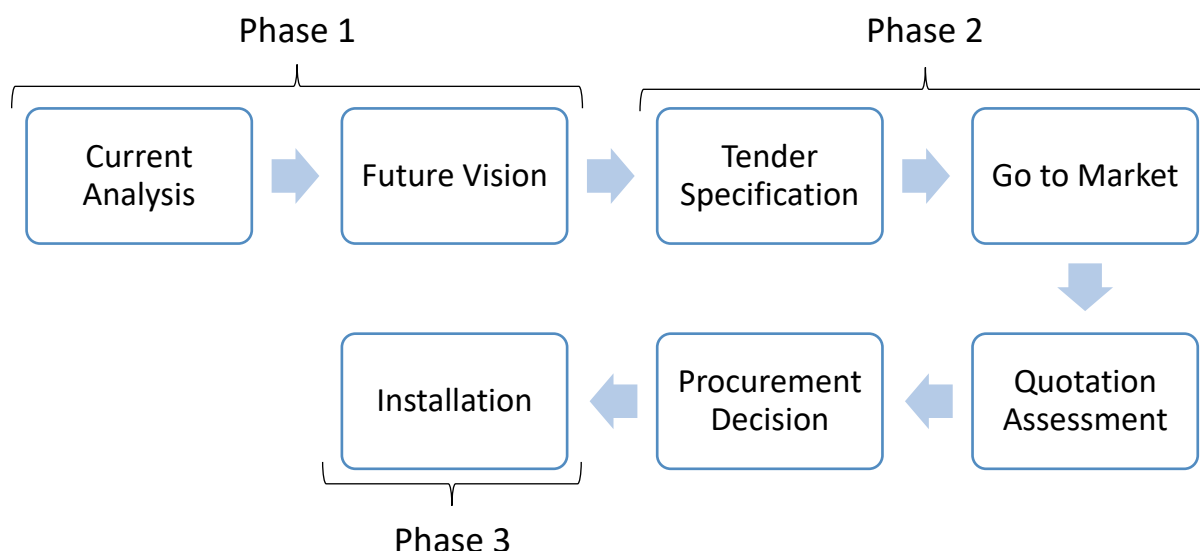
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4	Appendix B – Evaluation Panel Scoring	10

1 Introduction

Mead Perry Group was engaged by Council to facilitate the informed and effective procurement of a new corporate business system for Council. The projects' ultimate aim was to deliver positive outcomes for staff and the organisation.

The timeline below displays the high-level process followed to carry out the project.



2 Phase 1 – Specification

The first phase of the project involved staff engagement, process mapping, and specification development. Its objective was to build ownership of the new system in staff and engaging them in the development of specifications to take to market.

12 project groups were involved, each completing two workshop sessions. The groups covered all areas of Council as shown below:

- Animals & Environmental Health
- Corporate, Communities & Economic Development
- Creditors, Payroll & Debtors
- Customer Service & Records Management
- General Ledger, Statements, Budget, RMPC & BAS
- Rates & Bank Rec
- Water & Sewerage
- Works & Asset Management
- Workshop, Fleet & Stores
- Governance

The first round of workshops was completed for all the groups during the week beginning 9/12/2019. The purpose with these workshops was to engage staff in a current state analysis

to establish all their existing work processes and consider their advantages and disadvantages and to also record all the online and offline systems used.

The second round of workshops was completed for all the groups during the week beginning 10/2/2020. During these workshops, staff established their ideal state, including computer system functionality, for each of their processes identified in the first round of workshops. The functionality requirements were used as the basis for the RFQ specification development.

The outputs from the workshops were:

- Processes
 - 130 business processes identified.
 - 410 issues reported within the processes.
 - 104 issues identified as significant.
 - 315 functionality requirements identified.
- People
 - Staff engagement.
 - Staff committed.
 - Staff communication.
- Common topics
 - Workflow engines.
 - Mobility, e.g. tablets and phone connection.
 - Single name and address register.
 - System training and manuals.
 - Flexible and simple reporting.
 - Integration across modules.
 - Improvements were identified which can be completed immediately, based on action plans provided.

3 Phase 2 – Procurement

3.1 RFQ process

When the procurement exercise was cleared to proceed, the project steering committee was appointed as the evaluation panel for the procurement and Ms Sarah Little appointed as Panel Chair.

Mead Perry Group worked with the evaluation panel to:

- Develop a probity plan and evaluation plan for the project.
- Work with Local Buy to prepare the RFQ documents.
- Initiate a Request for Quotation process through Local Buy Vendor Panel.
- Address any information requests made during the quotation phase.
- Analyse quotations and prepare a report to the evaluation panel.

The RFQ was reased on the 29th of April 2020 and closed on the 27th of May 2020.



During this phase the evaluation panel met on:

- 7th of May 2020
- 25th of June 2020

There were also a number of teleconferences to discuss demonstration timing and format.

When the RFQ closed there were three submissions.

The evaluation panel considered the report from MPG and decided to proceed to demonstrations for all three suppliers.

3.2 Demonstrations

Mead Perry Group was engaged by Council to facilitate demonstrations for Council's new business enterprise system. The vendors involved in the demonstrations are IT Vision, MagiQ and Open Office. The objective was to allow staff to gain an understanding of the three systems and to compare their functionality against the requirements identified in working groups.

The project involved an estimated 38 members of staff from all departments of Council. The list of staff involved, and their groups are shown in appendix A.

Demonstrations ran from 17th to the 19th of August 2020. All suppliers presented remotely with an MPG consultant facilitating each group. Sessions went for two hours apart from the "evaluation panel" and "creditors, payroll & debtors" sessions which went for one hour and three hours respectively, see appendix 1.6. The sessions focused on addressing the list of functionality requirements provided to suppliers and allowing staff to assess each system consistently.

After each group completed their demonstrations, they undertook a debrief session with their facilitator to moderate their scoring and established their preferred vendor. In summary, four groups preferred Open Office, three preferred MagiQ, while all specified IT Vision as their second preference. The results, plus comments, are shown below:

Group	Preferred Option		
	1 st	2 nd	3 rd
Corporate, Communities & Economic Development and Governance	Open Office	IT Vision	MagiQ
Comments: <ul style="list-style-type: none">• Open Office was the clear preferred option.			
Creditors, Payroll & Debtors	Open Office	IT Vision	MagiQ
Comments: <ul style="list-style-type: none">• Open Office was marginally the preferred option over IT Vision, due to a superior payroll system.			
Customer Service & Records Management, Animals and EHO	Open Office	IT Vision	MagiQ
Comments: <ul style="list-style-type: none">• Open Office was the clear preferred option.• Open Office does not have a records management system but can be integrated with MagiQ?			

<ul style="list-style-type: none"> • These sessions included information on the single name and address register, it was not necessarily covered in the “rates & bank rec” or the “Corporate, Communities & Economic Development and Governance sessions”. As the information was one of the first topics covered, it may be useful to obtain additional information on how the specific systems operate with names, associates, etc. and how the security and integrity is maintaining. • The Open Office system had significant customer orientated focus, not council officer. Registration was completed in an online smart form with a workflow, by the customer, with approvals and payments completed in the process. • The Open Office system had council officer smart forms that could be completed on a mobile device, non-compliances identified and photographed and workflows which included response letters that could be emailed for approvals and sending to customer. 			
General Ledger, Statements, Budget, RMPC & BAS	MagiQ	IT Vision	Open Office
Comments: <ul style="list-style-type: none"> • All three venders received similar scoring results. MagiQ was rated as the preferred option due to a better-quality budget functionality, however any vender would be acceptable to this group. 			
Rates & Bank Rec	Open Office	IT Vision	MagiQ
Comments: <ul style="list-style-type: none"> • The Open Office session was the last session run and they had a completely different approach, very much focused on the customer (ratepayer) whereas the other two systems were built for council officers. This approach completely changed the staff’s views, from being happy with the previous IT Vision session, because it was like PCS, to wow!!!, what a great idea it is to be focused on the customer. 			
Water & Sewerage & Works & Asset Management	MagiQ	IT Vision	Open Office
Comments: <ul style="list-style-type: none"> • MagiQ (Asstetic) was clearly the preferred option. • Open Office has an integrated asset management module while others are aligned with a third party. 			
Workshop, Fleet & Stores	MagiQ	IT Vision	Open Office
Comments: <ul style="list-style-type: none"> • MagiQ (Asstetic) was clearly the preferred option. • The group was unable to assess Open Office stores module. 			

In the report presented to the evaluation panel meeting held on the 26th of August the following items were identified as requiring clarification if the company was being considered as preferred supplier.

- IT Vision cost of Asset Finda and Power BI.
- Need to confirm whether Open Office can produce RMPC reporting requirements of TMR.

The following points were presented for consideration.

- The adoption of a SaaS solution rather than on premises.
- Staff in the asset management group did not make a clear assessment of the Open Office fleet management and asset management modules.
- Is there a preferred supplier?
- If so what level of further reference checking and assessment is required?

During this phase the evalation panel met on:

- 26th of August 2020
- 31st of August 2020

At its meeting on the 31st of August the evaluation panel passed the following resolution.

Moved: Jason Quinnell

Seconded: Matt Lane

That the Evaluation Panel:

- i. Confirms that Open Office has been identified as the preferred supplier immediately following the demonstration process; and*
- ii. Agrees that further information and/or demonstration of that system is required prior to finalisation of the RFQ Assessment Process.*

Carried

The final assessment and scoring by the evaluation panel is provided in Appendix B.

At its next meeting the evaluation panel will determine its plan to conduct further due diligence investigations in relation to the Open Office system.

Appendix A

Demonstration Schedule

Day 1 - 17/8/20				Black = Mark
	Room 1 Magiq Software (GTT River Room)	Room 2 IT Vision – (GTT Lucerne Room)	Room 3 Open Office – (GTT Computer Room)	Staff Clashes
8:00am	Creditors, Payroll & Debtors		Evaluation Panel	2
9:00am		Customer Service & Records Management, animals and EHO	Workshop, Fleet & Stores	
11:00am	Morning Tea			
11:30pm	Rates & Bank Rec	Workshop, Fleet & Stores	Corporate, Communities & Economic Development and Governance	1
12:30pm				
1:30pm	Lunch			
2:30pm	Corporate, Communities & Economic Development and Governance	General Ledger, Statements, Budget, RMPC & BAS	Water & Sewerage & Works & Asset Management	2
4:30pm	Day End			
Day 2 - 18/8/20				
	Room 1 Magiq Software (GTT River Room)	Room 2 IT Vision – (GTT Lucerne Room)	Room 3 Open Office – (GTT Computer Room)	
8:00am		Evaluation Panel	Creditors, Payroll & Debtors	3
9:00am	Workshop, Fleet & Stores	Rates & Bank Rec		
11:00am	Morning Tea			
11:30pm	Water & Sewerage & Works & Asset Management	Corporate, Communities & Economic Development and Governance	Rates & Bank Rec	2
12:30pm				
1:30pm	Lunch			
2:30pm	Customer Service & Records Management, animals and EHO	Water & Sewerage & Works & Asset Management	General Ledger, Statements, Budget, RMPC & BAS	1
	Debriefs to take place back at Council Office			
4:30pm	Debrief - Corporate, Communities & Economic Development and Governance	Debrief - Water & Sewerage & Works & Asset Management	Debrief - Rates & Bank Rec	2
5:00pm	Day End			
Day 3 - 19/8/20				
	Room 1 Magiq Software (GTT River Room)	Room 2 IT Vision – (GTT Lucerne Room)	Room 3 Open Office – (GTT Computer Room)	
8:00am	Evaluation Panel	Creditors, Payroll & Debtors		2
9:00am	General Ledger, Statements, Budget, RMPC & BAS		Customer Service & Records Management, animals and EHO	
11:00am	Morning Tea - Debriefs to take place back at Council Office			
11:30pm	Debrief - Workshop, Fleet & Stores	Debrief - General Ledger, Statements, Budget, RMPC & BAS	Debrief - Customer Service & Records Management, animals and EHO	
12:00pm	Debrief with Suppliers and Evaluation Panel	Debrief - Creditors, Payroll & Debtors		
12:30pm	Day End			

Text colour key

Red = Scott

Blue = John

Black = Mark

Session Groups

Group / Team Leader	Session Dates/Times	RSVP Response
Evaluation Panel	Sarah Little (Chair) MON 17/08 at 8-9am RM3 TUE 18/08 at 8-9am RM2 WED 19/08 at 8-9am RM1 WED 19/08 at 12noon-12:30pm (E/Panel & Suppliers)	
Dion Jones		Mon (Away); Tues & Wed Sessions (ACCEPTED)
Jason Quinnell		ACCEPTED (All Sessions)
Matt Dawson		ACCEPTED (All Sessions)
Teresa Pflingst		ACCEPTED (All Sessions)
Sarah Little		ACCEPTED (All Sessions)
Matt Lane		ACCEPTED (All Sessions)
Steve Scott		ACCEPTED (All Sessions)
Governance AND Corporate, Communities & Economic Development (MERGED GROUP)	Kim Parker & John Woods MON 17/08 at 11:30-1:30pm RM3 MON 17/08 at 2:30-4:30pm RM1 TUE 18/08 at 11:30-1:30pm RM2 TUE 18/08 at 4:30-5:00pm (DEBRIEF)	
Carl Manton		ACCEPTED (All Sessions)
Debbie Elliott		ACCEPTED (All Sessions)
Glenn Reibelt		ACCEPTED (All Sessions)
Kim Parker		ACCEPTED (All Sessions)
Ronnie McMahon		ACCEPTED (All Sessions)
Damien Banks		ACCEPTED (All Sessions)
Jason Quinnell		ACCEPTED (All Sessions)
John Woods		APOLOGY (All Sessions)
Megan Boyd		ACCEPTED (All Sessions)
Rebecca Morrissy		APOLOGY (All Sessions)
Animals & Environmental Health AND Customer Service & Records Management (MERGED GROUP)	Karan Quartermaine & Teresa Pflingst MON 17/08 at 9-11am RM2 TUE 18/08 at 2:30-4:30pm RM1 WED 19/08 at 9-11am RM3 WED 19/08 at 11:30-12:00noon (DEBRIEF)	
John Duffield		ACCEPTED (All Sessions)
Karan Quartermaine		ACCEPTED (All Sessions)
Leteesha Spicer		ACCEPTED (All Sessions)
Phillip Gall		ACCEPTED (All Sessions)
Rodney Kampmann		ACCEPTED (All Sessions)
Barbara White		ACCEPTED (All Sessions)
John Woods		APOLOGY (All Sessions)
Matt Dawson		ACCEPTED (All Sessions)
Rebecca Cover		ACCEPTED (All Sessions)
Sarah Little		ACCEPTED (All Sessions)
Teresa Pflingst		ACCEPTED (All Sessions)
Water & Sewerage AND Works & Asset Management (MERGED GROUP)	Annette Martyn & Luke Tanner MON 17/08 at 2:30-4:30pm RM3 TUE 18/08 at 11:30-1:30pm RM1 TUE 18/08 at 2:30-4:30pm RM2 TUE 18/08 at 4:30-5:00pm (DEBRIEF)	
Dion Jones		Mon (Away); Tues & Wed Sessions (ACCEPTED)
Trevor Seth		ACCEPTED (All Sessions)
Annette Martyn		ACCEPTED (All Sessions)
Tony Cover		ACCEPTED (All Sessions)
Monika White		ACCEPTED (All Sessions)
Jason Quinnell		DECLINED (All Sessions)
Luke Tanner		ACCEPTED (All Sessions)
Matt Lane		ACCEPTED (All Sessions)
Chris Smith		Mon (ACCEPTED); Tues & Wed Sessions (Away)
Jeremy Frankel		ACCEPTED (All Sessions)
Katie Galvin		ACCEPTED (All Sessions)
Brad Pflingst		ACCEPTED (All Sessions)

Creditors Payroll & Debtors	Janet Kindt	MON 17/08 at 8-11am RM1 TUE 18/08 at 8-11am RM3 WED 19/08 at 8-11am RM2 WED 19/08 at 12noon-12:30pm (DEBRIEF)	
Anna Rabbitt			ACCEPTED (All Sessions)
Janet Kindt			ACCEPTED (All Sessions)
Katie Welsh			ACCEPTED (All Sessions)
Melissa Price			ACCEPTED (All Sessions)
Sarah Little			DECLINED (All Sessions)
Greg Warden			DECLINED (All Sessions)
General Ledger, Statements, Budget, RMPC & BAS	Matt Lane	MON 17/08 at 2:30-4:30pm RM2 TUE 18/08 at 2:30-4:30pm RM3 WED 19/08 at 9-11am RM1 WED 19/08 at 11:30-12:00noon (DEBRIEF)	
Janet Kindt			ACCEPTED (All Sessions)
Bradley Pyle			ACCEPTED (All Sessions)
Matt Lane			ACCEPTED (All Sessions)
Luke Tanner			TENTATIVE (All Sessions)
Rates & Bank Rec	Rosalie Millar	MON 17/08 at 11:30-1:30pm RM1 TUE 18/08 at 9:00-11:00am RM2 TUE 18/08 at 11:30-1:30pm RM3 TUE 18/08 at 4:30-5:00pm (DEBRIEF)	
Janet Kindt			ACCEPTED (All Sessions)
Jason Quinnell			DECLINED (All Sessions)
Matt Lane			ACCEPTED (All Sessions)
Rosalie Millar			ACCEPTED (All Sessions)
Tammy Elmes			ACCEPTED (All Sessions)
Sarah Little			ACCEPTED (All Sessions)
Workshop, Fleet & Stores	Steve Scott	MON 17/08 at 9-11am RM3 MON 17/08 at 11:30-1:30pm RM2 TUE 18/08 at 9-11am RM1 WED 19/08 at 11:30-12noon (DEBRIEF)	
Dion Jones			Mon (Away); Tues & Wed Sessions (ACCEPTED)
Mark Hoey			ACCEPTED (All Sessions)
Michael Shaw			ACCEPTED (All Sessions)
Steve Scott			ACCEPTED (All Sessions)
Drew Campbell			ACCEPTED (All Sessions)
Greg Warden			ACCEPTED (Mon&Tues Sessions); AWAY (Wed)
Neil Kratzke			DECLINED (All Sessions)
BES Project Manager	Kerry McKenzie	MON 17/08; 8-11am RM1 - Creditors, Payroll Debtors MON 17/08; 11:30-1:30pm RM2 - Workshop, Fleet, Stores TUE 18/08; 9-11am RM2 - Rates & Bank Rec TUE 18/08; 11:30-1:30pm RM2 - CCED & Governance TUE 18/08; 2:30-4:30pm RM1 - CSRM, Animals & EHealth WED 19/08; 9-11am RM1 - GL, Statements, Budget, RMPC, BAS	ACCEPTED (All Sessions)

4 Appendix B – Evaluation Panel Scoring

IT Vision			Compliance	Weight	Little	Lane	Jones	Quinnell	Scott	Dawson		Score	
Conformance Requirements		Section 4.4		---								Raw	Weighted
Fit for Purpose.	Compliance with RFQ schedules, staff feedback from demonstrations and the ability to operate the system with current IT resources.	Sections 3, 4 and 5 (unless included in other evaluation areas), in addition to staff feedback from demonstrations and site visits.	5.33	55%	4	7	4	6	6	5		5.33	29.33
Service Delivery, and guaranteed back up and support.	Degree to which proposal complies with the requirements of this request and understanding of the project requirements, key technical and program issues and proposed solutions.	Section 3.5, 3.8, 3.9, 3.27, in addition to feedback from site visit and referees.	5.67	15%	4	6	7	6	5	6		5.67	8.50
Relevant Experience and track record.	Demonstrated experience and capabilities of supplier and key personnel in delivering these services to comparable Councils.	Section 2, 4.1.6, in addition to feedback from site visit and referees	6.83	15%	7	6	6	8	7	7		6.83	10.25
Risk	•Proposed staffing level of supplier for the project	Section 3.7, 3.10,3.11, 3.12, 3.18, 3.19, 3.20, 3.21, 3.23, and 3.24 in addition to finance checking.	6.4	15%	5	6	8	7	6			6.4	9.60
	• Implementation methodology											24.23	57.68
	• Implementation timeline												
	• Financial Delinquency check												
Price		\$939,034.00											
		57.683											
		0.061											

MagiQ			Compliance	Weight	Little	Lane	Jones	Quinnell	Scott	Dawson		Score	
Conformance Requirements		Section 4.4		---								Raw	Weighted
Fit for Purpose.	Compliance with RFQ schedules, staff feedback from demonstrations and the ability to operate the system with current IT resources.	Sections 3, 4 and 5 (unless included in other evaluation areas), in addition to staff feedback from demonstrations and site visits.	5.83	55%	5	6	5	6	6	7		5.83	32.08
Service Delivery, and guaranteed back up and support.	Degree to which proposal complies with the requirements of this request and understanding of the project requirements, key technical and program issues and proposed solutions.	Section 3.5, 3.8, 3.9, 3.27, in addition to feedback from site visit and referees.	5.33	15%	4	4	7	6	5	6		5.33	8.00
Relevant Experience and track record.	Demonstrated experience and capabilities of supplier and key personnel in delivering these services to comparable Councils.	Section 2, 4.1.6, in addition to feedback from site visit and referees	5.83	15%	6	5	6	6	7	5		5.83	8.75
Risk	•Proposed staffing level of supplier for the project	Section 3.7, 3.10,3.11, 3.12, 3.18, 3.19, 3.20, 3.21, 3.23, and 3.24 in addition to finance checking.	6.80	15%	6	5	8	9	6			6.80	10.20
	• Implementation methodology											23.80	59.03
	• Implementation timeline												
	• Financial Delinquency check												
Price		\$989,700.00											
		59.033											
		0.060											

Open Office			Compliance	Weight	Little	Lane	Jones	Quinnell	Scott	Dawson		Score	
Conformance Requirements		Section 4.4		---								Raw	Weighted
Fit for Purpose.	Compliance with RFQ schedules, staff feedback from demonstrations and the ability to operate the system with current IT resources.	Sections 3, 4 and 5 (unless included in other evaluation areas), in addition to staff feedback from demonstrations and site visits.	6.50	55%								6.50	35.75
					5	9	5	6	6	8			
Service Delivery, and guaranteed back up and support.	Degree to which proposal complies with the requirements of this request and understanding of the project requirements, key technical and program issues and proposed solutions.	Section 3.5, 3.8, 3.9, 3.27, in addition to feedback from site visit and referees.	6.00	15%								6.00	9.00
					4	6	7	6	5	8			
Relevant Experience and track record.	Demonstrated experience and capabilities of supplier and key personnel in delivering these services to comparable Councils.	Section 2, 4.1.6, in addition to feedback from site visit and referees	6.67	15%								6.67	10.00
					6	8	6	6	7	7			
Risk	•Proposed staffing level of supplier for the project	Section 3.7, 3.10,3.11, 3.12, 3.18, 3.19, 3.20, 3.21, 3.23, and 3.24 in addition to finance checking.	7.20	15%	6	7	8	9	6			7.20	10.80
	• Implementation methodology												
	• Implementation timeline												
	• Financial Delinquency check												
Price		\$769,850.00											
		65.550											
		0.085											

	IT Vision	Magiq	Open Office
Price (5 Years - No training)	\$939,034.00	\$989,700.00	\$769,850.00
Avg weighted score	57.68	59.03	65.55
Score / Price x 1000	0.061	0.060	0.085

Pricing summary

	IT Vision	MagIQ	Open Office
One Time Costs			
Application Software License Fee –	\$ 189,221.00	\$98,000.00	\$102,000.00
Application Software License Fee – Optional Modules	\$ 74,847.00	\$43,000.00	
Third-party Software License Fees:	\$20,000	\$99,000.00	
Project Management	\$25,071	\$27,000.00	\$41,250.00
Modifications to meet mandatory		\$27,000.00	
Data Conversion / Migration:	\$50,000	\$54,000.00	\$49,500.00
Third party Data Conversion /	\$36,685		
Staff Training	\$175,117	\$135,400.00	\$66,000.00
Other (please specify below): Systems /Business Analysis / Installation / Acceptance testing / Commissioning		\$43,900.00	\$115,500.00
Discount and inclusions for MagiQ Docs	-\$39,610	-\$33,800.00	
TOTAL ONE TIME Costs	\$531,331	\$493,500	\$374,250
RECURRENT COSTS			
Application Software Maintenance	\$483,138.00	\$552,000.00	\$461,600.00
Third-party Software Maintenance Fees	\$86,182.00	\$12,000.00	
Application Software Upgrades - IT			
Third-party Software Upgrades			
Post-installation Support		\$33,800.00	
Software Upgrade Support -	\$13,500.00	\$33,800.00	
TOTAL RECURRENT COSTS	\$582,820.00	\$631,600.00	\$461,600.00
TOTAL COSTS	\$1,114,151.00	\$1,125,100.00	\$835,850.00
Total Cost adjusted for training	\$939,034.00	\$989,700.00	\$769,850.00
One time costs - No Training	\$356,214	\$358,100	\$308,250



Project Management Plan

Goondiwindi Regional Council





Quality
ISO 9001



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Supersession

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Version

October 2019 DA

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[Abstract]

Document History

Ver.	Date	Author/Contributor	ClientFeedback	OpenOffice Comments

OpenOffice Contacts

Name	Role	Phone	Email

1 Project Overview

Background and Context

Project Objectives and Outcomes

General Obligations

2 Scope of this project agreement

System

Overview

Details

Other

Integrations

Overview

Details

Other

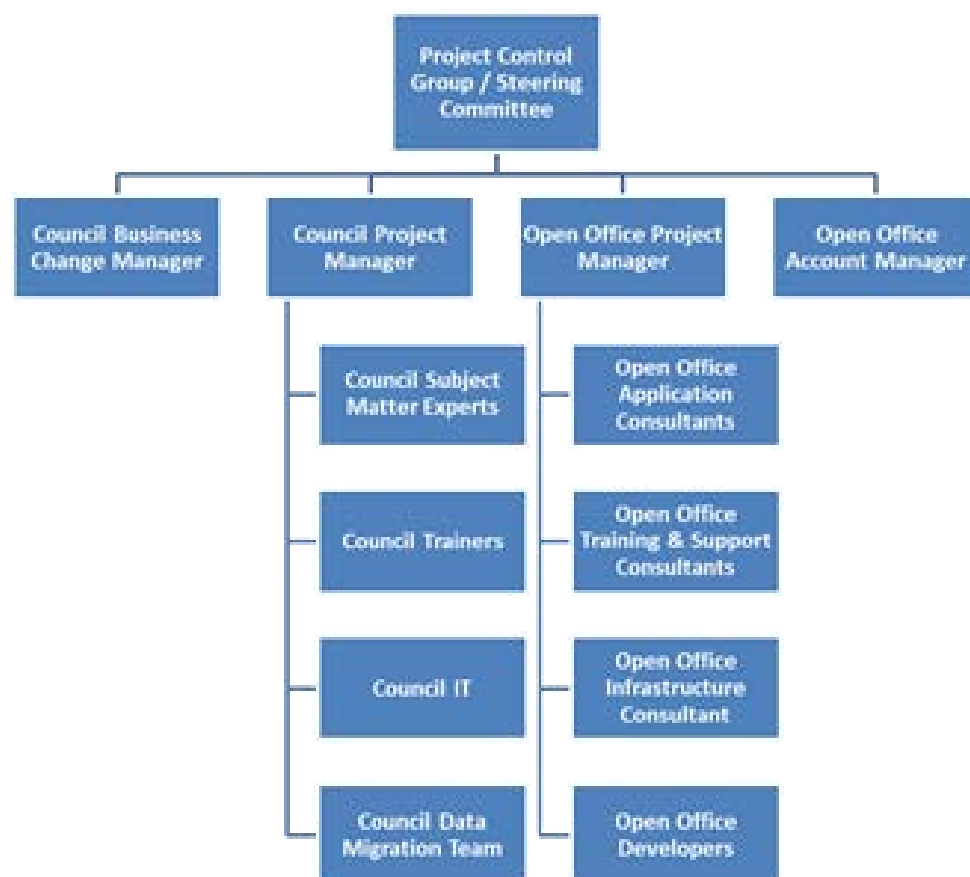
3. Project Governance Structures

Effective project governance is considered essential to a successful project. The diagram below provides a high-level governance structure for the project.

Customer is required to appoint suitably qualified and experienced governance team members who will have the required authority and availability to undertake project control duties for the duration of the project.

Open Office Project teams are structured to work alongside Customer at appropriate levels to support all aspects of the project implementation.

Project Structure



Roles & Responsibilities

Open Office Roles and Responsibilities

Role	Role Definition / Responsibilities
Project Control Group (PCG) or Steering Committee	<ul style="list-style-type: none"> A joint Management group made up of Customer and Open Office executive that provides strategic guidance, approves variations, makes policy decisions and approves deliverables.
Project Manager	<ul style="list-style-type: none"> The Project Manager has day-to-day responsibility for management of all Open Office project activities and will work in conjunction with the Customer PM to ensure the successful completion of the project.
Account Manager	<ul style="list-style-type: none"> The Account Manager develops and manages all commercial and contractual aspects of the project.
Application Consultant	<ul style="list-style-type: none"> The Application Consultant participates in every aspect of the implementation and works with Customer's Project Teams on many organisational levels to obtain the necessary understanding of the business processes, deliver knowledge and skills in the use of the System, conduct workshops, configure the system, then assist and guide in the data migration.
Training & Support Consultant	Training & Support Consultants work with Customer SMEs to determine an appropriate Training Plan and will deliver administration and operational training to Customer SMEs and Key Users. The Consultants also provide post go-live support via telephone, email or Open Office's support portal.
Solution Architect	<ul style="list-style-type: none"> The Solution Architect will assist in the scoping, design and documentation of any required Application customisations.
Developer	<ul style="list-style-type: none"> Responsible for the design and development of the Application.
Infrastructure Consultant	<ul style="list-style-type: none"> Provides support to Customer technical staff with installation activities and solves any issues that relate to deploying the solution and related software in the Customer's current IT environment.

Customer Roles and Responsibilities

Role	Role Definition / Responsibilities
Steering Committee	<ul style="list-style-type: none"> Provides strategic monitoring and control for the project and is responsible for the Customer's business outcomes of the project. The Customer Steering Committee will also form part of the PCG.

Role	Role Definition / Responsibilities
Project Manager	<ul style="list-style-type: none"> The Project Manager has day-to-day responsibility for management of all Customer project activities and will work in conjunction with the Open Office PM to ensure the successful completion of the project.
Business Change Manager	<ul style="list-style-type: none"> Leads the Customer business change activities to prepare the organisation for the new systems, processes and data.
Subject Matter Experts	<ul style="list-style-type: none"> SMEs are responsible for defining the functional requirements, business processes, interfaces and user access levels for their functional area(s); ensuring the system meets Customer acceptance criteria and supporting end users in the transition to the new system.
Trainers	<ul style="list-style-type: none"> Deliver training in accordance with the Customer's knowledge requirements and training needs.
Customer IT	<p>Ensure Customer hardware and server architectures meet the minimum technical and architecture requirements as advised by Open Office.</p> <ul style="list-style-type: none"> Provide technical support for server setup and software installation and deploy software to end user devices.
Data Migration Team	<ul style="list-style-type: none"> Responsible for the extracting, formatting and cleansing of Customer data ready for upload into Open Office applications

Variation Management

Effective variation management allows for:

- A visible decision-making process.
- A means of reaching consensus on changes to current project agreements.
- A project audit trail of decisions.

Variations can be to:

- Scope.
- Duration/Time.
- Budget.
- Key Resources.
- Schedule Baseline.
- Agreed Requirements.
- An element in the Project Management Plan.
- Agreed Project Deliverables.

The Variation Management approach is as follows.

Changes to current project agreements are raised by Project Team members using the Project Variation Request template directly to the Project Manager for logging, evaluation and assessment. The Change Register will be maintained in Project Portal and changes assigned to team members for investigations and approval.

Changes shall be managed as they are raised and those requiring action by the Steering Committee, Project Sponsor or Business Owner will communicated each fortnight through the Project Status Report.

Changes requiring investigation will be investigated if there is sufficient project budget to fund the impact assessment.

Implementation of changes that alter the baseline delivery date of the project need to be approved by the Project Steering Committee.

Monitoring processes

The Project will be monitored and reported on against a set of baseline tasks, costs and quality deliverables.

Progress shall be reviewed at the Project Management meetings and shall be discussed with the relevant team leader where resource issues impact the project.

Should the Project deviate from plan the Project Manager will:

- Review progress/financials/risks/resources with the appropriate people to determine if project can be brought back on track.
- Escalate and discuss with the Project Steering Committee for resolution.

Project Communications

Reporting

Report Name	Content	Frequency	Audience
Project Status Report	Summary of Project Status Milestone Summary High Risks and Issues Open Changes Brief Project narrative	Fortnightly	Project Team / Project Steering Committee

The Project Manager will be responsible for tracking of project progress and generation of project reports and will be responsible for overall progress reporting to the Steering Committee Meeting.

Meetings

Meetings	Frequency	Requirement
Project Steering Committee Meeting	Monthly	Discuss project progress/issues and follow up on actions.

Project Management Meeting	Weekly	Address any project issues and confirm communication to the Steering Committee
Project Team	Fortnightly	Discuss progress/issues across all business areas

Risk & Issue Management

Risk Management

This is the process of tracking the identified risks, monitoring the level of residual risks, identifying new risks, ensuring risk responses are implemented as planned and assessing the effectiveness of the risk response

All risks assessed as a High rating will be communicated to the Steering Committee each fortnight through the Project Status Report.

ID	Description	Probability Rare Unlikely, Possible, Likely, Almost Certain	Impact Insignificant, Minor, Moderate, Major, Catastrophic	Potential Mitigation

Issue Management

Effective issue management allows for:

- A visible decision-making process
- A means of reaching consensus on questions concerning the project
- A project audit trail of decisions

The Issue Management approach is as per the Issue Management process.

All issues assessed as a High impact will be communicated to the Steering Committee each fortnight through the Project Status Report.

Issues should be raised by Project Team members directly to the Project Manager for evaluation and assessment.

ID	Description	Probability Rare Unlikely, Possible, Likely, Almost Certain	Impact Insignificant, Minor, Moderate, Major, Catastrophic	Potential Mitigation

Project record keeping

All project documentation and communication will be via the Project Portal (Open Office to provide access to Customer project team members)

- Project Schedule
- Project Management Plan
- Project sign offs
- Risk and Issue Registers
- Project deliverables

4 Solution Overview

Solution Description

Implementation & Integration Methodology

List of Software, SaaS & IaaS

Function	Name of Solution Package	Version	Status	Release Date

Function	Name of Solution Package	Version	Status	Release Date

Data Security Approach

5 Scope of Services

In Scope Technical Services

Environment Provisioning

Solution Planning and Design

To finalise the Solution Planning and Design, Requirements Workshops and / or Verification Workshops - workshops with Subject Matter Experts and Key Users will be held for each module to:

- Understand the Customer business processes and assist with mapping them to the solution.
- Confirm and document configuration settings.
- Confirm and document Data Migration and Reconciliation requirements.
- Confirm and document Reporting Requirements.
- Workflow requirements and Approvals Setup (where relevant).
- Confirm and document Integration requirements.
- Confirm and document Users / Permissions and Profiles.

Data Migration & Transition in

The following defines the Data Migration activities and deliverables that are included in the scope of the project. Note that Customer will need to provide source data at the following stages for each phase of the project:

- Initial migration (on an agreed date prior to software deployment)
- Prior to UAT commencement
- Go Live (final migration)

Open Office can provide further assistance for data extraction from the Customer's legacy system(s) if required, subject to scoping and estimation. Please note that any change to source data format, data cleansing or other pre-migration services provided by Open Office will be subject to Change Control.

Business Process Design

To assist the Customer with the Business Process Design, Requirements Workshops and / or Verification Workshops - workshops with Subject Matter Experts and Key Users will be held for each module to:

- Understand the Customer business processes and assist with mapping them to the solution.
- Confirm and document configuration settings.
- Confirm and document Data Migration and Reconciliation requirements.
- Confirm and document Reporting Requirements.
- Workflow requirements and Approvals Setup (where relevant).
- Confirm and document Integration requirements.
- Confirm and document Users / Permissions and Profiles.

Implementation & Integration

The following services will be provided by Open Office:

- Provision of relevant data migration templates for each module
- Data migration - import and reconciliation of data provided by Customer
- Build & test of interfaces (where required and in scope).
- Software set-up and configuration.
- Initial training for Customer SMEs allowing Customer staff to execute UAT and deliver subsequent end user training
- Administration Training (Module Owner/ Subject Matter Expert).
- Configuration and data migration review with Subject Matter Experts and Key Users.
- Operational Training (max. class size 8-10 dependent on module and subject matter in Train-the-Trainer format).

Testing & Validation

Open Office will remedy any errors or defects identified in the deliverables / system without causing delay to the project where possible. Any delays to the project timeline due to errors or defects will not incur additional cost either to the Customer or Open Office.

The services that Open Office will provide are as follows:

- Provision of high-level test cases
- User Acceptance Testing Support – issue management and remediation. This is managed via the Project Portal
- Pre-Go Live readiness review.
- Go Live support.

Transition to Support

Open Office will be responsible for supporting all the applications we have supplied under this Statement of Work.

We have a dedicated Support Portal and a team managing it. All requests are addressed and resolved within the agreed SLA timings when a new request is lodged by the User using our Airtime Support Portal.

The Service Desk (Air Time Portal) is the first point of contact for all service requests. The Service Desk shall record all details from clients of:

- a) reported faults encountered with Open Office products to enable further investigation
- b) requests for assistance using Open Office products
- c) change requests
- d) comments and/or suggestions about improving service delivery

The Service Desk can be contacted in any of the following ways:

Telephone:	1800 993 995 / (03) 9738 2500
Fax:	(03) 9738 2600
Email:	support@openoffice.com.au
Internet:	airtime.openoffice.com.au

24-hour access to the Open Office Knowledge Base, input of Service Requests, and online user discussion groups via www.openoffice.com.au

Please Note - Any issues with Payroll are treated as Critical and will be attended and addressed with highest priority.

Post Implementation Support

Open Office provides warrant under our Annual Maintenance Program for the duration of the project.

Open Office have included on-site support for Go Live to assist users.

Open Office has allocated an Account Manager to Customer. The Account Manager will be in regular contact with Customer Staff to ensure the system is used at an optimum level and are aware of any new developments. Customer will also be able to provide input into future releases through regular meetings. The aim of the Account Manager is to maintain effective communications and client satisfaction.

The Account Manager will be in contact with Customer via the following methods and intervals:

Telephone calls:	Monthly or as required
Face to face on site Meetings:	Quarterly
Emails:	As required

Account Management

The core functions of the allocated AM (Account Manager) include:

- Regular Meetings to gather future requirements and functionality to provide feedback to the Product Manager and Development Team.
- Regular Meetings to identify any outstanding system issues. Any issues to be reported back to the support team and to ensure they have been properly logged into AirTime.
- Provide updated new release information
- Provide news and information on new developments at Open Office
- Provide feedback to Open Office on new developments and news from Customer
- Act as an interface on annual User Group Meetings (UGMs).
- Explore the potential of other Open Office applications being used by Customer.
- Maintain a high level of communications
- Maintain the highest levels of client satisfaction.
- Provide industry feedback, changes and new regulatory requirements

Default Service Levels

The Client Services Manager will liaise with the client to ascertain the business impact of the recorded fault or query. The following indicates the type of functionality loss for each service level

Critical	Significant loss of functionality of Open Office product/s affecting client's employees and their ability to perform normal work, and/or affecting the client's external customers.
Urgent	Partial loss of functionality of Open Office product/s affecting client's employees and their ability to perform normal work.
Medium	Minor loss of core functionality with no significant effect on the client's business unit's ability to meet targets etc.
Normal	Very minor loss of functionality within an Open Office product with no effect on the client's business unit's ability to meet targets and little effect on their ability to perform tasks.
Other	As agreed or negotiated with client or as scheduled by the Client Services Manager.

Remote Support

We would highly recommend allowing Open Office support staff to have remote access to the Customer Live / Development and Training databases via VPN or Team Viewer for support purposes.

Open Office require sufficient access and privileges to carry out support for a quick resolution and undertake to keep all passwords confidential. Customer are advised to employ a prudent password policy involving regular changes of passwords and the use of non-obvious or guessable passwords.

Charge Out Rates

After Go Live of this project, below are our current charge out rates for each resource type.

Skill Type	Hourly Rate (normal hours)	Hourly Rate (outside normal hours)	Daily Rate
Consultant			
Developer			
Project Manager			

Correcting Defects

During the Project:

Open Office will remedy any errors or defects identified in the deliverables / system without causing delay to the project where possible. Any delays to the project timeline due to errors or defects will not incur additional cost either to the Customer or Open Office.

Once in production:

Open Office will be responsible for supporting all the applications we have supplied under this Statement of Work.

We have a dedicated Support Portal and a team managing it. All requests are addressed and resolved within the agreed SLA timings when a new request is lodged by the User using our Airtime Support Portal.

Disaster Recovery & Business Continuity

Please Refer to Appendix D

6 In Scope Management Services

Program Management

Open Office will provide the following services within the scope of this project:

- Program Management & Project Governance across all phases of the project.

Project Management

Open Office will provide the following services within the scope of this project:

- Project Management & Project Governance across all phases of the project.
- Delivery of the Open Office Project scope to the Project Plan and within agreed scope, time and budget, and to a level of quality to meet the Project Sponsor's requirements;
- Owning and facilitating the process for project reporting for Open Office deliverables;
- Ensuring that, with respect to the Project Team Meetings:
 - meetings are held as per the communication plan;
 - complete and comprehensive meeting minutes are taken and distributed; and
 - a soft and hard copy of the meeting agenda and minutes are filed appropriately.
- Reporting all key decisions and changes in scope to the Project Steering Committee;
- Ensuring that the Project Plan is formally reviewed and assessed in terms of issues and risks, and that the results of this formal review are documented, and all significant issues and risks are logged;
- Reporting progress against plan for each of the Deliverables, as well as the consolidated Project Plan.
- Ensuring all registered project risks and issues are resolved in a satisfactory and timely manner;
- Ensuring that Project Plan is reviewed at a high-level at each of the Project Co-ordination meetings;
- Facilitating the planning of the release of resources;
- Conducting resource briefing and debriefing;
- Managing Project Documentation, including development, review and sign-off; and
- Ensuring compliance with all project and corporate governance and control requirements.

Change Management & Training

To assist Customer with the initial and ongoing Business Impact Assessment, Open Office will conduct Workshops/System demonstration sessions with the necessary Customer change management resources to assist with identifying impacts to:

- Structure
- Systems
- Process
- People

Open Office will provide the following training services to Customer

- Initial training for Customer SMEs allowing Customer staff to execute UAT and deliver subsequent end user training
- Administration Training (Module Owner/ Subject Matter Expert).
- Configuration and data migration review with Subject Matter Experts and Key Users.
- Operational Training (max. class size 8-10 dependent on module and subject matter in Train-the-Trainer format).

Transition out Plan

Open Office will assist as necessary with the Transition Out Plan to ensure the following elements are considered:

- Roles and responsibilities
- Risks and mitigation strategies
- Performance measurement
- Resourcing and skills transfer

Out of Scope Services

The following assumptions and exclusions are made in relation to the project:

- Software, deliverables and services, other than those explicitly identified as in scope, are excluded.
- Work will take place in normal business hours – other than the go-live cut-over weekend.
- Interfaces to other systems that have not been identified as in scope will be subject to Change Control.
- Extraction of data from any third-party software or databases is excluded.
- Creation of new reports or customisation of existing reports is out of scope.
- Open Office will not produce business process mapping documentation.
- Assistance with the use of, or support of, any third party or Customer in-house software is not included.
- Supervision or direction of any Customer staff is not an Open Office responsibility.
- Assistance with or support of Customer intranet or internet systems, gateways, portals, email systems, network, workstations, printing and other peripheral hardware, or servers is not an Open Office responsibility.
- All information provided by the Customer staff throughout the project is assumed to be accurate.
- Any additional training, for example Procurement for the whole organisation (end user training), will be delivered internally by Customer Subject Matter Experts and will be scheduled within the Project Schedule as required.
- Any variation to the scope detailed in this document will require the initiation of a Request for Change process as such changes may affect the project timeline and/or budget.
- Customer will provide key Open Office staff with remote access to Development, Training and Live environments via VPN or Team Viewer for software deployment, configuration, testing and UAT support purposes.

7 Inputs Required from Customer

#	Input	Description
1	Assist in providing PMO services such as administration, booking rooms, scheduling meetings, communications with the key customer staff.	
2	Access to key stakeholders, documentation and information in a timely manner so as not to impact project schedule and/or resources.	
3	Manage customer resources and ensure no impact to agreed project deliverables and milestones.	
4	Provide desk space at the Customer offices when required.	
5	Timely review and feedback of information when supplied and where requested.	
6	Provide a primary contact as key contact point for the Open Office personnel.	
7	Identify a suitable delegate to provide continuity when primary contact is not contactable.	
8	Ensure review and approval of deliverables within 5 working days.	
9	Provide guidance in a timely manner in situations where information is not currently available and/or agreed.	
10	Provide the identified and appropriately skilled resources in line with the project schedule.	

8 Approach Statement

3.1 General

The agreed project approach is

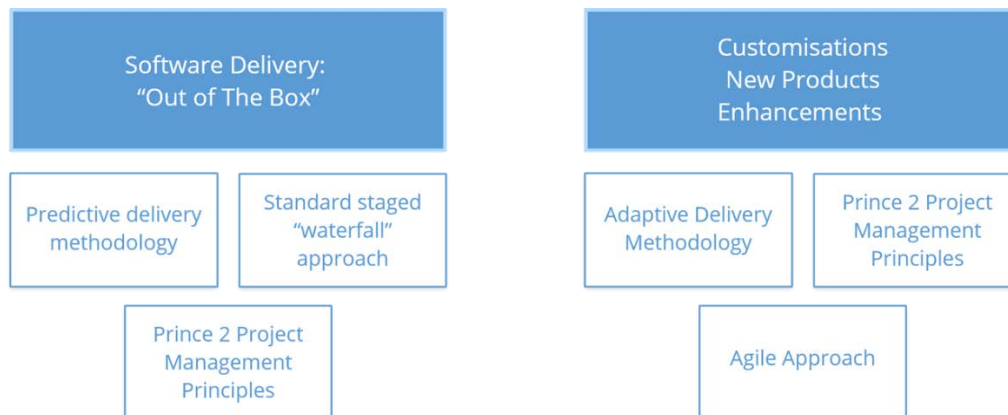
Phase 1 –

Phase 2 –

Phase 3 –

Please refer to the project schedule – Appendix C for more information

Open Office has adopted a “Fit for Purpose” project management approach and applies the appropriate methodology:



Software Delivery: “Out of the Box” – some of preconfigured solution offerings will require little customisation and therefore are quite predictable in terms of delivery complexity and duration. For such projects we use Prince2 project management principles, and a predictive delivery methodology as demonstrated above.

Complex Systems, Customisations, New Products and Enhancements – More complex solutions requiring customisation, new development or many integration points require a more adaptive delivery methodology and we therefore would employ a more iterative and collaborative approach to delivery, closely aligning to agile project methodology.

Variation Orders

Effective variation management allows for:

- A visible decision-making process.
- A means of reaching consensus on changes to current project agreements.
- A project audit trail of decisions.

Variations can be to:

- Scope.
- Duration/Time.
- Budget.
- Key Resources.
- Schedule Baseline.
- Agreed Requirements.
- An element in the Project Management Plan.
- Agreed Project Deliverables.

The Variation Management approach is as follows.

Changes to current project agreements are raised by Project Team members using the Project Variation Request template directly to the Project Manager for logging, evaluation and assessment. The Change Register will be maintained in Project Portal and changes assigned to team members for investigations and approval.

Changes shall be managed as they are raised and those requiring action by the Steering Committee, Project Sponsor or Business Owner will be communicated each fortnight through the Project Status Report.

Changes requiring investigation will be investigated if there is sufficient project budget to fund the impact assessment.

Implementation of changes that alter the baseline delivery date of the project need to be approved by the Project Steering Committee.

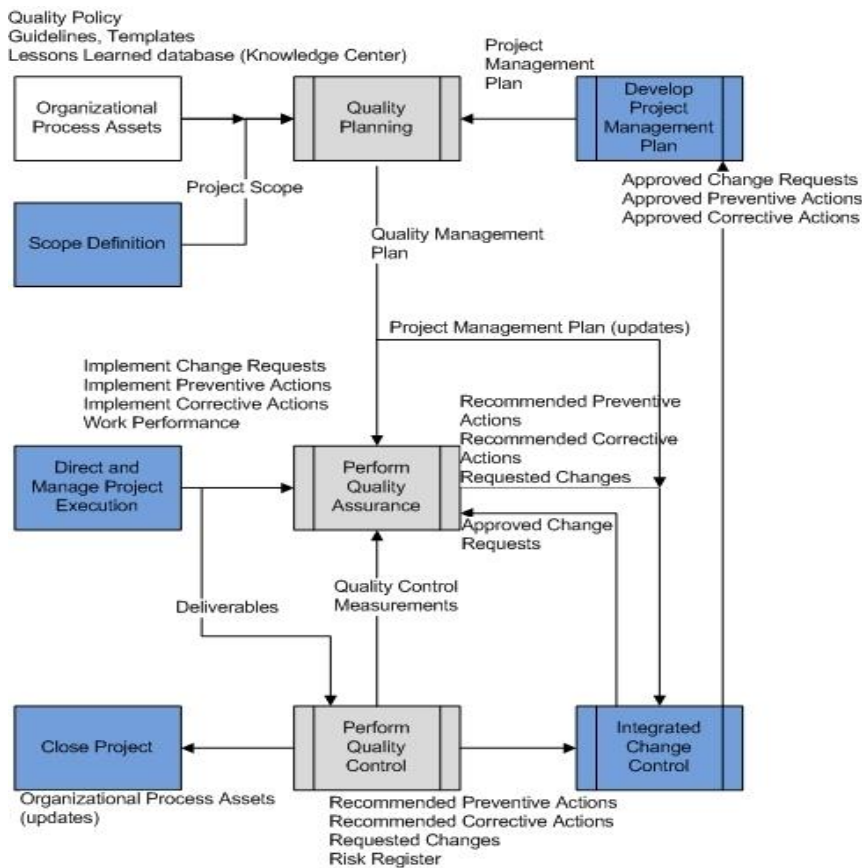
Quality Assurance

The Open Office quality assurance process covers the activities and management processes that are implemented to ensure that the products and services the project delivers are at the required quality level. It is process driven and focused on the development of the product and delivery of the service.

An overview of the project quality environment for Open Office implementations is as illustrated below:



The data flow overview of the Open Office project quality management is as follows:



9 Release Management

Release Management Approach

Open Office will adopt a rigorous release management approach and work with Customer to ensure the necessary governance is applied through the development, testing and deployment of the various software modules. This approach will manage the planning, scheduling and control of the movement of releases to test and live environments.

Regardless of the SDLC methodology used, Open Office will ensure the following processes are managed throughout the Release process

Release Management Support - To provide guidelines and support for the deployment of Releases

Release Planning - To assign authorised Changes to Release Packages and to define the scope and content of Releases. Based on this information, the Release Planning process will develop a schedule for building, testing and deploying the Release.

Release Build - To issue all necessary Work Orders that Release components are developed. At the end of this process, all required Release components are ready to enter the testing phase.

Release Deployment - To deploy the Release components into the live production environment. This process is also responsible for training end-users and operating staff and circulating Release notes on the newly deployed Release or the services it supports.

Early Life Support - To resolve operational issues quickly during an initial period after deployment, and to remove any remaining errors or deficiencies.

Release Closure - To formally close a Release after verifying if activity logs and release documents are up to date.

Release Testing

- Customer will be responsible for UAT of all releases provided by OO
- A Release will not be promoted to production without Customer UAT sign off
- All OO releasees go through an internal QA process prior to being released to TEST

Release Acceptance

Release Milestone	Acceptance Criteria
TBA	TBA

10 Production Deployment Support

Production deployment planning will take place during the initiation phase of the project and include the necessary stakeholders from Customer.

As the Software in scope of this project will be deployed in an Azure environment hosted by Open Office, Open Office will manage the production deployment with the relevant Customer IT resources in the first instance

Open Office will ensure that all production deployment instances align with the initial production deployment plan as developed by the project team.

11 Early Lifecycle Support and Warranty

As part of the project delivery, Open Office will provide early lifecycle support in order to resolve operational issues quickly during an initial period after deployment, and to remove any remaining errors or deficiencies.

12 Deliverables and Acceptance Criteria

Technical Services Deliverables

#	Deliverable	Description	Project Phase	Acceptance Criteria
1	Software Licenses	Required User Licenses and Modules are included in the License File.	As relevant to the software installation	License File(s) reviewed by Open Office Application Consultants and Customer ICT Team.
2	Installed Software	Software deployed and accessible by users. Release Notes and/or Software Manuals provided	As relevant to the software installation	Tested by Customer ICT & Testing Teams.
3	Migrated Data (per phase)	All data provided by Customer in the agreed format. Migrated Data reconciles with source system and signed off.	As relevant to the software installation	Source data reviewed by Open Office Project Managers and Application Consultants. Migrated data reviewed by Customer Data Quality Manager, Customer SMEs and tested by Customer Testing Team.
4	Environment			

Program Support Deliverables

#	Deliverable	Description	Project Phase	Acceptance Criteria
1	Statement of Work	SOW Acceptance signed by both parties.	Initiation	Review by Customer Project Executive and Project Owner. Review by Open Office Executive, Account Manager & Application Consultants.
2	Project Schedule	Full Project Plan agreed upon by both parties and signed off.	Initiation	Review by Customer Project Manager and Project Owner. Review by Open Office Project Executive, Application Consultants, Service Delivery Manager & Technical Lead.
3	Business Requirement Verification(BRV) Documents)	All workshops completed with relevant BRV signed off.	As required	Joint review by Customer and Open Office Project Managers, SMEs (Customer) and Application Consultants (OO).

#	Deliverable	Description	Project Phase	Acceptance Criteria
4	Administration Training Plan (per phase)	Training plan timeframe, content, participants, materials, format and resources agreed.	As required	Joint review by Customer and Open Office Project Managers, Training Manager (Customer) & Training Consultants (OO).
5	Administration Training (per phase)	Training delivered in accordance with Administration Training Plan and signed off.	As required	Joint review by Customer and Open Office Project Managers, Training Manager (Customer) & Training Consultants (OO).
6	Operational Training Plan (per phase)	Training plan timeframe, content, participants, materials, format and resources agreed.	As required	Joint review by Customer and Open Office Project Managers, Training Manager (Customer) & Training Consultants (OO).
7	Operational Training (per phase)	Training delivered in accordance with Operational Training Plan and signed off.	As required	Joint review by Customer and Open Office Project Managers, Training Manager (Customer) & Training Consultants (OO).

Documentation & Materials

The following documentation will be created through the lifecycle of the project. Most of the documentation will require input from both open Office and Customer resources:

- Project SOW
- Project Schedules
- Project Stream BRV documentation
- Test Plans
- Test Cases
- Issues and Risk Registers
- Training manuals
- Variations and Variation Registers
- Project Closure documentation

13 Resources

The following key Open Office resources will work on this project:

Role	Assigned	Phone	Email
Primary Contact			
Account Manager			
Project Manager			
Application Consultants			
Infrastructure Consultant			

Appendix A – Specifications

Name	Version	Date

Appendix B – Project Schedule

REPORT DATE: 20 October 2020 **REPORT NUMBER:** CCS-059/20
DEPARTMENT: Community and Corporate Services
REPORT TITLE: **Amendment of Community Grants Policy**
PREPARED BY: Community Development and Events Coordinator, Mrs Megan Boyd

SUBJECT:

Amendment of Community Grants Policy GRC0005 and adoption of new Community Grant Guidelines.

REPORT:

Council has recently received legal advice that the *Local Government Regulation 2012 s195*, only allows for one Community Grants Policy.

To reflect this, Council has simplified the current Community Grants Policy GRC0005 (Attachment 1) and has created a number of user-friendly guidelines to provide the terms and conditions of each grant program, including financial delegations and eligibility criteria.

Existing funding programs – no material change to content

- Community Grant Guidelines – Attachment 2
- Community Donation Guidelines – Attachment 3
- Regional Arts Development Fund (RADF) Guidelines – Attachment 5

New funding programs for Council's consideration

- COVID-19 Community Grant Guidelines – Attachment 4
- Goondiwindi Cinema Gift Cards Guidelines (details to be tabled at a future Council meeting)

Council has also prepared a formal Terms of Reference (Attachment 6) for the RADF program to formalise the arrangement of the RADF Committee and their role in determining fund distribution on behalf of Council.

COVID-19 Community Grant Guidelines

Council is proposing to create a new funding program called the COVID-19 Community Grant.

Goondiwindi Regional Council has allocated additional funds to the 2020-21 Community Grants and Donations budget to support community groups through COVID-19. Many community groups are reporting a loss of income through decreased revenue streams particularly in relation to the inability to fundraise and limited business sponsorship because of the COVID-19 pandemic.

It is proposed that Council create a temporary Community COVID-19 grant to support the operational costs of up to \$1,200 for community groups. The intention is to ensure that these groups remain in existence during this challenging time. A summary of the grant is as follows:

- The grant will be operational in two rounds. Round One - 19 Oct 2020 to 27 Nov 2020. Second round will likely be March/ April 2021.
- Community groups can supply invoice/s for operational expenses such as insurance or auditing fees and these costs will be reimbursed by Council.
- The applicant can submit more than one invoice.

- The invoice must relate predominately to the 2020-21 financial year, but can be already paid or an upcoming expense. Applicants can include an invoice from a previous year as evidence for an upcoming expense.
- The following groups are not eligible under the proposed policy.
 - Applicants based outside of the Goondiwindi Regional Council area.
 - Applications from individuals/businesses, or auspiced groups (must be incorporated or similar legal entity).
 - Applications from schools, a school P&C or similar, a church group or religious order, hospital foundation or PCYC.
 - Applications from a State Emergency Services, Rural Fire Brigade, Army Cadets or similar.
 - Applications from political parties.
 - Applications from groups based within the Goondiwindi Regional Council area, but where the funds are not retained within the region (e.g. fundraising for Cancer Council).
 - Applications for expenses that represent new activities or expenses not required to keep the community organisation in existence (e.g. build a new website).
 - Applications for maintenance and/or improvements to buildings or infrastructure.
- The grant would be paid regardless of whether the Community Group has already accessed other Council funding. Including if the group has had their rates waived as a result of Council's COVID response. The payment of COVID-19 Community Grant funding would not impact the ability for the group to access alternate Council Community Grant funding provided they meet the eligibility requirements for each funding program.
- Each group will be required to provide a financial acquittal report – a statement confirming that the funds were used as per the application.
- The Chief Executive Officer or delegate will be able to approve all requests.

ASSOCIATED RISKS:

- Nil

FINANCIAL IMPACTS:

- \$384,600 budget has been allocated for Community Grants and Donations in 2020-21.
- Already spent/committed in 2020-21 is approx. \$270,000, remaining is approximately \$114,600.
- If every incorporated community group accessed the full \$1,200 the total cost of the initiative could be in the vicinity of \$250,000. However, Council believes it is unlikely every group will apply, and it is unlikely that every group will have operational costs of \$1,200 or more.
- If required, there is an additional unspent COVID-19 Recovery budget of approx. \$100,000 (this includes the potential allocation of \$50,000 towards the USQ C2C project).
- By splitting the COVID-19 grant into rounds this provides greater capacity for Council to assess early in the financial year the financial implications of this grant.

CONSULTATION:

- Council staff have been informally liaising with community groups to understand their challenges through COVID-19
- Council's RADF Committee have reviewed the attached draft Guidelines and Terms of Reference.

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*

OFFICER'S RECOMMENDATION:

That Council resolves to adopt the revised Goondiwindi Regional Council Community Grants Policy (GRC0005) as tabled; and endorses the following:

- 1. Community Grant Guidelines*
- 2. Community Donation Guidelines*
- 3. COVID-19 Community Grant Guidelines – this Grant program is to expire on 30 June 2021*
- 4. RADF Guidelines*
- 5. RADF Committee Terms of Reference.*

ATTACHMENTS:

- Attachment 1: Revised Goondiwindi Regional Council Community Grant and Donations Policy
- Attachment 2: Community Grant Guidelines
- Attachment 3: Community Donation Guidelines
- Attachment 4: COVID-19 Community Grant Guidelines
- Attachment 5: Regional Arts Development Fund Guidelines
- Attachment 6: Regional Arts Development Fund Committee Terms of Reference

COMMUNITY GRANTS POLICY

Adopted Date: 28 May 2008
Policy Number: GRC 0005
Policy Type: Strategic
Responsible Officer: Director Community and Corporate Services
Department: Community & Corporate Services

Version	Decision Number or CEO Approval	Decision Date	History
1	GRC 0005	28 May 2008	Review June 2009
2	Reviewed and amended	12 August 2009	Review June 2010
3	Reviewed and amended	23 February 2011	Review June 2013
4	Reviewed and amended	27 June 2012	Review June 2014
5	Reviewed and amended – Resolution OM-020/15	25 February 2015	Review 2017
6	Reviewed	7 June 2017	Review 2018
7	Reviewed and amended – Resolution OM-0157/17	23 August 2017	Review 2018
8	Reviewed and amended – Resolution OM-187/20	27 October 2020	Review October 2022

1 BACKGROUND

This policy provides the overarching corporate framework for the establishment and administering of all financial assistance of donations and grants to Community Organisations provided by Council.

This policy sets out the minimum requirements regarding the provision of Council financial and in-kind assistance of donations and grants to community organisations, that such organisation must comply with to ensure that Council complies with the requirements of the *Local Government Regulation 2012*.

2 DEFINITIONS

Section 194 of the *Local Government Regulation 2012* provides Council the power to give a grant to a Community Organisation in the public interest and consistent with this Policy.

Community Organisation is defined as per the dictionary schedule of the *Local Government Regulation 2012*:

- a) an entity that carries on activities for a public purpose; or
- b) another entity whose primary object is not directed at making a profit.

Public Purpose for the purpose of this policy is defined as any activity that:

- a) Encourages physical activity through participation in sporting, recreational and social pursuits; or
- b) Fosters an understanding and appreciation of the region's heritage and cultural diversity; or
- c) Promotes and encourages environmental protection and sustainability; or
- d) Supports and builds relationships with disadvantaged or vulnerable groups in our community; or
- e) Provides economic benefits to the region including promoting employment opportunities; or
- f) Encourages and promotes educational opportunities and initiatives; or
- g) Promotes the Goondiwindi Regional Council area as a region of opportunities for families, lifestyle and business.

3 POLICY OBJECTIVE

- a) To provide corporate guidelines and criteria on the provision of grants and donations to community organisations in accordance with Section 194 and 195 of the Local Government Regulation 2012.
- b) To meet the annual reporting requirements as per Section 189 of the Local Government Regulation 2012.
- c) To align our granting activities with the Goondiwindi Regional Council Corporate Plan.
- d) To ensure that the administration and assessment of Council grants are transparent, equitable, inclusive, in the public interest, compliant with relevant legislation and consistent with the principles that underpin the Local Government Act 2009.
- e) To ensure Council achieves value for money in all granting activities.
- f) Support for active, vibrant and engaged communities.

4 SCOPE

This policy applies to all grants made to community organisations as per the terms and conditions of eligibility as outlined within each of Council's funding guidelines, and where applicable other Partnering Arrangements.

The current funding grant guidelines are offered by Council:

- Community Grants Program Guidelines
- Community Donations Program Guidelines
- COVID-19 Community Grant Program Guidelines
- Regional Arts Development Fund (RADF) Guidelines
- Goondiwindi Cinema Gift Cards Guidelines

5 POLICY

Goondiwindi Regional Council is committed to supporting community organisations to make a positive and on-going contribution to the Goondiwindi Regional Council communities through the provision of a community grants program and other Partnering Arrangements. Council acknowledges the valuable contribution of

community organisations to deliver community, cultural, economic, sporting and recreation outcomes in line with the strategic direction of Council's Corporate Plan.

Each of the funding programs has specific priorities and guidelines, these are defined in the each of the Community Grants Guidelines documents and/ or set out in individual Partnering Arrangements.

Organisations or groups may be eligible to apply for a Community Grant providing they satisfy the specific eligibility criteria of the particular grant they are applying for as set out in the Grant's guidelines.

6 AUTHORITY TO APPROVE GUIDELINES AND FUNDING

All new funding programs and individual Grant guidelines must be approved at an Ordinary Council meeting. The Chief Executive Officer can approve minor edits to the individual Grant guidelines, evidence of approval must be in writing.

These guidelines will include details of any delegated financial authority for the Chief Executive Officer or delegate.

7 CONFLICT OF INTEREST

All Officers or Councillors involved in the assessment and/ or determination of applications must adhere to the requirements detailed in the Local Government Act 2009, relevant Code of Conduct and policies with regard to any real or perceived conflicts of interest.

8 CONDITIONS OF APPROVAL

All Grants awarded by Goondiwindi Regional Council are subject to the following conditions:

The grant money cannot be used for any other purpose than that for which the grant is awarded.

- a) If a community organisation wishes to modify the intended use of the grant they must submit a written request to Council prior to the activity commencing. The outcome of the request to alter the intended use of a community grant will only be provided to the applicant in writing.
- b) Funds that cannot be used for the specified purpose must be returned to Council.
- c) The grant recipient will obtain the appropriate permits/ approvals, insurance covers etc. relating to the project for which the grant is awarded.
- d) Where required, the recipient will properly acquit the grant as soon as practicable after the completion of the project/event. If the acquittal is not received, future applications, or the amount provided by Council when considering future applications may be affected.
- e) Acknowledgement of Council's support is required.
- f) Applicants give permission for Council to use the grant information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution.

COMMUNITY GRANTS PROGRAM GUIDELINES



Council's Community Grant program (over \$500) supports community organisations to deliver activities, events or services for the Goondiwindi region community.

GRANT OBJECTIVES

Grant applications should meet at least one of the following objectives for the Goondiwindi Regional Council community:

- Support community initiatives
- Encourage the ongoing social, cultural, recreational, sporting and environmental development
- Protect and enhance our natural environment
- Improve health and physical activity
- Promote the use, development and creation of community assets

PROJECT FUNDING

What funding is available?

- Grants are for funding applications above \$501
- There is no upper limit as to how much an eligible applicant can apply for
- It is important to note that as a small regional Council with over 200 community groups, Council aims to support a broad cross section of projects and therefore large funding requests are rarely approved
- Council's Community Donation program is open for funding requests of \$500 or less

ELIGIBLE ORGANISATIONS

The criteria for eligible organisations are, organisations:

- Organisations must operate within the regional boundaries or demonstrate that services are provided to a significant percentage of members, clients or residents from the Goondiwindi Regional Council area
- The organisation's objective must be solely non-profit making
- Applicants must be incorporated or auspiced by an incorporated body, except if they are a School, a School P&C or similar, a Church, a Church group, a religious order, hospital foundation or PCYC
- Be free of debt with Council or up to date with an agreed repayment schedule
- All previous grant or subsidy funding received from Council must be fully acquitted
- Applicants must complete an online application and certification for the requested funding
- The applicant is to disclose other recent grant or donation applications that were successfully funded by Council or are currently under consideration by Council
- Applicants must be able to demonstrate effective management skills and be financially accountable

INELIGIBLE ORGANISATIONS

The following applications will not be considered:

- Applications from individuals/businesses
- Applications from political parties
- Organisations who have previously defaulted on the conditions of funding
- Organisations that operate licenced gaming machines

ELIGIBLE APPLICATIONS

- Funding will be provided on a 'project' or 'program' basis
- Applications must be lodged a minimum 8 weeks prior to the project
- Activities could include:
 - Local events – no more than 50% of event costs
 - Purchase of equipment or infrastructure improvements (copies of quotes must be included with application)
 - Waive of Council hire fees
 - Reimbursement of rates will be considered for all types of rates and utility charges other than additional garbage service
 - Council fee relief (see below for further information/ conditions)
 - Other applications considered on a case by case basis
- Applications that are \$1,500 or more must have a co-contribution of at least 50% e.g. external funding or existing group funds
- Applicants will be required to provide a copy of the latest audited financial statements where the funding sought is \$1,500 (excl. GST) or more
- Only one (1) application per event/ activity
- Proposed project generally occurs in same financial year as funded

Fee Relief Activities

- Approval may be sought for the reimbursement of one-off application fees, e.g. building, water, sewerage and town planning application fees etc. However, with the exception of fees applicable to proposed works/ developments on Council controlled land, the fees must be paid to Council prior to payment of the financial assistance
- If reimbursement of the fees is not sought within three (3) months no funding approval will be granted
- Annual licence fees will not be reimbursed

RECURRING PROJECT GRANTS

- Council may at its discretion, at an Ordinary Meeting of Council determine that an organisation and specific project is entitled to a variation to this guideline (e.g. an annual allocation without a recurring application)
- Council will advise in writing any project that has been granted an exemption
- Each of these projects will be assessed annually through Council's budget process
- No project can be guaranteed the same funding amount year on year, and the funding allocated is subject to review and requests for additional information from Council

INELIGIBLE PROJECTS

The following will not be considered, applications for:

- Events and activities held outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit
- Project work/ activities which have already taken place
- Team/ group apparel, registration fees, travel, accommodation costs and the like to attend games and events, or trophies
- Maintenance and/ or improvements to buildings, infrastructure, etc on the grounds of schools and other government entities and religious organisations, with the exception of applications from schools seeking a contribution towards the cost of water. When considering such applications a further criteria will be that the school undertakes to make its grounds available to the public outside school hours
- Catering or alcohol expenses
- Commercial gain projects
- General operating expenses
- Multiple applications for the same event/ activity

IN-KIND ASSISTANCE

For in-kind assistance related to Council Plant and Equipment:

- Applicants must seek a quote for the value of the in-kind assistance prior to submitting their application
- The grant amount will be calculated in accordance with Council's current fees and charges for plant hire and wages, including travel and stand down time
- Only Council personnel to operate Council plant
- All works in-kind will be subject to the availability of plant and plant operators
- It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excess of the approved funding amount
- For dry-hire of equipment such as road barriers Council will advise details and specific conditions of use

GRANTS ASSESSMENT CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits based on the following criteria:

- Benefit to the Goondiwindi Regional Council community
- Scope of the benefit i.e. sectors of the community or proportion of the community that will benefit
- The ability of the organisation to raise funds by other means
- Community participation/ cooperative approach
- Achievable aims and objectives
- Prior community grants awarded and the outcomes of these
- Benefit to the environment
- Availability of funding
- Consistency in decision making compared with similar grant applications

In extraordinary circumstances only, Council may apply special consideration in applying Council's Community Grant Policy GRC 0005.

APPLICATION PROCESS

- Applications are open all year round.
- An online Community Grant application form, can be found on Council's website www.grc.qld.gov.au
- Applications must be submitted no later than eight (8) weeks prior to the commencement of the proposed activity
- Applications are first reviewed to ensure that they meet the funding and project eligibility guidelines. Additional documents may be requested by Council, if required
- Council's Chief Executive Officer or delegate has authority to approve the following Community Grants, providing there is evidence of at least 50% co-contribution:
 - Waive of Council hire fees – grants up to \$1,500 cash
 - Events support – grants of up to \$1,000 cash or \$2,000 in-kind
 - Other (includes equipment purchase and facility improvements) – grants of up to \$1,500 cash
- Applications outside of this delegation to be decided at an Ordinary Meeting of Council. This includes where an organisation has multiple successful Grant applications with a cumulative total of more than \$1,500 in one financial year

IF UNSUCCESSFUL

You will receive email notification within six weeks that will include a reason your application has been declined.

IF SUCCESSFUL

- You will receive email notification within six weeks
- Council will require a tax invoice to process your funding
- In some instances, there may be specific funding conditions that need to be met before payment can be made

CONDITIONS OF APPROVAL

All Community Grants are subject to the following conditions:

- The grant money cannot be used for any other purpose than that for which the grant is awarded
- If a community organisation wishes to modify the intended use of the grant they must submit a written request to Council detailing the alterations 30 days prior to the activity. The outcome of the request to alter the intended use of a community grant will only be provided to the applicant in writing
- Funds that cannot be used for the specified purpose must be returned to Council
- The grant recipient will obtain the appropriate permits/ approvals, insurance covers etc. relating to the project for which the grant is awarded
- Council may at its discretion request a copy of public liability insurance certifications, risk management plans and event plans
- Applicants give permission for Council to use the grant information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution
- No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested
- Successful applicant's details, including name of the organisation, amount and purpose of grant, will be published on Council's website
- A register of grants to community organisations will be kept for disclosure in Council's Annual Report, in accordance with Section 189 of the Local Government Regulation 2012
- Council's Community Grant program is subject to Goondiwindi Regional Council's Community Grant Policy GRC 0005

FUNDING ACQUITTAL

The recipient will properly acquit the grant as soon as practicable after the completion of the project/ event. If the acquittal is not received within three (3) months of the completion date, future applications, or the amount provided by Council when considering future applications may be affected.

ACKNOWLEDGEMENT CONDITION

As a condition of funding, successful applicants are required to actively and publicly acknowledge Goondiwindi Regional Council's support in all published material associated with the funded activity.

Council may request Council supplied signage is displayed promoting our financial support. Signage provided by Council is to be returned to Council in good condition within seven (7) days of the completion of the project/ event.

Funding recipients must ensure that Council's positive reputation is maintained at all times.

APPLICANT SUPPORT

For further information about the Community Grants program you can email Council's Community Development and Events Coordinator, Megan Boyd, at mboyd@grc.qld.gov.au.

COMMUNITY DONATIONS PROGRAM GUIDELINES



Council's Community Donation program (up to \$501) supports community organisations to deliver activities, events or services for the Goondiwindi region community.

DONATION OBJECTIVES

Donation applications should meet at least one of the following objectives for the Goondiwindi Regional Council community:

- support community initiatives
- encourage the ongoing social, cultural, recreational, sporting and environmental development
- protect and enhance our natural environment
- improve health and physical activity
- promote the use, development and creation of community assets

ELIGIBLE ORGANISATIONS

The criteria for eligible organisations are, organisations:

- must operate within the regional boundaries or demonstrate that services are provided to a significant percentage of members, clients or residents from the Goondiwindi Regional Council area
- objective must be solely non-profit making
- must be free of debt with Council or up to date with an agreed repayment schedule
- must have acquitted all previous Council grant, donation or subsidy funding
- must complete an online application and certification for the requested funding
- must disclose other recent grant or donation applications that were successfully funded by Council or are currently under consideration by Council
- are incorporated or auspiced by an incorporated body, except where there is a direct benefit to the Goondiwindi Regional Council community e.g. School, Church group, Rural Fire Brigade and the like.

INELIGIBLE ORGANISATIONS

The following applications will not be considered:

- Applications from individuals/businesses
- Applications from political parties
- Organisations who have previously defaulted on the conditions of funding
- Organisations that operate licenced gaming machines

PROJECT FUNDING

What funding is available?

- Donations will be provided up to \$500.
- Organisations who are seeking funds of \$501 or more will be required to make an application under Council's Community Grants Program

ELIGIBLE APPLICATIONS

- Funding will be provided on a 'project' or 'program' basis
- Applications must be lodged a minimum of 30 days prior to the event.
- Activities could include:
 - Local events
 - Purchase of equipment
 - Waive of Council hire fees
 - Other applications considered on a case by case basis
- Only one (1) application per event/activity
- Proposed project generally occurs in same financial year as funded

RECURRING PROJECT DONATIONS

- Council may at its discretion, at an Ordinary Meeting of Council determine that an organisation and specific project is entitled to a variation to this guideline (e.g. an annual allocation without a recurring application)
- Council will advise in writing any project that has been granted an exemption
- Each of these projects will be assessed annually through Council's budget process
- No project can be guaranteed the same funding amount year on year, and the funding allocated is subject to review and requests for additional information from Council

INELIGIBLE PROJECTS

The following will not be considered, applications for:

- Events and activities held outside of the Goondiwindi Regional Council area, unless the applicant can demonstrate a direct community benefit
- Project work/ activities which have already taken place
- Team/ group apparel, registration fees, travel, accommodation costs and the like to attend games and events, or trophies
- Maintenance and/ or improvements to buildings, infrastructure, etc on the grounds of schools and other government entities and religious organisations, with the exception of applications from schools seeking a contribution towards the cost of water. When considering such applications a further criteria will be that the school undertakes to make its grounds available to the public outside school hours
- Catering or alcohol expenses
- Commercial gain projects
- General operating expenses
- Multiple applications for the same event/ activity

IN-KIND ASSISTANCE

For in-kind assistance related to Council Plant and Equipment:

- Applicants must seek a quote for the value of the in-kind assistance prior to submitting their application
- The donation amount will be calculated in accordance with Council's current fees and charges for plant hire and wages, including travel and stand down time
- Only Council personnel to operate Council plant
- All works in-kind will be subject to the availability of plant and plant operators
- It is expected that the proposed works will be completed within the funding allocation. Organisations may be required to reimburse Council for any costs in excess of the approved funding amount
- For dry-hire of equipment such as road barriers Council will advise details and specific conditions of use

For in-kind assistance related to Council photocopying:

- Council will copy up to 50 sheets for community groups free of charge – no application form is required
- Requests for large bundles of photocopying should be made in writing, via an application
- The request will be considered by the Chief Executive Officer or delegate to allow the copying based upon the following criteria:
 - The number of copies to be done
 - The timeframe for the copies to be done
 - The likely demand upon the copier by Council work
 - Such other factors as may be relevant

ASSESSMENT PROCESS

- Applications are open all year round
- An online Community Donation application form, can be found on Council's website www.grc.qld.gov.au
- Applications should be submitted as early as possible, but no later than thirty (30) days prior to the commencement of the proposed activity
- Additional documents may be requested by Council if needed to make an informed decision
- Applications are first checked to ensure that they meet the funding and project eligibility guidelines
- Council's Chief Executive Officer or delegate has authority to approve Community Donations, as long as Community Donations from an individual organisation in one financial year does not exceed \$1,000. Applications outside of this delegation to be decided at an Ordinary Meeting of Council.

IF UNSUCCESSFUL

You will receive email notification within 4 weeks that will include a reason your application has been declined.

IF SUCCESSFUL

- You will receive email notification within 4 weeks
- Council will require a tax invoice to process your funding
- In some instances, there may be specific funding conditions that need to be met before payment can be made

DONATIONS ASSESSMENT CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits based on the following criteria:

- Benefit to the Goondiwindi Regional Council community
- Scope of the benefit i.e. sectors of the community or proportion of the community that will benefit
- Community participation/ cooperative approach
- Achievable aims and objectives
- Prior community grants or donations awarded and the outcomes of these
- Benefit to the environment
- Availability of funding
- Consistency in decision making compared with similar donation applications

FUNDING ACQUITTAL

- The recipient will properly acquit the donation as soon as practicable after the completion of the project/ event. If the acquittal is not received within three (3) months of the completion date, future applications, or the amount provided by Council when considering future applications may be affected
- Applicants who receive donations of \$200 or less are not required to submit an acquittal to Council at the completion of the project unless specifically requested

CONDITIONS OF APPROVAL

All Community Donations awarded by the Goondiwindi Regional Council are subject to the following conditions:

- The donation money should not be used for any other purpose than that for which the donation is awarded.
- If a community organisation wishes to modify the intended use of the donation they must submit a written request to Council detailing the alterations 30 days prior to the activity. The outcome of the request to alter the intended use of a community donation will only be provided to the applicant in writing
- Funds that cannot be used for the specified purpose must be returned to Council
- The donation recipient will obtain the appropriate permits/ approvals, insurance covers etc. relating to the project for which the donation is awarded
- Applicants give permission for Council to use the donation information for promotional and public information, including (where deemed appropriate by Council) the use of photographs, publications, annual reports and placement of permanent ceremonial plaques acknowledging Council's financial contribution
- Successful applicant's details, including name of the community organisation, amount and purpose of donation, will be published on Council's website
- No applicant can be guaranteed funding nor can any applicant be guaranteed to receive the full amount requested
- A register of donations to community organisations will be kept for disclosure in Council's Annual Report, in accordance with Section 189 of the *Local Government Regulation 2012*
- Council's Community Donation program is subject to Goondiwindi Regional Council's Community Grant Policy GRC 0005

ACKNOWLEDGEMENT CONDITION

As a condition of funding, successful applicants are required to actively and publicly acknowledge Goondiwindi Regional Council's support in all published material associated with the funded activity.

Council may request that Council supplied signage is displayed promoting our financial support. Signage provided by Council is to be returned to Council in good condition within seven (7) days of the completion of the project/ event.

Funding recipients must ensure that Council's positive reputation is maintained at all times.

APPLICANT SUPPORT

For further information about the Community Donations program you can email Council's Community Development and Events Coordinator, Megan Boyd, at mboyd@grc.qld.gov.au.

COVID-19 COMMUNITY GRANT FUNDING



The COVID-19 Community Grant is in response to the COVID-19 pandemic, and aims to support groups negatively impacted by the pandemic. It is intended to provide financial support to the fundamental operational activities of local not for profit groups that directly benefit the Goondiwindi region community to ensure they can remain in existence.

ORGANISATION ELIGIBILITY

All applications are checked to ensure that they are complete. Ineligible and incomplete applications will not progress to assessment.

Who can apply for COVID-19 Community Grant funding?

- Registered not-for-profit organisations
- Community organisations

Applicants:

- must operate within the regional boundaries of the Goondiwindi Regional Council area
- objective must be solely non-profit making
- must be an incorporated body (or similar)
- must be free of debt with Council or up to date with an agreed repayment schedule
- must not have an overdue acquittal for previous grant or subsidy funding received from Council
- can be recipients of other Council grants e.g. waive of Council fees or Community Grants and Donations are eligible to apply for the full amount. The payment of this funding would also not impact the ability for the group to access the alternate GRC Community Grants and Donations funding
- must complete an online application and certification for the grant

Funding is not available for the following community groups:

- from applicants based outside of the Goondiwindi Regional Council area
- from individuals/businesses, or auspiced groups

- from schools, a school P&C or similar, a church group or religious order, hospital foundation or PCYC
- from a State Emergency Services, Rural Fire Brigade, Army Cadets or similar
- from political parties
- from groups based within the Goondiwindi Regional Council area, but where the funds are not retained within the region (e.g. fundraising for Cancer Council)

PROJECT FUNDING

What funding is available?

- Up to \$1,200 per organisation.

ELIGIBLE PROJECTS/ ACTIVITIES

The COVID-19 Community Grant provides funding for:

- Applicants can request up to \$1,200 cash funding from Council as reimbursement for operational expenses relating to their Community Organisation (for example insurances, auditing fees, licence costs).
- Applicants must submit copies of invoices/ receipts as proof of amount. In the absence of a current invoice, applicants may submit an invoice from the previous financial year as evidence.
- There is no limit on the number of invoices/ receipts that an applicant can include in their grant, however the grant will not exceed \$1,200 per applicant (per Community Organisation).

- The expense must relate predominately to the 2020-21 financial year, but can be already paid or an upcoming expense.

Funding is not available for applications:

- expenses that represent new activities or expenses not required to keep the community organisation in existence (e.g. build a new website)
- expenses related to maintenance and/or improvements to buildings or infrastructure

APPLICATION PROCESS

Applications are open from 2 November to 18 December 2020.

An online COVID-19 Community Grant application form, and further details about the COVID-19 Community Grant can be found on Council's website

www.grc.qld.gov.au

Additional documents may be requested by Council if needed to make decision.

Council assesses each application on merit against the policy guidelines.

- Applications will be assessed for eligibility in an open and equitable manner
- All applications will be determined by the Chief Executive Officer or delegate
- Applications will be assessed within 6 weeks of the closing date of the funding round
- No applicant can be guaranteed the funding they requested.

IF SUCCESSFUL

- You will be required to return a tax invoice before your funding can be processed by Council's finance team
- Funds will be paid to successful applicants within 4 weeks of receipt of tax invoice
- In some instances, there may be specific funding conditions that need to be met before payment can be made

CONDITIONS OF FUNDING

COVID-19 Community Grants awarded by Goondiwindi Regional Council are subject to the following conditions:

- the grant money cannot be used for any other purpose than that for which the grant is awarded
- funds that cannot be used for the specified purpose must be returned to Council, or the applicant can seek written permission from Council to repurpose
- applicants give permission for Council to use the grant information for promotional and public information, including images, to acknowledge Council's financial contribution
- Council at its discretion may offer a second round of funding within the 2020-21 financial year, subject to funding availability
- COVID-19 Community Grant funding is a one-off funding grant only intended to be active during the 2020-21 financial year

ACKNOWLEDGEMENT CONDITION

As a condition of funding, successful applicants are encouraged to acknowledge Council's support where possible and practical.

ACQUITTAL/ OUTCOMES REPORT

The recipient will properly acquit the grant as soon as practicable after the expense has been incurred, or by the end the financial year the grant was awarded within. If the acquittal is not received, future applications, or the amount provided by Council when considering future applications may be affected.

The acquittal report needs for the organisation to confirm that the funds were spent as per the purpose listed in the application.

APPLICANT SUPPORT

For further information about COVID-19 Community Grant or for help completing the application please contact Council's grant Officer: 4671 7400.

Alternatively you can email Council's Community Development and Events Coordinator, Megan Boyd, at mboyd@grc.qld.gov.au.

It is not appropriate for applicants to approach Councillors directly to lobby for their funding and this may impact the outcome of the application.

GOONDIWINDI REGION COVID-19 COMMUNITY GRANT PRINCIPLES

- to provide corporate guidelines and criteria on the provision of the grant to Community Organisations in accordance with *Section 194 & 195 of the Local Government Regulation 2012*
- to meet the annual reporting requirements as per *Section 189 of the Local Government Regulation 2012*
- support community initiatives
- encourage the ongoing operation of local not for profit Community Organisations during the COVID-19 pandemic

RADF GRANT GUIDELINES

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government through Arts Queensland and Goondiwindi Regional Council to support local arts and culture in regional Queensland. RADF funds are aimed at the development of emerging and established artists, creative practitioners and producers.

ELIGIBILITY

All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to assessment.

Who can apply for RADF funding?

- Individual emerging and established artists, producers and creative practitioners
- Businesses
- Registered not-for-profit organisations
- Schools and P&C Associations

Applicants must:

- reside or be based in the Goondiwindi region or, if based outside the local government area, demonstrate how the project will directly benefit residents in the Goondiwindi region
- be Australian citizens or permanent residents
- hold an Australian Business Number (ABN) or be auspiced by an ABN holder
- have public liability insurance
- have met all acquittal conditions of previous council grants.

GOONDIWINDI REGION RADF PRIORITIES

- arts and cultural development for children and young people
- exposure to wide range of art forms & cultural activities
- encourage and engage audiences and participants from diverse local demographic cultural groups
- increase access to art & culture for community members and tourists
- skill development of local artists
- support health, wellbeing and social connection through arts

PROJECTS INELIGIBLE FOR FUNDING

Funding is not available for applications that:

- seek costs of purchase of capital items e.g. equipment, buildings or vehicles
- seek ongoing operational expenses
- occur prior to the receipt of funding
- involve amateur arts activities and craft workshops; however professional services to these activities that deliver an arts development outcome are eligible
- seek costs associated with prizes or awards (e.g. eisteddfod prizes); however the cost of professional adjudicators at competitions are eligible.
- are accredited study, training or university courses
- seek costs for catering expenses

PROJECT FUNDING

What funding is available?

There is no pre-determined limit for each application, however funding is limited by available budget each year.

CO-CONTRIBUTION

RADF grants require a co-funding contribution. Sources could include:

- applicant cash contributions
- grants from other funding bodies
- fundraising, sponsorship and partnership contributions
- in-kind support.

The Goondiwindi Regional Council RADF program provides funding in four categories:

FUNDING CATEGORY ONE - DEVELOPING REGIONAL SKILLS FUNDING

What funding is available?

Up to 70% of costs for registration, accommodation and travel only

Projects eligible for funding

- local artist attendance at professional development seminars; master classes; mentorships with recognised arts and cultural peers; and placements with recognised arts and cultural organisations

FUNDING CATEGORY TWO - BUILDING COMMUNITY CULTURAL CAPACITY FUNDING

What funding is available?

Up to 70% of

- the artist/s costs including travel and accommodation
- venue hire
- other fees directly related to the project/ activity
- marketing of professional artistic product

Projects eligible for funding

- engagement of a professional artist to work with applicant to deliver arts capacity building activities
- professional adjudicators for local eisteddfods and cultural competitions (professional feedback to foster development of local talent)
- community story documentation, which may be through various forms and mediums, including plays, videos, artwork, digital exhibitions, education programs, oral histories and publications

FUNDING CATEGORY THREE - CULTURAL TOURISM FUNDING

What funding is available?

Up to 70% of

- the artist/s costs including travel and accommodation
- venue hire
- other fees directly related to the project/ activity
- marketing of professional artistic product

Projects eligible for funding

- engagement of artists/ expertise to support the development of tourism product
- community project that helps to retain and promote locally distinct arts, culture and heritage
- product development by professional artists, either as individuals or in partnership with individual community members or community groups

FUNDING CATEGORY FOUR - ARTS BASED HEALTH AND WELLBEING FUNDING

What funding is available?

Up to 70% of

- the artist/s costs including travel and accommodation
- venue hire
- other fees directly related to the project/ activity
- marketing of professional artistic product

Projects eligible for funding

- arts and cultural activities that support health, wellbeing and social connection
- music, dance/ movement, performing and visual arts projects with a specific focus on improving health & wellbeing in local communities, particularly older people (55+)

BUDGET

It is compulsory to include a comprehensive budget using the template in the online application form. You must:

- ensure estimates are as accurate as possible
- list all costs associated with your project as this will strengthen the application
- include all forms of income including any in-kind
- as per the budget template include what items you are seeking an RADF Contribution towards

APPLICATION PROCESS

Applications are open all year round.

An online RADF grant application form, and further details about RADF can be found on Council's website www.grc.qld.gov.au

Applications should be submitted as early as possible, but no later than four (4) weeks prior to the commencement of the proposed activity (reminder - funds are limited).

Additional documents may be requested by the RADF Committee if needed to make an informed decision.

As a minimum applicants must include:

- CV's of all artist/s for which funding is being sought
- copies of quotes and budget details
- letters of support from locals who will benefit
- details of venue hire confirmation
- other supporting documents are welcome

The RADF Committee assesses each application on merit against the assessment criteria and provides a recommendation to Council on what level of funding to award and this recommendation is implemented by Council's RADF Liaison Officer.

ASSESSMENT CRITERIA

Applicants that meet the eligibility requirements will be assessed on their merits based on the following criteria:

Criteria	Description
Quality	<ul style="list-style-type: none">• evidence of artistic merit• evidence of benefits to the local community• evidence of strengthening the local arts and culture sector• evidence of alignment to Council RADF priorities
Reach	<ul style="list-style-type: none">• evidence of programs engaging diverse audiences, participants and communities, or to a specific target group• evidence of local demand and need for proposed activity
Impact	<ul style="list-style-type: none">• the application's ability to support local employment and to build the capacity of the local arts sector through investment in cultural infrastructure and/or community programs
Viability	<ul style="list-style-type: none">• evidence of initiating a collaborative partnership approach to the delivery of arts and cultural services• evidence of adequate planning and value for money, including co-contributions• evidence of adequate consideration towards health and safety, copyright, protocols, insurance and required licences• where applicable, does the application provide evidence of 'where to from here' to indicate the sustainability of the project

IF UNSUCCESSFUL

You will receive email notification within 4 weeks that will include feedback from the RADF Community Committee who assess the applications. You can call or email the RADF Liaison Officer if you would like more detailed information.

Unsuccessful applicants are also encouraged to resubmit their application to future RADF rounds or to another grants program. Both the Queensland and Australian Governments have websites that list available grants.

IF SUCCESSFUL

- You will receive email notification within 4 weeks, if the application has been approved by Council's RADF Committee
- You will receive a Letter of Offer specifying what the funding is being allocated for and any special conditions that may apply. This will include a letter of acceptance (you will need to print one copy to sign and return and one copy to keep for your reference)
- You will be required to return the letter of acceptance and a tax invoice before your funding can be processed by Council's finance team

PAYMENT

Funds must be claimed before 30 September in the financial year that the grant was funded.

In some instances, there may be specific funding conditions that need to be met before payment can be made.

CONDITIONS OF FUNDING

- Wherever possible, all funded activities must begin within the financial year of the receipt of funding
- Grants can be withdrawn if an activity is unduly delayed — you will need to reapply in the following year
- You must request approval from the RADF Liaison Officer for any changes to your application prior to the changes occurring. Generally, within reason, changes are easily negotiated. However, if it is found that your request can not be approved, Council may request that you complete a new application form or ask you to return the funds and re-submit your application in a future round.
- Any agreement to alterations must be agreed to in writing by both parties
- RADF Recipients delivering activities/projects must have evidence of \$5 million per occurrence public liability insurance.

Please note: If you change your application without approval, Council can ask for the funds to be returned.

ACKNOWLEDGEMENT CONDITION

As a condition of funding, successful applicants are required to actively and publicly acknowledge Goondiwindi Regional Council's and Arts Queensland's support in all published material associated with the funded activity. The funding agreement details the required acknowledgements. Funding recipients must ensure that the Queensland Government and Council's positive reputation is maintained at all times.

ACQUITTAL/ OUTCOMES REPORT

All RADF funds must be acquitted within eight (8) weeks of the stated project completion date by completing and submitting a project Outcome Report online.

RADF COMMITTEE

Council's RADF Committee consists of a minimum of six (6) members, consisting of a nominated Councillor and volunteer Committee members with various skills and expertise and geographic representation.

The RADF Committee members (other than the Councillor) are appointed through an Expression of Interest (EOI) process. EOIs are generally called only when a vacancy on the committee exists.

The RADF Committee assesses each application on merit against the assessment criteria and provide advice to Council on what level of funding to award. The RADF Committee recommendation is implemented by Council's RADF Liaison Officer.

All RADF Committee members are required to comply with Council's Code of Conduct and the Goondiwindi Regional Council RADF Committee Terms of Reference.

APPLICANT CHECKLIST

The following documents are required for *all* applications. Please ensure the following are attached to your application:

- ☐ A current CV for all arts or creative professionals involved in the project
- ☐ Support material (for individual applicants)
- ☐ Quotes for all items requesting funding
- ☐ Letter of confirmation from key venues, such as galleries, involved in the project where relevant
- ☐ Copy of public liability insurance (not applicable for individual applicants)

APPLICANT SUPPORT

For further information about the RADF Program or help completing the application please contact Council's Liaison Officer: 4671 7400.

Alternatively you can email the grants team at mail@grc.qld.gov.au.

The Regional Arts Development Fund program is subject to Council's annual budget allocations.

It is not appropriate for applicants to approach the RADF Committee directly to lobby for their project and this may impact the outcome of the application.

Regional Arts Development Fund Committee

Term of Reference

1. Intent

The Regional Arts Development Fund (RADF) Committee consists of a group of local artists and art influencers who are appointed by Council to make decisions about the RADF program within the Goondiwindi Regional Council area.

2. Background

The RADF grants program was established in 1991 as a state and local government partnership to support professional artists and arts practitioners living in regional Queensland. The program focuses on the development of quality arts and arts practice for regional communities. Goondiwindi Regional Council (Council) contributes funds to the program annually and Arts Queensland (AQ) manages the RADF program at a State level by way of an annual funding allocation to participating councils. The scale of the Queensland Government investment varies depending on the contribution made by Council and the State RADF Assessment Panel's moderation and funding recommendations.

3. Objectives

Council's central objectives for participating in the RADF program and establishing a RADF Committee are in line with the RADF Purpose, Key Objectives and the Key Performance Outcomes as set out by AQ.

4. Membership

Council will establish a RADF Committee membership that is culturally and geographically representative of the community by either of two methods:

- Publicly advertising for expressions of interest; and/ or
- Direct invitation of committee members to meet a diversity gap or skill set on the committee.

In either case, to be considered for a position on the RADF committee, candidates will need to:

- Provide Council with a current CV highlighting relevant arts or cultural experience and outlining any involvement with relevant arts networks and organisations.

Council's RADF Committee will consist of a minimum of six (6) members, made up of a nominated Councillor and volunteer Committee members.

Expressions of interest are generally called only when a vacancy on the committee exists, however Council may review committee membership from time to time.

New Committee members are approved at an Ordinary Council meeting. Council retains the right to appoint additional members should the need arise during the term of Council.

The Chair of the RADF Committee is a Councillor as identified by Goondiwindi Regional Council.

The Chair will be empowered by Council to ensure the good order and conduct of the Committee meetings. The Chair of the RADF Committee will sit in the role for the four (4) year local government term, unless otherwise determined by Council.

5. RADF Liaison Officer

As part of Council's RADF partnership with AQ, Council is required to nominate a staff member as a RADF Liaison Officer to support the RADF Committee and the local RADF program.

6. Responsibilities

The primary responsibilities of Council's RADF Committee are to:

- have a thorough understanding of Council's RADF Guidelines
- assess RADF applications in a fair manner. If a committee member considers that they have a conflict of interest in assessing a particular application, they are required to inform the RADF Liaison Officer of the conflict prior to the assessment.
- ensure that funding allocated is in line with the RADF Key Performance Outcomes and Council's RADF priorities.
- attend and participate in RADF meetings as requested (up to two (2) per year).
- participate in the RADF bidding and reporting cycles as requested.
- participate in RADF training as requested.

Committee members are also required to attend an induction for the RADF Program and sign an agreement to abide by Council's Code of Conduct and to:

- be fair and honest
- treat applicants with respect
- treat all the information an applicant includes in their application and any discussion surrounding the application as confidential and undertake to respect that confidentiality
- acknowledge when speaking in an official capacity as a RADF Committee member and when making a private comment
- ensure public comments reflect Council's RADF Program Guidelines.

The RADF Liaison Officer is responsible for:

- the preparation of meeting agendas and minutes
- ensuring the program operates in accordance with Section 194 and 195 of the Local Government Regulation 2012
- meeting the annual reporting requirements as per Section 189 of the Local Government Regulation 2012
- reporting any concerns about failure to align funding allocation or process with Council's RADF guidelines, policy or legislation to the Chief Executive Officer

7. Authority

All RADF Committee members have full voting rights. If the RADF Committee is unable to reach a majority decision, the Chair will have the casting vote.

Council's RADF Liaison Officer provides administrative support to the committee, but has no voting rights.

8. Assessing Applications

Council's RADF program can be operated using discrete rounds each year, or through an all year round process. This is at the discretion of Council with consideration to the resources required to manage the process.

An application can be assessed either by:

- Email exchange; and/or
- RADF Committee meeting

Committee members are required to demonstrate due diligence by the preparation for, and assessment of RADF applications, as well as participation in RADF program discussions.

Assessment via email - A majority decision will consist of at least four Committee members in agreement.

Assessment via meeting - A quorum at a RADF meeting is at least four Committee members.

The RADF Committee assesses each application on merit against the assessment criteria and provides a recommendation to Council on what level of funding to award. The RADF Liaison Officer, as approved financial delegate, will advise applicants on the status of their application, process payments and follow-up on any funding conditions.

Where email is used to assess the application, the initial assessment and response to the rest of the RADF Committee should generally occur within a two (2) weeks of receiving the application.

9. Liaison with Applicants

RADF Committee members cannot accept gifts from any RADF Program applicant.

Reasonable attempts are to be made by RADF Committee members to avoid attempts by applicants to discuss their application. The approach must also be reported to the RADF Liaison Officer and disclosed to the RADF Committee.

10. Confidentiality

All matters discussed at Committee meetings, together with all material provided to members of the Committee, are for the purposes of informed discussion and debate at the meeting. It is therefore not for general public release unless directed so by Council for the purpose of sector/ community engagement.

All matters discussed by the Committee will be in accordance with the requirements of the Information Privacy and Right to Information Act. The views of other Committee members will be treated with respect and will not be discussed with external parties.

Meetings are not open to the public for observation.

Council will undertake all communication with media unless otherwise approved by the CEO's delegate.

Committee members must refrain from making any public comment or issuing any information, in any form, concerning the Committee or the matters of interest to the Committee without the authority of Council.

11. Performance Indicators

The RADF Liaison Officer is required to submit all required reports to AQ and prepare a detailed bid for funding for the following financial year.

12. Dispute Resolutions/ Complaints

Committee member issues relating to the management of the RADF Program, including the RADF Liaison Officer should be raised with the RADF Chair and CEO. Issues relating to the RADF Committee Chair (Councillor) are to be directed to the Mayor.

Attachment 1

RADF Committee member

Code of Conduct – Goondiwindi Regional Council

By accepting the role of RADF Committee member for the Goondiwindi Regional Council

1. I commit myself to:
 - Actively promote RADF in my community within my area of expertise
 - Read and assess all RADF applications in a fair manner
 - Attend meetings throughout the year to plan, assess and support the RADF program
 - Participate in committee training activities and policy development as required
 - Support the committee and work as a team for the betterment of RADF
2. I will be fair and honest in my assessment of all applications.
3. I will not discriminate in my assessment of any application.
4. I understand applicants are not permitted to lobby or provide gifts to RADF Committee members and any attempt by an applicant must be disclosed.
5. If a conflict of interest arises, I will declare the nature of my conflict of interest to the RADF Liaison Officer and my fellow Committee members. If required, I will be exempt from the assessment of the application due to the nature of my conflict of interest.
6. I understand that any information an applicant includes in their application and discussion surrounding the application are confidential.
7. I acknowledge that my public comments should reflect Council policy.
8. During public debate, I will publicly acknowledge when I am speaking in an official capacity as an RADF Committee member, and when I am making a private comment.
9. I understand that I am not authorised to speak directly to the media or public on behalf of the Council, unless otherwise determined and agreed by Council.
10. I acknowledge that I am bound by Goondiwindi Regional Council's Code of Conduct, a copy of which has been provided by Council.

Signature: _____ **Date:** / /

Name in full: _____

Witnessed by: _____

Signature: _____ **Date:** / /

Representative of Council: _____

REPORT DATE: 21 October 2020 **REPORT NUMBER:** CCS-061/20
DEPARTMENT: Community and Corporate Services
REPORT TITLE: **Public Art & Commemorative Items Policy**
PREPARED BY: Project Officer, Ms Kerry McKenzie

SUBJECT:

Council has reviewed its Public Art Policy to incorporate requests from members of the community that may wish to pay tribute to or acknowledge a person, event or organisation through the installation of a commemorative item.

REPORT:

Council recognises that members of the community may wish to pay tribute to or acknowledge a person, event or organisation through the installation of a commemorative item.

To provide a position on this matter, Council's Public Art Policy has been reviewed to incorporate applications for commemorative items. The draft Public Art and Commemorative Items Policy is provided as Attachment 1.

ASSOCIATED RISKS:

N/A

FINANCIAL IMPACTS:

The costs for items approved under the Public Art and Commemorative Items Policy will be met by the applicant unless otherwise determined by Council.

CONSULTATION:

Relevant Council Staff

LEGISLATION/LEGAL/POLICY:

N/A

OFFICER'S RECOMMENDATION:

That Council resolves to adopt the amended Public Art and Commemorative Items Policy, identified as Policy Number GRC 0091.

ATTACHMENTS:

Attachment 1: Public Art and Commemorative Items Policy

PUBLIC ART & COMMEMORATIVE ITEMS POLICY

Adopted Date: 23 January 2019

Policy Number: GRC 0091

Policy Type: Administrative

Responsible Officer: Community Development and Events Coordinator

Department: Community and Corporate Services

Version	Decision Number or CEO Approval	Decision Date	History
1.	OM-006/19	23 January 2019	Review January 2021

1. PURPOSE

The purpose of this Policy is to outline Goondiwindi Regional Council's (Council) position in relation to public art and commemorative items in the Goondiwindi Regional Council area.

2. VISION

Council recognises that members of the community may wish to pay tribute to or acknowledge a person, event or organisation through the installation of a commemorative item, or to acknowledge arts and culture through public art. To achieve this vision, Council will strive to increase public art and commemorative items in public places so that arts and culture can be enjoyed as an everyday experience.

3. POLICY STATEMENT

The objectives of this Policy are to:-

- stimulate and encourage artistic endeavour and art work in public areas;
- facilitate the provision of public attractions and enhance public areas for the enjoyment of local residents and visitors;
- provide an opportunity for the community to pay tribute to or acknowledge persons, events or organisation; and
- guide, regulate (and control where necessary) public art activity and commemorative items to ensure desired outcomes are achieved.

4. SCOPE

This policy applies to the installation of public art or commemorative items on Council controlled land.

This policy does not apply to:

- temporary or roadside memorials;
- spreading of ashes; or
- any activity on privately owned infrastructure, land or state controlled land.

5. PUBLIC ART

5.1. What Is Public Art

The term, 'public art', has attracted a myriad of interpretations – from commemorative monuments and stand-alone objects to community art projects, functional elements, fountains and art using new technologies. Public art is an ever-changing genre.

Public art is visible and accessible to the public. It may be permanently incorporated within the fabric, design, or fixtures of a building or place, or be a temporary project such as art installations and events. Public art can be situated within the public areas of private development, as well as in publicly owned spaces. It can be found in parks, transit environments, urban and civic spaces, the public areas of interior fit-outs, on building facades, pavements and in water environments.

Council strongly encourages engagement of local art advisory groups in development of public art on both the private and public land.

5.2. Benefits of Public Art

Council recognises that public art can contribute significantly to the creation of local industry and a sense of place, and enhances the aesthetic value of the built and natural environment.

The benefits of public art to the community include fostering civic pride and confidence, and contributing to community cohesion, social health and wellbeing.

5.3. Requirements for Public Artwork

Public artwork must:

- be consistent with planning and heritage policies or principles;
- conform to any master plan or guidelines for a precinct or location in which the work is to be sited;
- be suitable for the chosen site and meet any engineering, safety, risk, traffic or other technical specifications and be assessed as appropriate;
- meet the specific requirements set out in the briefing material prepared for the project; and
- create, where possible and appropriate, opportunities for local business, manufacturers and local community groups to be involved in the installation and/or fabrication process.

5.4. Donations and Gifts

Council may be offered donations and gifts of public artwork by entities wishing to make a cultural contribution to the region. Whilst Council is grateful for such offers, it is not obliged to accept the artworks since they may carry with them expensive responsibility for installation, maintenance and conservation.

5.5. Community Art Projects

Council welcomes community led initiatives incorporating public art projects. Whilst Council appreciates the community pride and efforts to achieve these projects, these art works are not the responsibility of Council (even if Council has contributed some funds towards the artwork), unless prior written agreement is given.

The following general principles apply to community groups undertaking community public art projects.

- all art must have written consent of the property owner, including Council, prior to the commencement of any art work;
- the responsibility for maintenance sits with the person responsible for the property on which the work is located, unless agreed otherwise in writing; and
- Council may financially support public art initiatives through the Regional Art Development Fund (RADF), and Community Grants and Donations program, or other funding opportunities as they arise from time to time.

It is acknowledged that the progress of some public artwork is dependent on Council's agreement to maintain the art. Council will consider these requests on a case-by-case basis considering the criteria listed in Item 5.6 (Assessment of Public Art Work). Generally, only art that demonstrates minimal cost (including on-going maintenance costs) to ratepayers will be considered favourably.

5.6. Installation

For art commissioned by Council, artists will be responsible for installation of the art works and in the case of ephemeral (temporary) art works, they will be responsible for removal and clean up.

All artists and associated project makers on public property must demonstrate capacity and willingness to follow workplace health and safety practices.

Appropriate insurance must be held by all artists and art coordinators.

5.7. Public Art Interpretation Signs

Public art interpretation signage shall be considered inclusive of the artwork and will be assessed in conjunction with the public art application.

5.8. Maintenance

Maintenance of works commissioned by Council will be considered at the outset and projects will specify approximate lifespan for any public artwork.

Artworks will require high quality materials and consideration of durability and suitability for the public realm.

The commissioned artist, an appropriate professional or someone with clear understanding and training in the required maintenance will undertake and document the maintenance of public artworks.

All other maintenance requirements shall be in accordance with Item 7.

6. COMMEMORATIVE ITEMS

6.1. Types of Commemorative Items

Standard commemorative items shall include:

- | | |
|---------------------------|---|
| Seat: | <i>Seating commemorating or acknowledging a person, organisation or event, which may be accompanied with a plaque.</i> |
| Plaque: | <i>Plaque installed onto new or existing seating, public art or a similar structure in tribute to or acknowledging a person, organisation or event.</i> |
| Non-Standard Item: | <i>Any commemorative or donated item that falls outside the scope of the standard commemorative items definition.</i> |

6.2. Costs

6.2.1. Supply and Installation

Council will provide a cost estimate for all works associated with the supply and installation of the commemorative item. These costs shall be the responsibility of the applicant and paid prior to the commencement of any works, unless otherwise determined by Council.

Commemorative seat inclusions:

- seat;
- installation;
- tribute plaque with inscription; and
- general maintenance for the items lifespan.

Plaque inclusions:

- plaque with inscription;
- installation; and
- general maintenance for the items lifespan.

6.3. Seating Specification

6.3.1. Design

The style and design of the seating shall be in accordance with Council's streetscape design for the approved location. Wherever possible, the seat will be installed on a hard surface to reduce maintenance requirements.

6.4. Plaque Specification

6.4.1. Size

The plaque should fit appropriately on the item, with the text and size of the plaque to be approved as part of the application process. Generally, a plaque is 50mm high and 100mm wide, unless otherwise approved by Council.

6.4.2. Inscription

Generally, the plaque size allows for a maximum of 3 lines and approximate 30 characters per line. Wording must be in present tense to keep the inscription uplifting, whilst still honouring the commemorative person or entity. Inscriptions that indicate a lifespan are discouraged.

Below are inscription examples.

John Smith Sharing your love of the river Your family and friends	John Smith Come sit with me And rest a while	Donated to the Inglewood community by Local Club
Brisk walks – thoughtful talks Rest easy John Smith	Measure your age not in years But by the friends you've made John Smith	Donated by Local Club Acknowledging 20 years' service to the community

7. ASSESSMENT AND APPLICATION PROCESS

7.1. Application Process

All applications must be made in writing on the prescribed form to the Chief Executive Officer and shall include the following details as considered relevant to the application:

- Applicants details;
- Commemorative name and type;
- Applicants relationship to the person or organisation being commemorated;
- Details of the contribution made by the person, event or organisation to the community;
- Written evidence showing support from the community, family or organisation;
- Proposed plaque inscription;
- Two (2) proposed locations;
- Description of the art work, including size, artist details, photos, structural report or building application as required; and
- Any additional information in support of the application.

Applications for commemorative items shall be limited to one (1) application per individual for the lifespan of the item unless the item is removed. Example: If an application was approved in 2020 for a commemorative seat acknowledging John Smith, a new application will not be considered until 2035.

7.2. Assessment Process

Applications will be presented to Council for assessment taking the following criteria into consideration, relevant to the item type:

- contribution made by the person, event or organisation to the community;
- evidence of support;
- suitability of the proposed location;
- workplace, health and safety considerations;
- the financial implications, including whole-of-life costs;
- maintenance effort;
- artist's warranty;
- community consultation;

- capacity to delivery project;
- impacts of projects; and
- quality of art.

Applicants will be notified in writing of Council's decision.

8. MAINTENANCE

Council shall be responsible for the general maintenance and no additional maintenance will be undertaken outside existing budgets or levels of service.

Should the commemorative item or public art require additional maintenance or replacement due to damage or vandalism, Council reserves the right to remove the item. Before taking any necessary action, Council will make every effort to contact the applicant to notify them of the Council's intent.

All paraphernalia or belongings such as flowers, balloons, streamers or similar items placed at the commemorative item shall be removed after 30 days. Council reserves the right to dispose of any items after this period.

9. LIFESPAN

It is recognised that some items will have a limited lifespan and that the item may not remain at the site indefinitely. Therefore, Council does not guarantee to retain a commemorative item or public art after a period of 15 years.

Additionally, consideration may be given to the removal of long-term installed artworks from public places when the artwork ceases, materially or conceptually, to function as an integral artwork.

Decommissioning would generally be undertaken in instances where:

- the artwork no longer functions materially;
- the artwork has been irreparably damaged;
- the artwork has physically deteriorated to a point where public safety is at risk;
- changes to the environment impact on the integrity of the work, adversely affecting the Artist's original intent;
- artistic merit of the work falls below the level to which the collection aspires;
- maintenance of the work is financially unsustainable; or
- there is legal evidence the work belongs to another party.

The final decision to decommission an artwork on public property rests with Council.

Should the item require removal due to redevelopment of the site, vandalism beyond repair or expiry of the lifespan, Council will make every reasonable attempt to contact the applicant to discuss the following options:

- Council to remove and dispose of the item;
- Council to remove and return the item to a nominated person at no cost to Council;
- Lodgement of a new application subject to approval and payment of relevant fees and charges; or
- Any other mutually agreeable proposal.

10. PUBLIC SAFETY & STRUCTURAL REQUIREMENTS

The design and placement of public art or commemorative items shall not present a safety risk to the environment, pedestrians, cyclists or vehicles. Applicants are strongly encouraged to contact Council prior to lodging an application to determine the necessary requirements.

11. EXCLUSION AREAS

To preserve the intended purpose of an area or to prevent any damage to Council infrastructure, applications will not be considered within the following areas:

- war museum or cenotaphs;
- flood prone areas;
- easements;
- central business district; or

- over or near infrastructure such as water, sewer, telephone or electrical services.

Any exemptions to the exclusion areas shall be at the sole discretion of Council.

12. REGISTER

Council will keep a register of public art and commemorative items including the applicants contact details. It is the responsibility of the applicant to update these contact details.

13. INSURANCE

Public artwork or commemorative items located on Council and private land will not be insured by Council.

14. OTHER

The installation of any item under this policy in no way constitutes ownership of the item, nor upon the land upon which it is situated. Council reserves the right to use the land adjacent to the item as it deems appropriate.

15. REVIEW

January 2021

REPORT DATE: 19 October 2020 **REPORT NUMBER:** CCS-063/20
DEPARTMENT: Community and Corporate Services
REPORT TITLE: **Brigalow Reserve – Temporary Closure**
PREPARED BY: Director Community and Corporate Services, Mr Jason Quinnell

SUBJECT:

Proposed temporary closure of Brigalow Reserve to the general public to allow the area to rejuvenate as a result of over use and damage.

REPORT:

Council is trustee of a Camping Reserve on the Cunningham Highway described as Lot 242 on MH735 (Reserve 13). The reserve is 75.7ha in size (approx. 187 acres) and is used for travelling stock purposes.

Brigalow Reserve abuts Brigalow Creek and is currently accessible to the public for recreational purposes such as fishing, motorbike riding, etc. Monitoring of the condition of the reserve over time has shown that the motorbike trail riding has contributed to several areas of the creek bank eroding and is at risk of significant damage very quickly if the current recreational use is permitted to continue.

Local Law No. 4 (Local Government Controlled Area, Facilities and Roads) 2011 provides Council with tools to close a local government closed area temporarily (up to 6 months by resolution) or permanently through listing in a subordinate local law.

Power of closure of local government controlled areas

- (1) *The local government may, by resolution, temporarily close a local government controlled area to public access—*
- (a) *to carry out construction, maintenance, repair or restoration work; or*
 - (b) *to protect the health and safety of a person or the security of a person's property; or*
 - (c) *because of a fire or other natural disaster; or*
 - (d) *to conserve or protect the cultural or natural resources of the area or native wildlife.*

Council's Natural Resource Management Officer is of the opinion that the primary purpose of the reserve (travelling stock) can continue **provided** that the reserve is closed to the general public to enable the restoration or rehabilitation of the area.

It is therefore recommended that Council temporarily close Brigalow Reserve to the general public for a period of 6 months.

ASSOCIATED RISKS:

Nil

FINANCIAL IMPACTS:

Nil

CONSULTATION:

Nil

LEGISLATION/LEGAL/POLICY:

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

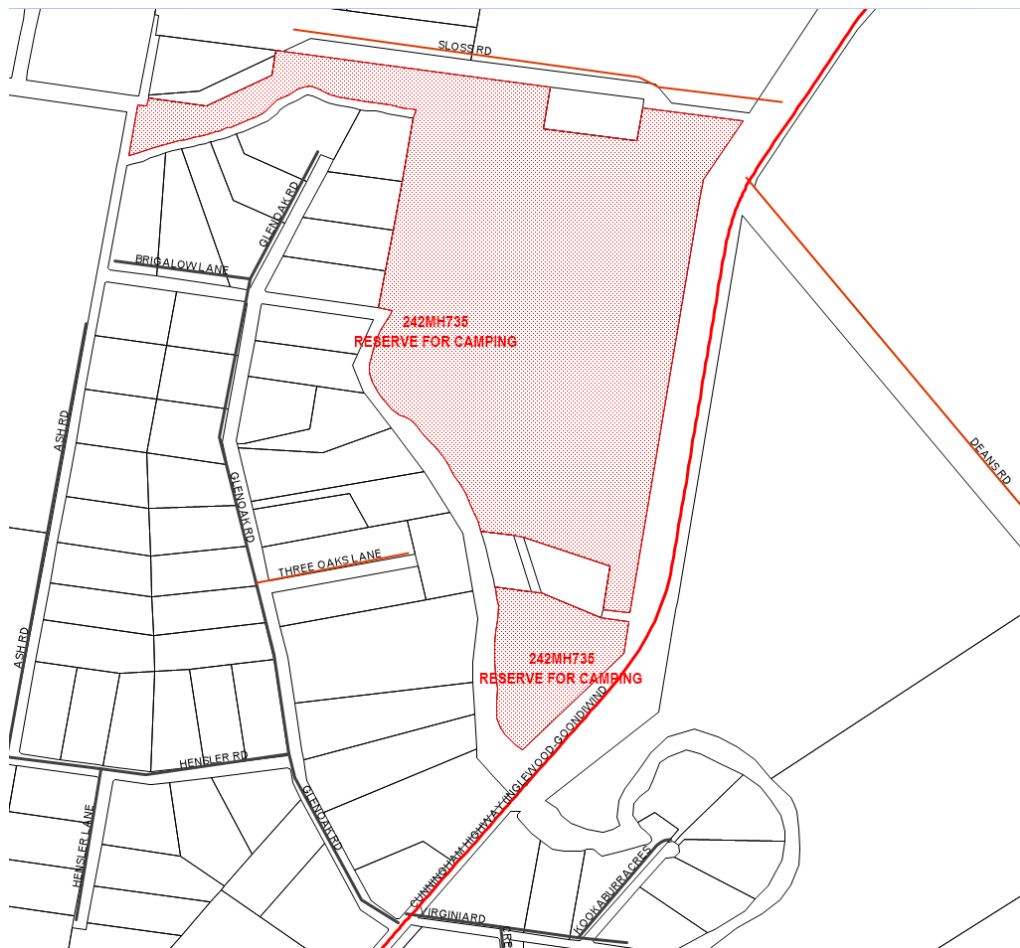
OFFICER'S RECOMMENDATION:

That Council resolves to temporarily close Brigalow Reserve described as Lot 242 on MH735, to the general public for a period of 6 months to enable the restoration or rehabilitation of the area.

ATTACHMENTS:

Attachment 1: Map outlining the area of reserve.

Attachment 1: Map outlining the area of reserve.



REPORT DATE: 21 October 2020 **REPORT NUMBER:** CCS-064/20
DEPARTMENT: Community and Corporate Services
REPORT TITLE: **SES VEHICLE REPLACEMENT PROGRAM**
PREPARED BY: Manager Disaster Management and Operational Support, Mrs Teresa Pfingst

SUBJECT:

Proposed Funding Application under SES Support Grant Round 2021/22.

REPORT:

SES Support Grant Round 2021/22:

The State Emergency Service (SES) Support Grant is a Queensland Government Grant Program administered by Queensland Fire and Emergency Services (QFES). The aim of this annual grant program is to assist local governments in providing high quality emergency and disaster management services by supporting the activities of the SES. Grants are up to a maximum of \$30,000 per vehicle purchased, based on a dollar for dollar funding scale *e.g. a Grant of \$30K requires matching Council contribution of \$30K.*

Key Dates Timeline:

- 30 November 2020 - Applications Close
- December 2020 - Assessment of Applications
- February/March 2021 - Grant Announcement
- By June 2021 - Grant Funding Agreement signed & returned
- July 2021 to June 2022 - Payment of Approved Grants

SES Vehicle Replacement Program

An extract from the Memorandum of Understanding between QFES and GRC identifies that:

5.4 Local Council agrees to provide the following support:

5.4.5 Fleet:

- i. Provide or grant access to vehicle/s appropriate for the agreed functions of the SES groups.*
- ii. Coordinate and meet the ongoing maintenance, repairs, and operations costs of vehicles, flood boats and trailers.*
- iv. Dispose of SES fleet in accordance with QFES doctrine and policy and local council policy.*

A standard SES vehicle is a 4WD or Crew Cab with air-conditioning and power steering. Council's SES Vehicle replacement program involves re-purposing of suitable Council Fleet Vehicle/s for SES purposes.

The next vehicle scheduled for replacement in the SES Fleet is a 1992 Toyota 4WD Troupe Carrier with an odometer ready of approximately 72,117kms. This vehicle has side-facing seats, which are being phased out of production due to safety standards. Therefore, replacement of the same type of vehicle is not an option.

SES Local Controller Ann McGlashan and QFES Area Controller Cameron Tanner have discussed the matter and determined that the preferred replacement vehicle in this instance would be a people mover with a 12-seat capacity to ferry SES members to and from activations and training. The vehicle must have good clearance, a 3 tonne towing capacity to tow SES trailers and still be able to be driven with a standard car licence. The 4WD aspect was considered and deemed not of high importance if the replacement vehicle is a people mover - as SES members can be ferried by existing 4WD vehicles as required, once they reach the incident site.

Rod Gibson Ford Goondiwindi have provided an indicative quote for a Ford Transit Bus and an estimated valuation on the current 1992 Toyota 4WD Troupe Carrier.

Analysis:

	Indicative Cost
Transit Van (12 Seat Capacity) with Towbar and Driving Lights	56,000
Plus Additional costs*:	<u>9,000</u>
- stamp duty	
- registration/ctp	
- supply & fit bulbar	
- fit out QFES decals, radios and flashing lights	
Cost of Replacement:	\$65,000

**Additional costs estimated by Council staff based on previous change over costs for SES Vehicles.*

	Funding Scenario
SES Support Grant (up to max \$30K) for a Successful Funding Application	\$30,000
Council Contribution 2021/22 Budget	\$35,000
- Less Revenue from Auction of existing SES Troupe (at future date)	<u>\$20,000</u>
GRC 'Out of Pocket' Expense (approx.)	\$15,000

Council consideration is sought regarding the one-off replacement of the existing Inglewood SES Troupe with a people mover to maximise potential for transport of SES Members in activation / training activities.

ASSOCIATED RISKS:

FINANCIAL IMPACTS:

If the funding application is successful, Council is agreeing to make available approximately \$15,000 in the 2021/2022 Budget for the project to proceed.

CONSULTATION:

LEGISLATION/LEGAL/POLICY:

- Local Government Act 2009
- Local Government Regulation 2012
- GRC Budget 2021/202

OFFICER'S RECOMMENDATION:

That Council supports the submission of a funding application under the SES Support Grant Round 2021/2022 for the proposed replacement of the existing SES Troupe Carrier, as per report tabled.

ATTACHMENTS:

- Attachment 1: Quotation from Rod Gibson Ford – Ford Transit Bus
- Attachment 2: Estimated Valuation of current SES Vehicle – 1992 Toyota 4WD Troupe Carrier



ROD GIBSON FORD GOONDIWINDI NISSAN



20 MC LEAN STREET

GOONDIWINDI

QLD 4390

ABN # 34 060 581 875

PH 07 4671 3044

FAX 07 4671 3557 MOBILE 04 27 711 809

QUOTATION ON NEW VEHICLE

DATE :-08/10/20

THANK YOU FOR THIS OPPORTUNITY TO PRESENT THE FOLLOWING PROPOSAL.

ATTENTION :-STEVE

VEHICLE DETAILS	:-2020.50 FORD TRANSIT BUS 410L DIESEL RWD 2L 10 SPEED AUTO IN WHITE	\$57,450.00
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DISCOUNT	:-	\$9,027.28
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PLUS ACCESSORIES	:-ALLOY BULLBAR	N/A
	:-TOWBAR	\$1,454.55
	:-DRIVING LIGHTS	\$700.00

DEALER DELIVERY		\$0.00
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SUB TOTAL		\$50,577.27
-----------	--	-------------

GST		\$5,057.73
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SUB TOTAL		\$55,635.00
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STAMP DUTY		\$AT COST
REGO/CTP		\$AT COST
TOTAL		\$55,635.00

QUOTE VALID UNTIL END OF THE MONTH ONLY

TRUSTING THIS MEETS WITH YOUR APPROVAL. SHOULD YOU REQUIRE ANY FURTHER INFORMATION ,

PLEASE DO NOT HESITATE TO CONTACT ME.

YOURS
FAITHFULLY

TIM GIBSON

Attachment 2: Estimated Valuation of current SES Vehicle – 1992 Toyota 4WD Troupe Carrier

-----Original Message-----

From: Steve Scott <SScott@grc.qld.gov.au>
Sent: Wednesday, 14 October 2020 2:38 PM
To: Teresa Pfingst <TPfingst@grc.qld.gov.au>
Subject: Doc 666656 RE: Replacement Vehicle Inglewood SES

Tim Gibson values the Troopy around \$20,000

Steve Scott
Coordinator Fleet Services
Goondiwindi Regional Council

West Street Depot, Goondiwindi, Queensland, 4390 T 07 4671 7480, M 0427 717 400 E
sscott@grc.qld.gov.au W www.grc.qld.gov.au A LMB 7, Inglewood, Queensland, 4387

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-----Original Message-----

From: Teresa Pfingst <TPfingst@grc.qld.gov.au>
Sent: Thursday, 8 October 2020 3:17 PM
To: Steve Scott <SScott@grc.qld.gov.au>
Subject: FW: Replacement Vehicle Inglewood SES

Hi Steve

As discussed, could you please source a quote on the purchase price of a new 12 seater Ford Transit Van with bullbar, towbar & spotlights (or similar).

We were also looking for an estimate on the auction value of the Inglewood SES Troupe - 1992 Toyota 4WD Troupe Carrier - speedo reading on Troupe is 72,117 kms

Kind regards
Teresa

Teresa Pfingst

Manager Disaster Management & Operational Support Goondiwindi Regional Council

4 McLean Street, Goondiwindi, Queensland, 4390 T 07 4671 7410, M 0459 239 946 E
tpfingst@grc.qld.gov.au W www.grc.qld.gov.au A LMB 7, Inglewood, Queensland, 4387

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REPORT DATE: 01 OCTOBER 2020 **REPORT NUMBER:** ES033-20
DEPARTMENT: Engineering Services
REPORT TITLE: GRC008 - Trees on Council Controlled Land (Planting, Removal & Maintenance)
Policy Review
PREPARED BY: Director Engineering Services, Mr Dion Jones

SUBJECT:

To introduce a consistent and proactive approach in the management of shrubs and trees located on Council controlled land, including requests for the removal and maintenance, the Trees on Council Controlled Land (Planting, Removal & Maintenance) Policy was adopted in July 2008, and subsequently reviewed in 2009, 2014, 2015 and 2017.

The Policy is now due for review and is tabled for Council's consideration.

REPORT:

Council's Trees on Council Controlled Land (Planting, Removal & Maintenance) Policy is due for review and a copy is provided as **Attachment A**. The Tree Inspection Report used to assess requests to inspect trees or shrubs on Council controlled land is also provided as **Attachment B**.

The policy is currently meeting Council's requirements and has only been updated to reflect the current electricity supplier guidelines for planting near power lines. It is recommended that the policy be adopted for a further three (3) year period.

ASSOCIATED RISKS:

Nil

FINANCIAL IMPACTS:

N/A

CONSULTATION:

Nil

LEGISLATION/LEGAL/POLICY:

Council's Trees on Council Controlled Land (Planting, Removal and Maintenance) Policy

ATTACHMENTS:

Attachment A: Trees on Council Controlled Land (Planting, Removal & Maintenance) Policy
Attachment B: Tree Inspection Report
Attachment C: List of Trees Considered Unsuitable Near Powerlines



TREES ON COUNCIL CONTROLLED LAND PLANTING, REMOVAL & MAINTENANCE POLICY

Adopted Date: 9 July 2008

Policy Number: GRC 0008

Policy Type: Strategic

Responsible Officer: Director Engineering Services

Department: Engineering Services

Version	Decision Number or CEO Approval	Decision Date	Status / History
1	GRC 0008	9 July 2008	Review July 2009
2	GRC 0008	8 July 2009	Review July 2014
3	OM-034/14	26 February 2014	Review February 2015
4	OM-025/15	25 February 2015	Review February 2017
5	OM-035/17	22 February 2017	Review February 2019
6	OM-	27 October 2020	Review October 2023

1. Purpose

The purpose of this policy is to provide a consistent and proactive approach for Council to manage trees and shrubs located on Council controlled land, including requests for removal and maintenance.

Council recognises the significant contributions made by trees and shrubs to both the aesthetic and environmental aspects of the natural and built environment. However, there is a need to ensure the impact from trees and shrubs is managed to minimise the possibility of damage or injury occurring.

2. Scope

This policy applies to all Council controlled land within the Goondiwindi Regional Council, excluding private property and rural areas.

3. Procedural Guidelines

3.1. Customer Requests

Council will investigate all requests to inspect trees or shrubs on Council controlled land and provide a response within a reasonable timeframe.

It is preferred that Council receive all requests in writing or through Council's Customer Service Offices.

3.2. Council Assessment

A Council Officer will undertake an assessment and prepare a Tree Inspection Report. The assessment will take into consideration the potential risk to person, traffic, property or infrastructure, and the condition, suitability and significance of the tree or shrub.

Requests shall be assessed and prioritised according to the level of risk and available resources.

3.3. Notification of Council Assessment

Council shall notify the applicant of the Council Officer's assessment in writing within a reasonable timeframe.

3.4. Disputes Against Council Assessment

If the applicant disputes the Council Officer's assessment, a written representation shall be submitted by the applicant for consideration by full Council.

3.5. Tree or Shrub Removal that does not require Council Approval

Exemptions to this policy shall apply under the following circumstances:

- Removal approved by a valid development permit;
- Damage associated with the outlay of new or upgraded public infrastructure; or
- Works carried out by Council or any Public Sector Entity in response to an emergency.

3.6. Planting of Trees and Shrubs on Council Controlled Land

Approval is required from Council prior to the planting of trees or shrubs on Council controlled land. A Council Officer will inspect the proposed site to determine an appropriate location that does not interfere with essential services and infrastructure.

Council generally does not provide trees for planting and all associated costs shall be met by the applicant.

A list of suitable species has been developed as a guide for the planning of trees and/or shrubs on Council controlled land, and applicants are encouraged to select from the approved list. Trees or shrubs planted under or near power lines shall comply with the electricity supplier guidelines for planting near power lines.

Any trees or shrubs planted without Council approval may be removed at the property owner's expense.

3.7. General Maintenance by Council

Council conducts a maintenance program for trees and shrubs on Council controlled land which generally consists of the removal of damaged branches that pose a potential hazard to person, traffic, property or infrastructure

3.8. Nuisance Trees

Issues of nuisance due to the intrinsic nature (eg. shedding leaves, bark, sticks, flowers, fruit etc) of trees or shrubs will not generally constitute justification for a tree or shrub removal except where there is an identified risk (eg. nuts & berries shed over footpath) creating a hazard.

In most circumstances, Council will promote remedial action such as pruning rather than removal.

3.9. Solar Panels

Any requests made for the removal or pruning of trees or shrubs for the purpose of maintaining the efficiency of photovoltaic systems will be dealt with on an individual basis by full Council.

For trees or shrubs that are solely being removed or pruned due to the shading out of solar panels, the full cost will be borne by the applicant.

If the tree or shrub is located on the footpath of the adjoining property, consultation with the property owner will be required before any decision is made.

3.10. Poisoning

Requests for the pruning or removal of trees or shrubs on Council controlled land that are suspected to have been poisoned shall be dealt with on an individual basis by full Council.

For trees or shrubs that are solely being removed or pruned that are suspected of poisoning, all associated costs shall be met by the applicant.

4. Definition

<i>Council Controlled Land</i>	Land owned, controlled or held in trust by Council, on roadside verges and footpaths.
<i>Road Verges</i>	The area between the property boundary line and the kerb.
<i>Tree</i>	<p>A woody perennial plant, typically having a:</p> <ul style="list-style-type: none">• Single stem or trunk which has a diameter equal to or greater than 12 centimetres at a height of 1.5 metres from grounds level• A height equal to or greater than 5 metres.



Tree Inspection Report

Postal Address
LMB 7
Inglewood QLD 4387

Engineering Services
Ph: 07 4671 7449
Fax: 07 4671 7433

Internet/Email
www.grc.qld.gov.au
mail@grc.qld.gov.au

Internal Document Only – Refer to Council's Trees on Council Controlled Land Planting, Removal & Maintenance Policy GRC0008 which is available on Council's intranet.

Inspection Details:

Inspection Date: Inspected by:

Site Details:

Applicants Name:

Street Address: Town:

Tree Details 1:

Species:

General Tree Condition:

Does the tree impact on solar panels?

☐ No ☐ Yes (If yes, do not complete Risk Score)

Is the tree suspected of poisoning?

☐ No ☐ Yes (If yes, do not complete Risk Score)

Is the tree dead?

☐ No ☐ Yes (If yes, do not complete Risk Score)

Is the tree within 2 meters of the adjoining property?

☐ No ☐ Yes

Does the tree/s need to be reported to Essential Energy?

☐ No ☐ Yes

Photos taken?

☐ Yes (email to kmckenzie@grc.qld.gov.au)

RISK SCORE									
Council Risk					Property Owner Risk				
Pedestrian Risk		Traffic Risk		Infrastructure Risk		Private Property Risk		Private Person Risk	
Very Low	1	Very Low	1	Very Low	1	Very Low	1	Very Low	1
Low	2	Low	2	Low	2	Low	2	Low	2
Medium	3	Medium	3	Medium	3	Medium	3	Medium	3
High	4	High	4	High	4	High	4	High	4
Very High	5	Very High	5	Very High	5	Very High	5	Very High	5

Note: Risk scores are not cumulative. The highest single score is to be used.
 * Only the minimum works that are causing the high/very high risk are to be funded by Council. Owners may pay for additional works.
 # Inspector requests that an additional inspection be undertaken

Council Risk	5					
	4					
	3					
	2					*
	1					*
		1	2	3	4	5
		Property Owner Risk				

100% Council funded (refer*)	<input type="checkbox"/> Remove OR <input type="checkbox"/> Prune
50 / 50 funding	<input type="checkbox"/> Remove OR <input type="checkbox"/> Prune
No action warranted	
<input type="checkbox"/> Additional inspection requested (refer#)	
Comments:	

Most trees are unsuitable for planting under powerlines.

The following list includes some common unsuitable species:

Botanical name	Common name
Acacia species (large)	Wattle
Acer species	Maples - not Japanese
Acmena species	Lilly pilly or Bush Cherry
Alnus species	Black & Evergreen alder
Araucaria species	Bunya-Bunya, Hoop or Norfolk Island Pine
Bambusa species	Bamboo
Banksia species (large)	Banksia
Betula species	Birch
Brachychiton species	Lacebark, Flame & Kurrajong
Caesalpinia ferrea	Leopard tree
Casuarina species	She-Oaks
Cedrus species	Cedar, also Fir & Spruce
Celtis species	Nettle-tree
Cinnamomum camphora	Camphor laurel
Cupressus species	Cypress trees
Delonix regia	Poinciana or Flamboyant
Erythrina species	Coral-tree
Eucalyptus species (large)	Gum trees
Ficus species	Fig trees
Fraxinus species	Ash
Gleditsia species	Honey Locust
Grevillia robusta	Silky Oak
Hymenosporum flavum	Native Frangipani
Jacaranda mimosifolia	Jacaranda
Ligustrum species	Privet
Liquidambar species	Liquidambar
Lophostemon confertus	Brush box
Magnolia grandiflora	Bull Bay Magnolia
Melaleuca species (large)	Paperbarks
Melia azedarach	White cedar

Palm species	Palm
Pinus species	Pine
Platanus species	Plane tree
Populus species	Poplar
Quercus species	Oak
Salix species	Willow
Schinus species	Pepper-corn tree
Stenocarpus sinuatus	Qld. Firewheel tree
Syncarpia glomulifera	Turpentine
Syzygium species	Lilly pilly or bush cherry
Tamarix aphylla	Athel pine
Tilia species	Linden or lime tree
Tipuana tipu	Race-horse tree
Ulmus species	Elm
Zelkova serrata	Japanese Elm
ALL	Tall growing fruit & nut trees

Source: <https://www.essentialenergy.com.au/our-network/managing-the-network/unsuitable-trees>