



Agenda

Goondiwindi Regional Council
Ordinary Meeting
13 March 2024 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 – Rev. Paul Andrianatos, Congregational Church

Deputation:

Apologies:

Declaration of Interest:

Condolences/Congratulations:

Confirmation of Minutes of Previous Meeting

28 February 2024 Ordinary Committee Meeting

Business Arising from Previous Meeting

Officer Reports

EXECUTIVE OFFICE

01.	EX 009/24	GOONDIWINDI PCYC - REQUEST FOR COUNCIL TO APPLY FOR FIRST NATIONS GRANT Goondiwindi PCYC is requesting Council consider being the lead applicant for the upcoming 2024-2025 First Nations Sport and Recreation Program.
02.	EX 010/24	INGLEWOOD GOLF CLUB – ONSITE RV CAMPING BUDGET AMENDMENT – LATE REPORT Council is requested to consider a budget amendment to support the Inglewood Golf Club in their Development Application (DA) to address the free camping challenges in Inglewood town.

General Business Executive Office

COMMUNITY AND CORPORATE SERVICES

03.	CCS 011/24	FINANCE REPORT PE 29 February 2024 <ol style="list-style-type: none">1. Progress at a Glance2. Statement of Financial Position3. Statement of Cash Flows4. Statement of Changes in Equity
04.	CCS 012/24	DEBT RECOVERY Council is requested to consider writing off a debt incurred by Smicko Project Services

		for the purchase of line marking items purchased from Council's Goondiwindi Depot.
05.	CCS-013/24	GRC LIBRARIES STRATEGY PLAN 2024-2027 Goondiwindi Regional Council has developed a Libraries Strategy 2024-2027 in consultation with staff, Councillors and the community.
06.	CCS-014/24	PROJECT ENDORSEMENT – CUSTOMS HOUSE RESTUMPING Council to consider endorsement and potential co-contribution for the Goondiwindi Customs House Restumping project.
07.	CCS-015/24	TALWOOD COMMUNITY CONSULTATIVE COMMITTEE – BUDGET REVISION Council to consider reducing the 2023-24 budget for the Talwood Community Consultative Committee and committing to a revised budget for the 2024-25 financial year.
08.	CCS-016/24	COMMUNITY GRANTS AND DONATIONS BUDGET AMENDMENT Council to consider a budget amendment for the Community Grants and Donations program for 2023-24.
General Business Community & Corporate Services		
ENGINEERING SERVICES		
09.	ES 003/24	TEXAS EFFLUENT DISPOSAL SCHEME – LAND PURCHASE – LATE REPORT Council is required to consider a budget amendment for the purchase of land to facilitate ongoing works to allow Council to meet the obligations of its Environmental Authority and Environmental licencing for disposal of effluent at Texas. These works are to develop an effluent disposal scheme in accordance with its existing Transitional Environmental Program.
General Business Engineering Services		
Reception of Notice of Motion for Next Meeting		
Post Election Meeting of Council, date to be advised. To be held at the Council Chambers, 4 McLean Street, Goondiwindi QLD 4390.		
General Business		

REPORT DATE: 4 March 2024 **REPORT NUMBER:** EX 009/24
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: Cr Lachlan Brennan – Portfolio Sport and Recreation
REPORT TITLE: **Goondiwindi PCYC - request for Council to apply for First Nations grant**
PREPARED BY: Chief Executive Officer, Mr Carl Manton

SUBJECT:

Goondiwindi PCYC is requesting Council consider being the lead applicant for the upcoming 2024-2025 First Nations Sport and Recreation Program.

REPORT:

The Queensland Government First Nations Sport and Recreation funding grant was established in 2022. From 2015- 2021 the Goondiwindi PCYC directly accessed Queensland Indigenous Community Sport and Recreation program funding to the value of \$451,988 (GST excl), this funding grant has been superseded by the current First Nations Sport and Recreation program.

Queensland PCYC operates under a single business entity, and due to the guidelines for the Queensland First Nations Sport and Recreation funding, Queensland PCYC can only submit one Tier 1 (single LGA) and one Tier 2 (regional cluster) application for this funding. Queensland PCYC have prioritised other Queensland areas for this funding program.

Council has again in 2024 been approached by Goondiwindi PCYC to submit an application on their behalf for the 2024-25 FY. No other organisation has approached Council to be the lead applicant or advising of their intention to also apply. The 2024-25 Funding Guidelines have been released, and applications are expected to open on 20 March 2024 (see Attachment 1).

Goondiwindi Regional Council has already submitted two applications on behalf of the Goondiwindi PCYC for the First Nations Sport and Recreation Program. Council has been successful in securing \$25,000 in 2022-23, and 2023-24 and has subcontracted the work to Goondiwindi PCYC to deliver.

Previous applications have included funding towards the activities listed below, noting that these activities are yet to be confirmed for the upcoming submission, with PCYC potentially having funded some of these programs through alternate grants.

Activities:

- Blue Edge Program - delivered twice weekly at the PCYC. Conducted in partnership with the Local Drug Action Team, Goondiwindi State High School, DrugArm and Queensland Police Service (QPS). Team building activities, sporting activities and healthy breakfast provided at each session.
- RUBY Program - Female DV program delivered weekly, participants engage in physical activity conducted by qualified PT instructor.
- Boxing Mentoring Program - delivered weekly - mentoring provided to indigenous boys and girl participants, aged 6yrs to 12 yrs. Support provided by QPS as mentors. Concepts of boxing and physical exercise incorporated at each session.
- Hour of Power (BBQ in the park) - A range of sporting activities conducted weekly. Free food also provided (sponsored by Coles). Support provided by QPS, Drug Arm and Care Goondiwindi. Open to all of community, focus on participation and healthy living for our regional community.
- Team Up Program - conducted in partnership with Goondiwindi State Primary School, with a range of sport and recreation team building activities. Delivered to identified at-risk youth and delivered weekly over a 8 week period.
- School Sports Activity - attend Goondiwindi State Primary School weekly and deliver sporting activities during lunch breaks for various year levels.
- Afternoon drop in activity conducted weekly. Partnership with NSW Sport and Rec and Boggabilla School. Rewards based program addressing school behaviour and truancy issues.
- Various other afternoon sport and recreation sessions open to the community to encourage participation from school aged-youth.

ASSOCIATED RISKS:

- At the time of the first Council submission (2022) there were limited local providers operating and therefore no local competition for the grant. It is possible now that other local entities may also wish to apply.
- Council has no assessment process to determine who is best placed to deliver the program.
- Council enters into the agreement and is responsible for the contract management and acquittals. Therefore it is important that there is high confidence that the entity can deliver the services as per the contract.
- Council will have a conflict of interest if they are the lead applicant and receive a request from an additional party to provide a letter of support for their project as well.

FINANCIAL IMPACTS:

- If successful, the incoming funding is offset by a matching expense.
- There is a small amount of officer time in submitting the application on behalf of the PCYC, and contract management responsibilities. This is within the existing work functions of Council Community and Economic Development team.

CONSULTATION:

- Nil.

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*

OFFICER'S RECOMMENDATION:

That Council resolves to endorse/ not endorse the request from Goondiwindi PCYC for Council to be the applicant on their behalf for the Queensland Government First Nations Sport and Recreation grant for 2024-25.

ATTACHMENTS:

Attachment 1: Queensland First Nations Sport and Recreation Program guidelines 2024



Collaborate with
active industry

First Nations Sport and Recreation Program Round 3

Program guidelines

9 February 2024



Queensland
Government



The Department of Tourism, Innovation and Sport (the department) will provide and pay for qualified interpreting services for customers who are hearing impaired or have difficulties communicating in English. Please [contact the department](#) if you require interpreting services.

ACKNOWLEDGEMENT OF COUNTRY

Sport and Recreation respectfully acknowledge and recognise Aboriginal and Torres Strait Islander peoples as the Traditional Owners and Custodians of the lands, winds and waters where we live, learn and work.

We pay our respects to the Elders past, present and future for they hold and continue the memories, the traditions and the cultures and the ailan kastom of Aboriginal and Torres Strait Islander people across the nation.

We will walk together with Aboriginal and Torres Strait Islander peoples, communities and organisations in our journey to enrich lives and strengthen community connection through the power of sport and recreation.

Contents

Contents	2
1. What is the First Nations Sport and Recreation Program?	3
2. Objective	3
3. Important dates	4
4. Funding available	4
5. Eligibility	4
5.1 Who can apply?	4
5.2 Who cannot apply?	5
5.3 Ineligible locations	6
6. Eligible projects	6
6.1 Mandatory application requirements	7
6.2 Eligible contributions	7
6.3 What will not be funded	8
7. What is the application process?	9
8. How will applications be assessed?	9
8.1 Stage 1 - Assessment	10
8.2 Stage 2 – Quality Review	10
8.3 Stage 3 – Moderation Panel	10
9. Approval process (Stage 4)	11
9.1 Application process terms and conditions	11
10. Late Applications	12
11. Appeals	12
12. Payments	13
12.1 Goods and Services Tax (GST)	13
12.2 Bank details	13
12.3 Payment Compliance	13
13. Reporting, acquittals and audit requirements	13
14. Survey	14
Appendix A – Ineligible locations funded under other Aboriginal and Torres Strait Islander Sport and Recreation Programs	15
Appendix B – Definitions	16

1. What is the First Nations Sport and Recreation Program?

Activities led, designed, and determined by Aboriginal and Torres Strait Islander peoples in Queensland

Activate! Queensland 2019 – 2029 (*Activate! Queensland*) is the Queensland Government's 10-year strategy to further enrich the Queensland way of life and build on our strong community foundations to deliver better health and well-being outcomes for all Queenslanders.

Through *Activate! Queensland*, the Queensland Government is committed to supporting opportunities that encourage lifelong movement and break down the barriers that prevent Queenslanders from achieving a sufficient level of physical activity.

The Queensland Government is committed to Closing the Gap life outcomes for Aboriginal and Torres Strait Islanders as outlined in the *Queensland Closing the Gap Implementation Plan 2022*.

By reframing the relationship with Aboriginal and Torres Strait Islander Queenslanders on their journey towards self-determination, the Department of Tourism, Innovation and Sport (Sport and Recreation) will contribute to these outcomes through the delivery of quality, co-designed and culturally appropriate physical activity participation opportunities.

The First Nations Sport and Recreation Program aims to increase the physical activity levels of Aboriginal and Torres Strait Islander peoples in non-discrete communities, noting physical inactivity has been identified as a contributing factor to the gap in health and life expectancy (*Making Tracks Strategy*).

The program will provide funding to community and regional level organisations to coordinate and facilitate the delivery of community-identified physical activity opportunities, with the funding prioritised for Aboriginal and Torres Strait Islander organisations and businesses in alignment with the Queensland Government's *Moving Ahead Strategy 2016 – 2022*, to improve the economic participation of Aboriginal and Torres Strait Islander peoples.

The program also recognises the important role Aboriginal and Torres Strait Islander organisations and businesses provide in terms of community engagement, partnerships, reconciliation and support to Aboriginal and Torres Strait Islander peoples.

The program will prioritise projects that support Aboriginal and Torres Strait Islander people who are currently inactive or insufficiently active¹.

2. Objective

To provide funding to organisations in non-discrete communities to coordinate and facilitate the delivery of community-identified physical activity opportunities for Aboriginal and Torres Strait Islander peoples, to increase physical activity participation.

¹ Defined as people who do not meet the Australian Physical Activity Guidelines minimum requirements for physical activity ([Physical activity and exercise guidelines for all Australians | Australian Government Department of Health and Aged Care](#))

3. Important dates

Date	Activity
20 March 2024	Applications open
24 April 2024	Applications close at 5:00pm (AEST)
July 2024	Successful projects/organisations announced
01 July 2024	Project can commence (subject to approval)
30 June 2025	Project completed
31 July 2025	Project acquitted and reports submitted

4. Funding available

Total funding of \$2 410 000 (GST exclusive) is available under the program for the delivery of projects in non-discrete communities from 1 July 2024 to 30 June 2025. Grants will be awarded through a competitive application and assessment process.

Total project cost may exceed departmental funding however the approved organisation will be responsible for any amount over departmental approved funding, through their own contribution or from other partners.

Eligible organisations can submit only one application under either Tier 1 or Tier 2 for employment costs, participation programs, equipment and capacity building as set out in Section 6 (Eligible projects).

Tier	Funding available (GST exclusive)	Delivery method	Organisation co-contribution
Tier 1	Up to and including \$25,000	Single community	No co-contribution required
Tier 2	\$25,001 to \$200,000 (maximum of \$25,000 per community)	Delivery across multiple communities	A minimum 20% co-contribution of the eligible project cost per community (financial or in-kind)

5. Eligibility

5.1 Who can apply?

All organisations must meet the following criteria to apply for the program:

- have a registered Australian Business Number (ABN); and
- be based or have its headquarters based in Queensland; and
- at time of program close:
 - have no more than 1 annual report outstanding with Office of Fair Trading

- have met all obligations for any projects funded by the department; and
 - have no debt owing to the department; and
- be incorporated under the:
 - Associations Incorporation Act 1981 (Queensland)
 - Corporations Act 2001 (Commonwealth)
 - Co-operatives National Law Act 2020 (Queensland)
 - Corporations (Aboriginal & Torres Strait) Act 2006 (Commonwealth); **or**
- be a Queensland Local Government Authority (excluding discrete community Local Government Authorities).

Additionally, **incorporated** organisations are required to be **one** of the following organisation types:

- Aboriginal and Torres Strait Islander Business - must be listed as a registered business in Queensland with [Black Business Finder](#), [ORIC](#), [Supply Nation](#), or it must be stipulated in the organisation's constitution that the majority of the board/management committee must be of Aboriginal and/or Torres Strait Islander descent; or
- Not-for-profit organisation - must be operating as a not-for-profit organisation in Queensland.

Eligible organisations can submit only **one** application for this round of the program to support eligible activities up to the maximum funding amounts.

Applicants who were previously successful under Round 1 and 2 of the program are eligible to apply (provided all Round 3 eligibility requirements outlined in these Program Guidelines are met), however may be assessed as lower priority by the Program Moderation Panel.

In assessing eligibility, the Department may conduct due diligence in relation to officers of the applicant organisation and consider associated funding and obligation compliance history for officers and related organisations.

If unsure of the organisation's eligibility, please contact the nearest [Sport and Recreation office](#) or telephone 13 QGOV (13 74 68) before applying. The department will validate an organisation's eligibility to apply.

To check if your organisation has any outstanding compliance issues, contact the [Office of Fair Trading](#) or your nearest [Sport and Recreation office](#).

5.2 Who cannot apply?

Examples of who is **NOT** eligible to apply are:

- Individuals, including sole traders
- for-profit groups, unless identified as an Aboriginal and Torres Strait Islander business/organisation
- charities, unless identified as an Aboriginal and Torres Strait Islander business/organisation
- trusts
- unincorporated organisations
- Industry Peak Bodies
- state or national sport and recreation bodies
- schools, TAFE colleges and universities
- Parents and Citizens Associations
- religious groups
- political organisations
- state or federal government departments
- discrete community and Torres Strait Island Local Government Authorities, businesses and organisations

5.3 Ineligible locations

The following locations are **ineligible**:

- Queensland discrete Aboriginal and Torres Strait Islander communities - listed at Appendix A
- Communities located outside of Queensland

6. Eligible projects

Project categories:

- Employment - employment costs/contract positions that support an active community
- Participation – reducing barriers to participation in physical activities
- Equipment – equipment to facilitate the delivery of physical activity experiences
- Capability and Capacity – skills, knowledge and experience of volunteers and staff

Organisations can include project elements from more than one category.

Eligible Project Activity Examples	
Category 1 – Employment	
Tier 1	<ul style="list-style-type: none"> • travel and accommodation directly related to delivery and facilitation of sport and active recreation for the community • support for school-based trainees completing a certificate related to sport and active recreation • funding toward employment costs for a sport and recreation officer
Tier 2	<ul style="list-style-type: none"> • full cost of salary or co-funding a salaried position for a sport and recreation officer/manager • costs related to contracting an organisation/business to deliver an activity program • travel and accommodation directly related to delivery and facilitation of sport and active recreation for the community
Category 2 – Participation	
Tier 1	<ul style="list-style-type: none"> • delivery of a community sport and active recreation program • costs to remove barriers to participation in competition, training and sport and active recreation programs and events both within and outside of the community • venue costs for sport and active recreation program delivery, competition, training and events • programs designed to attract new participants.
Tier 2	<ul style="list-style-type: none"> • delivery of a community/regional sport and active recreation program • providing support to reduce barriers to participation and initiate sustainable solutions to ongoing participation • funding for 'on country'² activities and experiences
Category 3 – Equipment	
Tier 1	<ul style="list-style-type: none"> • equipment such as bats, balls, bibs, mats, post guards, sport kits, storage bags/stands etc.

² 'On-country' activities are those which relate to Aboriginal and/or Torres Strait Islander cultural activities which could reasonably include physical exertion.

	<ul style="list-style-type: none"> equipment to assist delivery of quality physical activity experiences, including volunteer facilitation of activities
Tier 2	<ul style="list-style-type: none"> portable sports trailers for use at multiple locations including video equipment and laptops, basketball/netball posts, portable football goals, roll-out cricket pitches, balls, bibs, bats etc. equipment to assist delivery of quality physical activity experiences, including volunteer facilitation of activities

Category 4 – Capability and Capacity	
Tier 1	<ul style="list-style-type: none"> trainer/facilitator costs to deliver training/accreditation in community including travel, venue hire (non-council owned), accommodation, presentation equipment hire etc. contract costs to set up and administer a volunteer capacity building and management program set up costs for online communication channels, newsletters, noticeboards etc.
Tier 2	<ul style="list-style-type: none"> training/accreditation costs for volunteers and staff to conduct competitions and events such as Traditional Indigenous Games, tennis, basketball, softball, netball, lawn bowls, cricket and modified sports on the job training and mentoring of volunteers and staff via a series of mini competitions/carnivals consisting of multiple sports/games

6.1 Mandatory application requirements

The following items must be submitted with the application:

Tier 1 and Tier 2:

- evidence of community consultation to identify the need/s for the project
- project cost sheet

Tier 2 only (additional to the above items):

- project plan
- sufficient evidence confirming the required cash/in-kind co-contribution as outlined in Section 6.2
- if application includes costs for employment, provide a position description showing the proposed role/s

Multiple community locations within Tier 2 applications must be clearly outlined and costed **per location** in the project cost sheet, as it is not guaranteed that every location within your application will be funded.

Organisations applying for Tier 2 must also provide details in their application on how they have made an appropriate distinction between the multiple communities they are applying for, e.g., geographical distance, social and/or family groups, differing community needs etc. If the distinction between the communities is unclear, this may impact on the organisation's eligibility for the maximum funding amount per community of \$25,000 (GST exclusive).

6.2 Eligible contributions

For Tier 2 applications only, applicants must contribute 20% of the eligible project cost per community as a financial or in-kind (non-financial) co-contribution. In-kind may include a confirmed partnership, services or provision of goods.

Financial co-contributions may be provided through the organisation's funds, an approved grant from another department or agency or a bank loan. Applications providing a financial co-contribution will be prioritised over applications with an in-kind co-contribution.

Evidence of a financial or in-kind co-contribution is required at the time of application. **One** of the following forms of evidence must be provided which clearly demonstrates that the organisation has access to sufficient funds or resources for its proposed financial or in-kind co-contribution:

Acceptable evidence of financial co-contribution	
Organisations and businesses	<ul style="list-style-type: none"> a copy of a recent bank statement (dated no earlier than 30 November 2023) which includes the organisation's legal name and account information a letter from a third-party contributor or partner confirming an allocation of funds to the project (letter must be on official letterhead signed by the person who holds financial delegation) proof of another funding source, for example a grant letter or similar an approved loan document
Local Governments	<ul style="list-style-type: none"> a letter on official letterhead signed by the person who holds financial delegation confirmed meeting minutes approving allocation of funds including the amount allocated
Acceptable evidence of non-financial co-contribution	
Partnership or third-party contributor	<ul style="list-style-type: none"> a letter on the organisation's official letterhead, signed by a position with delegation, confirming: <ul style="list-style-type: none"> free or reduced cost use of a venue to facilitate the activity and clearly identifying the timeframe for usage free or reduced cost provision of services and clearly identifying the timeframe for services donation or loan of equipment free of charge or at a reduced cost listing the equipment being provided and clearly identifying the timeframe for usage
Own organisation	<ul style="list-style-type: none"> a letter on the organisation's official letterhead, signed by a position with delegation, outlining the value of resources, venue use and/or employee services that will be directly contributing to the delivery of activities and clearly identifying timeframes

Failure to provide acceptable evidence of co-contribution will not make an application ineligible, however if the application is successful, it will be a condition of the Funding Agreement that payment of funds is subject to acceptable evidence of co-contribution being provided to the department.

6.3 What will not be funded

The department will review project costs listed in the organisation's project cost sheet (provided in the online application) against the list below. If the value of ineligible costs listed in the application exceeds 50% of the total requested funding amount, then the application will be deemed ineligible.

Ineligible costs
<ul style="list-style-type: none"> Catering in excess of 5% of the total project cost (GST exclusive) Prizes/giveaways/alcohol/recognition items/merchandise (including the purchase of sporting/physical activity apparel that would be given to participants) White goods and canteen/kitchen/bar items with exception of a fridge/freezer to support activity Major works or construction (e.g., anchored grandstands, clubhouses, amenities) Consultancy without any education/training component e.g., developing a strategic plan, grant applications or administration fees (however a community sport and recreation plan and its implementation are eligible) Feasibility studies/research Works or purchases that will require a liquor or gaming license Payments and delivery made prior to the date of the department's Letter of Approval Consumable items e.g., canteen goods, cleaning supplies, replenishing of first aid supplies, strapping, supplies for amenities etc.

- Subsidy of loss of revenue
- Registration fees for individuals to participate in physical activity programs

Ineligible Projects
<ul style="list-style-type: none"> • Elements of a project that have already been funded by another source i.e., existing funded FTE-delivered programs • Projects that are solely aligned to political, religious or sectarian groups • Projects or initiatives that fall outside of Queensland state boundaries • Projects or initiatives delivered by organisations situated in or delivered within discrete communities or in communities funded under the Torres Strait Community Sport and Recreation Program • Projects or initiatives that involve the endorsement of commercial products or services

7. What is the application process?

To apply for funding under this program, the organisation must be registered in the [Sport and Recreation Grant Registration Portal](#) (GRP). GRP registration should be commenced as early as possible prior to submitting an application.

Please note, the online applicant portal is not compatible with mobile devices. If further assistance is required to complete the online application, email srsgportal@dtis.qld.gov.au or call 13 QGOV (13 74 68).

Applications must be submitted using the online application form by **5:00pm (AEST), Wednesday 24 April 2024**.

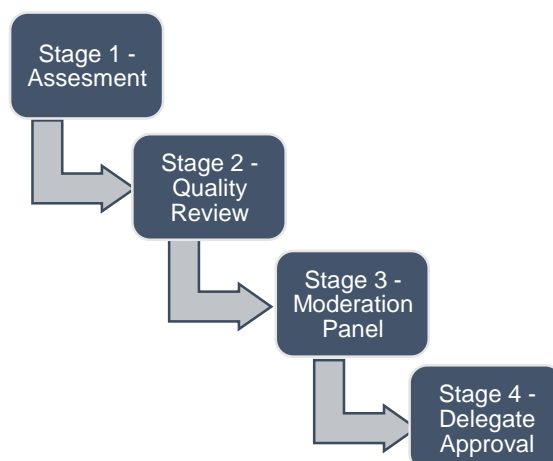
Applicants should review all documentation provided on the department website prior to submitting an application (www.qld.gov.au/recreation/sports/funding/first-nations-sport-and-recreation-program/).

Applicants will be required to provide supporting documentation in their application as per Section 6.1 of these Program Guidelines (Mandatory application requirements).

Organisations should seek guidance regarding the suitability of their documentation and/or eligibility by contacting their local [Sport and Recreation office](#), allowing sufficient time prior to applications closing (minimum of one week prior to closing date).

8. How will applications be assessed?

Applications will be assessed by the department against the program eligibility criteria through Stages 1 and 2 for consideration by the Moderation Panel (Stage 3).



8.1 Stage 1 - Assessment

Assessment will include verifying if the application:

- is submitted by an eligible organisation (refer to Section 5).
- is submitted for an eligible location (refer to Section 5.3).
- the project activities are eligible (refer to Section 6); and
- includes mandatory application documentation (refer to Section 6.1).

Applications will then be assessed against how strongly they identify and address community need, ability to deliver and alignment with program priorities. Assessment will consider all information supplied in the application and any supporting documentation.

Community-identified need

- the strength of the applicant's ability to address local need/s, which have been validated through community consultation

Ability to deliver

- the strength of the applicant's demonstrated capacity to manage and complete the proposed project within timeframes and budget

Alignment with program priorities

- the proposed project will support Aboriginal and Torres Strait Islander peoples who are inactive or insufficiently active³

8.2 Stage 2 – Quality Review

Quality review will include checks of the Stage 1 Assessment.

Once the above considerations have been assessed, an application will move to the Moderation Panel for consideration in the prioritisation of projects.

8.3 Stage 3 – Moderation Panel

The Moderation Panel will be responsible for recommending the distribution of funding and will undertake a prioritisation of eligible applications to inform the distribution of funding, including any over subscription of funding, ensuring that the recommendations are consistent with the program objective.

The Moderation Panel will prioritise the applications with reference to the considerations outlined in *Stage 1: Assessment* when recommending distribution of funding, and may have additional regard to:

1) Projects delivered by Aboriginal and/or Torres Strait Islander businesses or organisations ⁴
2) Spread of projects across non-discrete communities, categories and activities
3) Extent to which the project addresses community need
4) Funding provided to organisations under previous rounds of the program (Round 1 or 2)
5) A notional 50/50 funding split between Tier 1 and Tier 2

³ Defined as people who do not meet the Australian Physical Activity Guidelines minimum requirements for physical activity ([Physical activity and exercise guidelines for all Australians | Australian Government Department of Health and Aged Care](#))

⁴ Aboriginal and/or Torres Strait Islander businesses or organisations are defined as those listed with [Black Business Finder](#), [ORIC](#), or [Supply Nation](#), or it must be stipulated in the organisation's constitution that the majority of the board/management committee must be of Aboriginal and/or Torres Strait Islander descent

6) Percentage of Aboriginal and Torres Strait Islander population in-community (where known)
7) Tier 2 only – level of financial contribution (up to 20%) as opposed to in-kind

9. Approval process (Stage 4)

The Moderation Panel will make recommendations to the department's delegate on the outcome of the assessment process.

Applicants will receive written notification on the outcome of their application advising whether the project was approved or not approved.

Tier 1 – Organisations accept the First Nations Sport and Recreation Program [Terms and Conditions](#) when submitting their online application form. The Terms and Conditions are also available on the department's [website](#). These Terms and Conditions will apply if the organisation's application for funding is approved.

Tier 2 – Organisations who are approved will be required to enter into a funding agreement with the Queensland Government. The provision of funding is subject to execution of a funding agreement to be provided by the department.

9.1 Application process terms and conditions

Submitting an application does not guarantee that the application will be approved. The department reserves the right (at the department's sole discretion) to refuse an application, not assess an application or not approve funding, for any reason, irrespective of whether the eligibility and assessment criteria have been met. The department's decision in relation to an application or the process is final.

The department reserves the right, at any time, whether before or after, the closing date to:

- cancel or vary the assessment process
- close early, suspend, stop or extend the operation of the program or the application process
- amend dates including extending the closing date
- vary the program, including the proposed terms and conditions or funding and/or these guidelines
- consider or reject an application received after the closing date and time
- consider an application submitted other than in accordance with the requirements of the application process, including accepting a non-conforming or incomplete application
- determine whether a project meets the eligibility criteria, project requirements and other requirements set out in these guidelines and should be deemed ineligible
- change the allocation of funding available under the Program, the eligibility criteria or the types of projects that will be considered.

Any action taken to close early, suspend, stop or extend the program will be notified on the program website.

The department may, at its discretion, request information or documents (included but not limited to audited financials) from an organisation or any other person in order to consider and/or verify the accuracy of an application.

The department will retain all documents submitted and will not return these to the organisation. The organisation must ensure that its officers, employees, agents and/or sub-contractors do not make any public announcement or advertisement in any medium in relation to the process or the program without the prior written consent of the department.

Organisations accept the risk, responsibility and liability connected with submitting an application and will not make any claim in connection with a decision by the department to exercise or not to exercise any of its rights in relation to the application process.

The application and participation in the application process does not constitute an offer or an invitation to make an offer under the application process. It also does not indicate an intention by the department to enter into any form of legal relations with any party. The acceptance of an application or any invitation to negotiate will not be effective to constitute a contract or to create any legitimate expectation on an organisation's part unless and until a formal written funding agreement is entered into (as per the process set out in the funding terms and conditions). Nothing in this application process amounts to any process contract and in making the application available and conducting this application process, the department expressly excludes any process contract arising.

10. Late Applications

An organisation may request to submit a late application. All organisations lodging a late submission, either wholly or in part, must submit a request in writing for the department's consideration.

The request for submission of a previously commenced but unsubmitted late application, or part thereof, must be made within a maximum of one business day following program close and is at the discretion of the department.

A late submission may be accepted by the department in the following circumstances:

- where the client has notified the department or the relevant help desk of difficulties, by phone or email, and the issue has not been resolved prior to the program close
- where there has been a confirmed system failure (e.g., database, departmental, internet service provider)
- where there are extraordinary circumstances, beyond the control of the organisation (e.g., natural disasters, births in family, Sorry Business).

Where the department has determined that extraordinary circumstances apply, a longer timeframe than one business day may be considered.

11. Appeals

Sport and Recreation staff can provide an organisation that has not been approved with an initial explanation of the rationale for the decision.

If an organisation is not satisfied with a decision, such as an application not being approved for funding, the organisation can request a review of the decision. The request is required in writing. An appeal can be requested where the organisation believes the decision does not adhere to the Program Guidelines and/or the department process of the application.

The appeals process does not include organisations challenging the Program Guidelines seeking variations or exceptions to the Program Guidelines.

Appeals will only be considered if received by the department within one month from the date of the organisations receipt of written notification from the department on the outcome of the organisation's application. Appeals must be lodged in writing to SR_Info@dtis.qld.gov.au. Organisations will be notified in writing of the appeal outcome.

12. Payments

Funding will be processed by the department to the approved organisation after the organisation has been notified of its approval, and as follows:

Tier 1 – one single payment, following notification of funding approval letter and any required conditions of funding being met; and

Tier 2 – two separate payments of 50% each, following execution of a funding agreement between the department and the organisation and any required conditions of funding being met.

Organisations that are registered for GST will be issued with a Recipient Created Tax Invoice (RCTI) for the funding payment.

Where the approved organisation is not registered for GST, the GST amount will not be added, and a remittance advice will be provided for the approved funding payment (refer to Section 12.1 below regarding GST application).

12.1 Goods and Services Tax (GST)

GST is a broad-based tax of 10 per cent on the sale of most goods and services purchased in Australia.

Organisations with current or projected annual turnover for all revenue activities of \$150 000 or more (including this project), must be registered for GST. Compliance with the legislation is a requirement of Federal taxation legislation. For more information, refer to the [Australian Taxation Office website](#) or telephone 13 24 78.

The grant funding amounts referenced in these Program Guidelines are GST exclusive.

The [GST factsheet](#) outlines how the department will treat GST on approved grant payments.

12.2 Bank details

The department will require the provision of bank details and a completed Electronic Funds Transfer (EFT) form prior to any payment being made to approved applicants. The department will provide information regarding the format and requirements for bank account details to successful applicants.

12.3 Payment Compliance

At the time of the payment, organisations must be compliant with the following prior to any payment of funds:

- have no outstanding compliance issues with Office of Fair Trading
- have met all obligations for projects currently funded by the department; and
- have no debt owing to the department

Contact the Office of Fair Trading to determine whether the organisation has any outstanding issues. Go to www.fairtrading.qld.gov.au or telephone 13 QGOV (13 74 68).

13. Reporting, acquittals and audit requirements

The approved organisation must complete reporting on financial and project activities and outcomes throughout and upon completion of the project. Progress reports will be required for submission to the department with due dates specified in the Funding Agreement.

Reporting templates will be provided by the department.

The approved organisation will need to acquit the funding spent to the department at the conclusion of the project term, using a template provided by the department.

The funded organisation will be required to keep accurate records of expenditure and provide evidence as per the funding agreement to support the delivery of the approved project for the required legislative period. These records are to be made available to the department should the organisation be selected for an audit.

The approved organisation may be subject to an audit by the department.

The Queensland Government must be appropriately [acknowledged](#) by the approved organisation in any promotion of the approved project.

14. Survey

Approved applicants may be asked to complete a survey post project completion. The information within the survey will be used to help the department evaluate the program. Approved applicants may also be asked to provide information to support a case study on their performance journey to promote the outcomes of the program.

Appendix A – Ineligible locations funded under other Aboriginal and Torres Strait Islander Sport and Recreation Programs

Deadly Active Sport and Recreation Program (Discrete Communities)	
Aurukun	Mossman Gorge
Cherbourg	Napranum
Coen	Northern Peninsula Area
Doomadgee	Palm Island
Hope Vale	Pormpuraaw
Lockhart River	Woorabinda
Kowanyama	Wujal
Mapoon	Yarrabah
Mornington Island	
Torres Strait Island Community Sport and Recreation Program (Inner Islands Model) locations	
Gealug	Muralug
Nurupai	Waiben
Torres Strait Island Community Sport and Recreation Program (Outer Islands Model) locations	
KEMER KEMER MERIAM NATION <ul style="list-style-type: none"> Mer (Murray Island) Erub (Darnley Island) Ugar (Stephen or Stephens Island) 	KULKALGAL NATION <ul style="list-style-type: none"> Iama (Yam Island) Masig (Yorke Island) Warraber (Sue Island) Poruma (Coconut Island)
MALULIGAL NATION <ul style="list-style-type: none"> Badu (Mulgrave Island) Arkai (Kubin) Community - Mua Wug (St Pauls) Community - Mua Mabuyag (Jervis Island) 	KAIWALAGAL KAURAREG ABORIGINAL NATION <ul style="list-style-type: none"> Kirriiri (Hammond Island)
GUDAW MALULIGAL NATION <ul style="list-style-type: none"> Saibai (Saibai Island) Boigu (Talbot Island) Dauan (Mt Cornwallis Island) 	

The locations listed in this Appendix are not eligible under this Program.

Appendix B – Definitions

Aboriginal and Torres Strait Islander organisation/business – a business, charity, not-for-profit organisation, incorporated under Commonwealth, state or territory legislation, that has 50% or more Aboriginal and/or Torres Strait Islander ownership and/or directorship and is operated for the benefit of Aboriginal and Torres Strait Islander communities.

Active recreation - Any physical activity undertaken during leisure time outside of structured, competitive sport, including unstructured play involving physical activity/exertion.

Co-design - refers to a participatory approach to designing solutions, in which community members are treated as equal collaborators in the design process.

Community consultation/engagement -

Discrete community - A discrete Indigenous community refers to a geographic location, bounded by physical or legal boundaries, and inhabited or intended to be inhabited by predominantly Aboriginal and Torres Strait Islander Peoples, with housing or infrastructure that is either owned or managed on a community basis.

Insufficiently active - Queenslanders who do not meet the recommended minimum of Australia's Physical Activity and Sedentary Behaviour Guidelines (for their life stage) on most days of the week.

Local Government - A local government (LG) is an elected body that is responsible for the good rule and local government of a part of Queensland. A part of Queensland that is governed by a local government is called a local government area (LGA). Queensland LGs operate within the Local Government Act 2009.

Non-Discrete community - Refers to a community of Aboriginal and Torres Strait Islander people throughout Queensland excluding those communities funded as a discrete community.

On Country – 'On-country' activities are those which relate to Aboriginal and/or Torres Strait Islander cultural activities which could reasonably include physical exertion.

Organisation - Interchangeable with a 'club' or 'association' or 'Aboriginal or Torres Strait Islander Business' and includes those bodies that meet the eligibility criteria for the program, as outlined in Section 4, and provide physical activity programs and services at the local community level.

Participant/Participation/Participating - Refers to a direct 'joining-in' and active engagement by a person with:

- a particular sport,
- an active recreation, or
- other forms of physical activity

Physical activity - Any bodily movement produced by skeletal muscles that requires energy expenditure and produces progressive health benefits.

Sport - Human activity capable of achieving a result requiring physical exertion and/or physical skill which, by its nature and organisation, is competitive and is generally accepted as being a sport.

Torres Strait Community Sport and Recreation Program (Inner and Outer Islands Model) – a department program that provides funding to the Torres Shire Council and the Torres Strait Island Regional Council for the delivery of sport and active recreation.

REPORT DATE: 5 March 2024 **REPORT NUMBER:** CCS011/24
DEPARTMENT: Community and Corporate Services
REPORT TITLE: **Finance Report Ending 29 February 2024**
PREPARED BY: Manager Finance, Mr Bradley Pyle

SUBJECT:

Finance Report CCS-011/24 for period ending 29 February 2024 is provided for Council's endorsement.

REPORT:

ASSOCIATED RISKS:

FINANCIAL IMPACTS:

CONSULTATION:

LEGISLATION/LEGAL/POLICY:

OFFICER'S RECOMMENDATION:

That Council resolves to receive Finance Report CCS-011/24 for the period ending 29 February 2024 and accepts the budget amendments contained therein.

ATTACHMENTS:

Attachment A: Finance Report for the period ending 29 February 2024



Finance Report

Month Ending 29 February 2024

Ordinary Meeting of Council to be held Wednesday, 13 March 2024

REPORT TYPE: DECISION **REPORT NUMBER:** CCS-011/24
REPORT DATE: 5 March 2024 **FILE REFERENCE:** Financial Management
DEPARTMENT: Finance and Corporate
PREPARED BY: Finance Manager, Bradley Pyle

SUMMARY

Page Number

Statement of Comprehensive Income3

Graphical representation:-

Recurrent Revenue4

Recurrent Expenditures4

Capital Revenue4

Capital Expenditure4

Statement of Financial Position5

Statement of Cash Flows.....7

Statement of Changes in Equity8

Financial Indicators and Graphs:-

Operating Surplus Ratio9

Net Financial Liabilities Ratio.....9

Asset Sustainability Ratio10

Ordinary Meeting of Council to be held Wednesday, 13 March 2024
Statement of Comprehensive Income
for the month ended 29 February 2024

	Estimated Financial Position		Actuals			Explanation
	2023/24	Year to Date 29-Feb-24	Year to Date 29-Feb-24	Variance \$	Variance %	
OPERATING						
Income						
Recurrent Revenue						
Net rate and utility charges	23,278,318	15,518,879	15,576,750	57,871	0%	
Fees and charges	1,697,730	1,131,820	1,145,890	14,070	1%	
Interest received	2,050,000	1,366,667	1,896,608	529,941	39%	- Higher yield
Sales - contract and recoverable works	10,849,941	7,233,294	7,687,350	454,056	6%	- Timing of Main Roads claims
Other recurrent income	823,000	548,667	552,000	3,334	1%	
Grants, subsidies, contributions and donations	1,206,360	804,240	988,560	184,320	23%	- Timing of grants received not lineal
Total Recurrent Revenue	39,905,349	26,603,566	27,847,157	1,243,591		
Expenses						
Recurrent Expenses						
Employee benefits	16,048,958	10,555,276	10,706,534	151,257	1%	- Includes EBA increases & LSL alignment
Materials and services	18,487,468	12,443,488	13,861,586	1,418,098	11%	- Timing of expenditure not lineal
Finance costs	56,000	37,333	37,763	430	1%	
Depreciation and amortisation	14,174,087	9,449,391	9,229,805	(219,586)	-2%	
Total Recurrent Expenses	48,766,512	32,485,489	33,835,687	1,350,199		
NET OPERATING RESULT	(8,861,163)	(5,881,922)	(5,988,530)	(106,608)		

Footnote: Net operating result does not include \$8,347,304 2023/24 Federal Assistance Grant received in 2022/23

Reconciliation of Adopted Operational Budget to Actual 2024

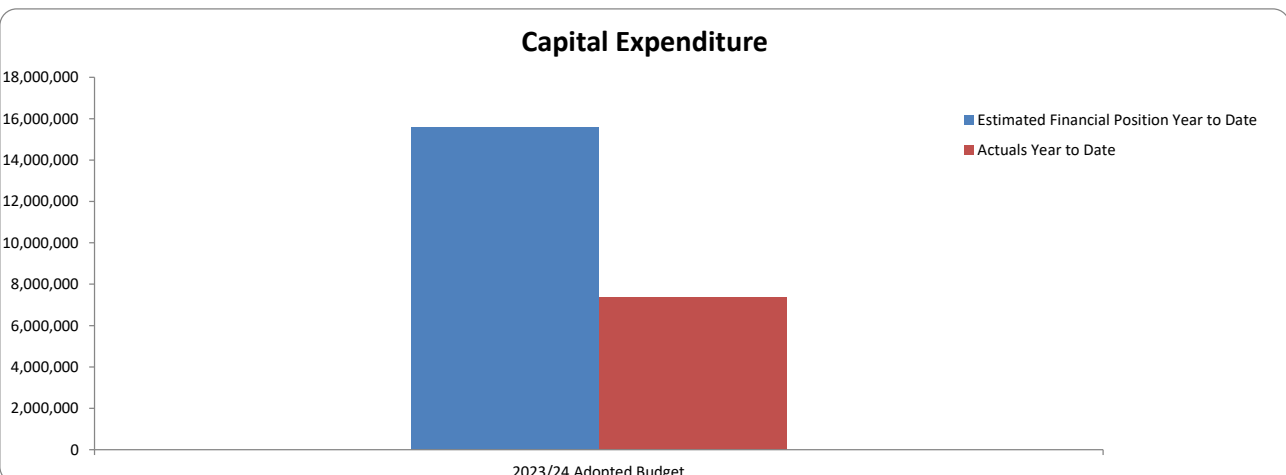
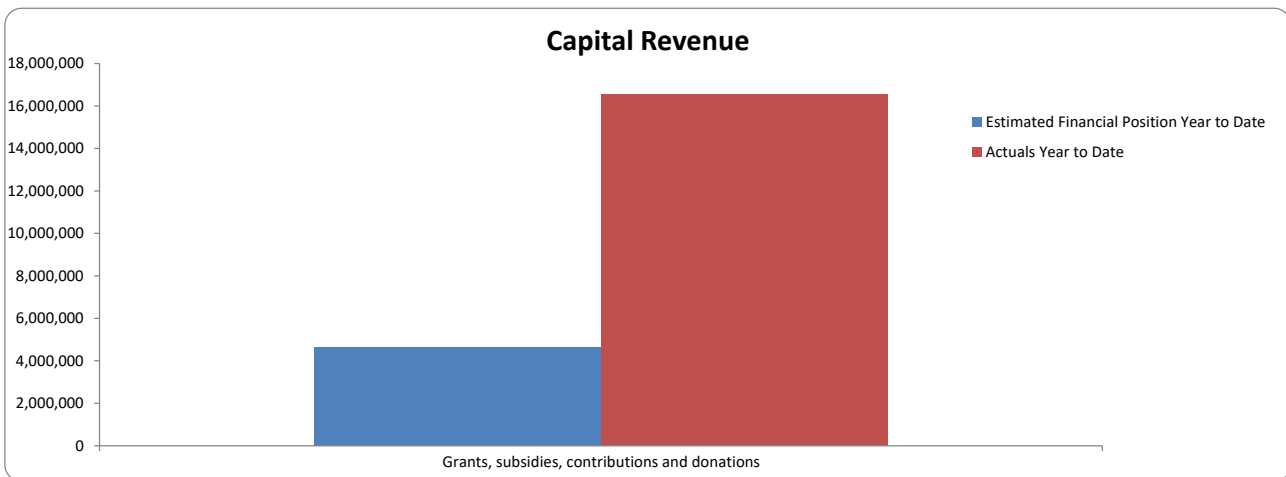
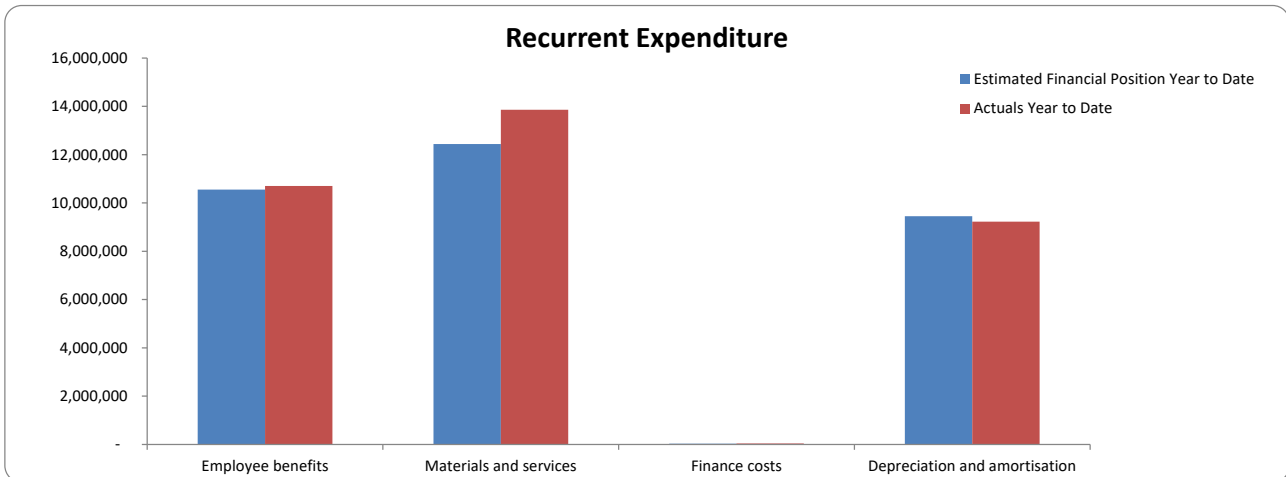
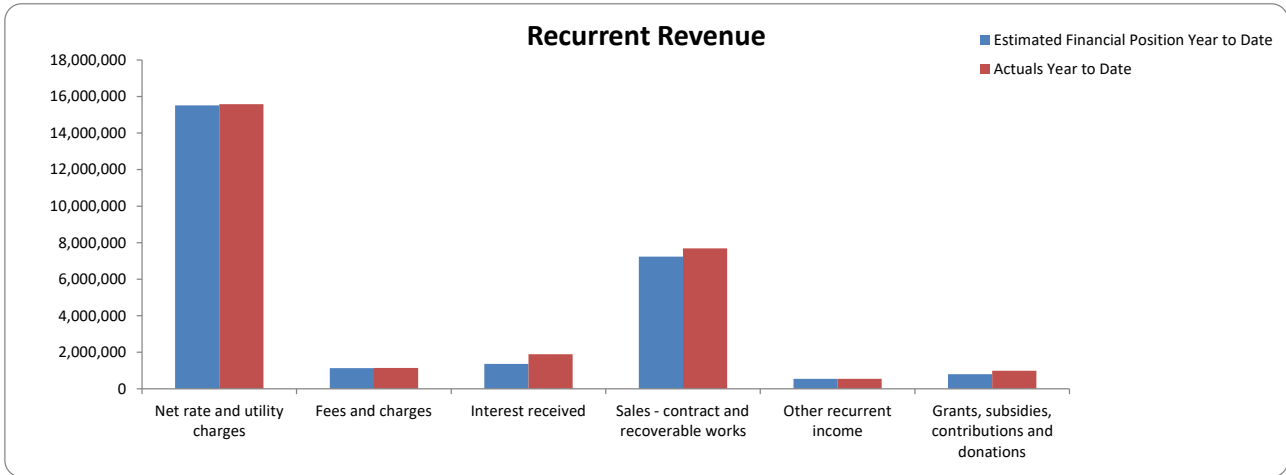
Operational Budget as at 1 February 2024	-8,861,163
Amendments February 2024:	
Inglewood Museum - ERFRR Grant	43,800
Inglewood Museum - Expenditure	-43,800
Adjusted Net Operating Result 29 February 2024	-8,861,163

	Estimated Financial Position		Actuals			Explanation
	2023/24	Year to Date 29-Feb-24	Year to Date 29-Feb-24	Variance \$	Variance %	
CAPITAL						
Capital - Related Revenue						
Grants, subsidies, contributions and donations	6,950,730	4,633,820	16,535,727	11,901,907	257%	- QRA Flood Funding
Total Capital - Related Revenue	6,950,730	4,633,820	16,535,727	11,901,907		
Capital - Related Expenditure						
2023/24 Adopted Budget	23,401,400	15,600,933	7,355,814	(8,245,120)		
Total Capital - Related Expenditure	23,401,400	15,600,933	7,355,814	(8,245,120)	-53%	
NET CAPITAL RESULT	(16,450,670)	(10,967,113)	9,179,913	20,147,027		

Reconciliation of Adopted Capital Budget to Actual 2024

Capital Revenue as at 1 January 2024	6,950,730	
Amendments January 2024:		
Riverbreeze Drainage Assets	88,740	
Greenup St Water Main - Developer Contribution	39,120	Approved by Resolution OM-018/24
Adjusted Capital Revenue Budget as at 31 January 2024	7,078,590	
Capital Expenditure Budget as at 1 February 2024	23,401,400	
Amendments February 2024		
Replacement Quad Bike	15,000	Approved by Resolution OM-199/23
Riverbreeze Drainage Assets	88,740	Recognition of donated asset
Greenup St Water Main	120,450	
Bore Water pH Correction	-60,000	Approved by Resolution OM-018/24
Total Increase/(Decrease)	164,190	
Adjusted Capital Expenditure Budget as at 29 February 2024	23,565,590	

Ordinary Meeting of Council to be held Wednesday, 13 March 2024
Statement of Comprehensive Income Graphical Representation



Ordinary Meeting of Council to be held Wednesday, 13 March 2024

Statement of Financial Position
as at 29 February 2024

	Notes	29 February
CURRENT ASSETS		
Cash and Cash Equivalents	1	17,047,315
Investments	2	37,000,000
Receivables	3	7,207,917
Inventories	4	179,492
Contract Assets	5	4,514,033
TOTAL CURRENT ASSETS		65,948,757
NON CURRENT ASSETS		
Property, Plant and Equipment	6	567,933,088
Intangible Assets	7	5,003,500
TOTAL NON CURRENT ASSETS		572,936,588
TOTAL ASSETS		638,885,345
CURRENT LIABILITIES		
Payables	8	2,158,940
Provisions	9	4,510,493
Other Liabilities	10	6,721,702
Contract Liabilities	11	11,056,768
TOTAL CURRENT LIABILITIES		24,447,904
NON CURRENT LIABILITIES		
Provisions	12	2,887,340
Other Liabilities	13	1,464,011
TOTAL NON CURRENT LIABILITIES		4,351,351
TOTAL LIABILITIES		28,799,255
NET COMMUNITY ASSETS		610,086,090
COMMUNITY EQUITY		
Accumulated Surplus		342,407,407
Asset Revaluation Reserve		257,131,487
Retained Operating Surplus This Year		10,547,197
NET COMMUNITY EQUITY		610,086,090

Ordinary Meeting of Council to be held Wednesday, 13 March 2024

**Statement of Financial Position
as at 29 February 2024**

	Notes	29 February
1 Cash and Cash Equivalents		
Cash at Bank		<u>17,047,315</u>
2 Investments		<u>37,000,000</u>
		<u>54,047,315</u>
Less Restricted Cash		
Creditors and accruals		-2,158,940
Employee provisions		-4,686,663
Waste Levy Refund received in advance		-1,417,772
Rates received in advance		-6,509,941
Landfill Restoration		-2,711,171
Flood works advance payment		-11,056,768
Plus Receivables		7,207,917
Total Unrestricted Cash		<u>32,713,977</u>
3 Receivables		
Rates, Debtors & others receivable		3,056,587
Accrued income		3,359,572
GST Recoverable		310,941
Sundries		480,817
		<u>7,207,917</u>
4 Inventories		<u>179,492</u>
5 Contract Assets		<u>4,514,033</u>
6 Property, Plant and Equipment (Including Works in Progress)		<u>567,933,088</u>
7 Intangible Assets		<u>5,003,500</u>
8 Payables		
Creditors and accruals		<u>2,158,940</u>
9 Provisions - Current		
Employee entitlements - Annual leave		1,469,902
Employee entitlements - Long service leave		2,294,539
Other employee entitlements		716,191
Landfill Restoration		29,862
		<u>4,510,493</u>
10 Other Liabilities - Current		
Rates		6,509,941
Unearned Revenue - Gdi Bowls Club		8,000
Waste Levy Refund Received in Advance		203,761
		<u>6,721,702</u>
11 Contract Liabilities - Current		<u>11,056,768</u>
12 Provisions - Non Current		
Employee entitlements - Long service leave		206,031
Landfill Restoration		2,681,309
		<u>2,887,340</u>
13 Other Liabilities - Non Current		
Unearned Revenue - Gdi Bowls Club		250,000
Waste Levy Refund Received in Advance		1,214,011
		<u>1,464,011</u>

Ordinary Meeting of Council to be held Wednesday, 13 March 2024

Statement of Cash Flows for the month ended 29 February 2024

	\$
Cash Flows from Operating Activities	
Receipts from Customers	29,938,866
Payments to Suppliers and Employees	- 27,858,718
	<hr/> 2,080,148
Receipts:	
Interest Revenue	1,376,929
Recurrent Grants, Subsidies and Contributions	1,015,739
Payments:	
Finance Costs	- 37,763
Net Cash - Operating Activities	<hr/> 4,435,053
Cash Flows from Investing Activities	
Receipts:	
Sale of Property, Plant and Equipment	667,294
Capital Grants, Subsidies and Contributions	16,284,987
Payments:	
Purchase of Property, Plant and Equipment	- 26,779,689
Purchase of Intangible Assets	- 73,955
Net Cash - Investing Activities	<hr/> - 9,901,363
Cash Flows from Financing Activities	
Payments:	
Repayment of Borrowings	-
Net Cash Flow - Financing Activities	<hr/> -
Net Increase/(Decrease) in Cash and Cash Equivalents	<hr/> - 5,466,310
Plus: Cash and Cash Equivalents - Beginning	59,513,625
Cash and Cash Equivalents - Closing	<hr/> 54,047,315 <hr/>

Ordinary Meeting of Council to be held Wednesday, 13 March 2024

**Statement of Changes in Equity
for the month ended 29 February 2024**

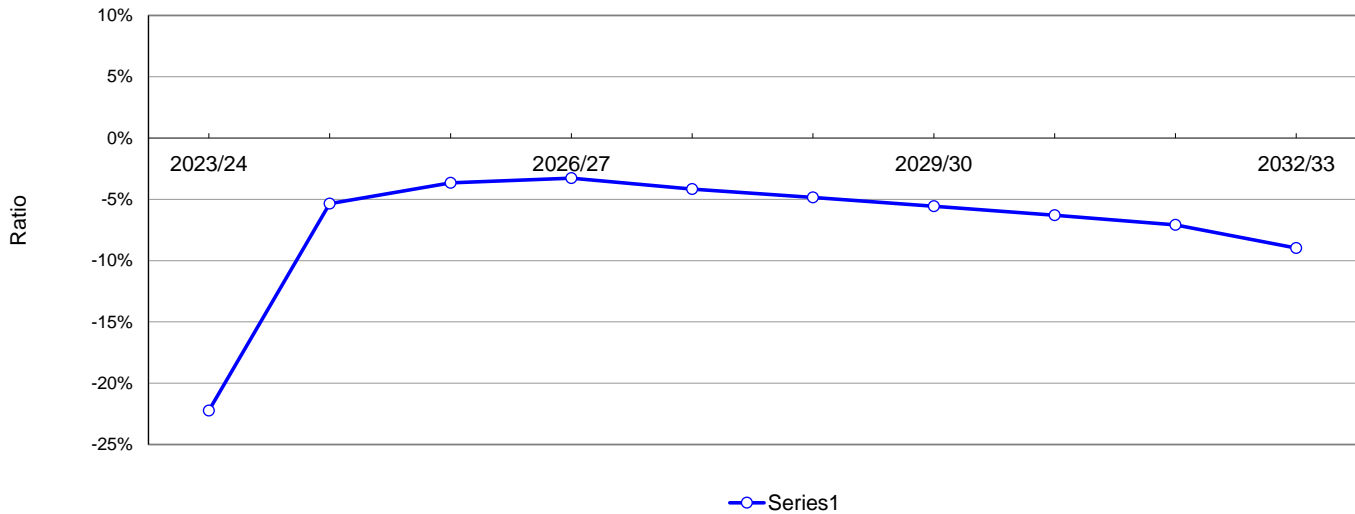
	Asset Revaluation Surplus \$'000	Retained Surplus \$'000	Total Community Equity \$'000
2024			
Balance as at 1 July 2023	257,132	342,502	599,634
Net Result	-	10,547	10,547
Other Comprehensive Income			
- Revaluations: Asset Revaluation Surplus			-
Total Comprehensive Income	-	10,547	10,547
Balance as at 29 February 2024	257,132	353,049	610,181

Financial Indicators and Graphs

Financial Capital Indicators

	Target	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Operating Surplus Ratio annual	0 - 10%	-22.23%	-5.35%	-3.66%	-3.27%	-4.17%	-4.85%	-5.56%	-6.29%	-7.09%	-8.98%

Operating Surplus Ratio

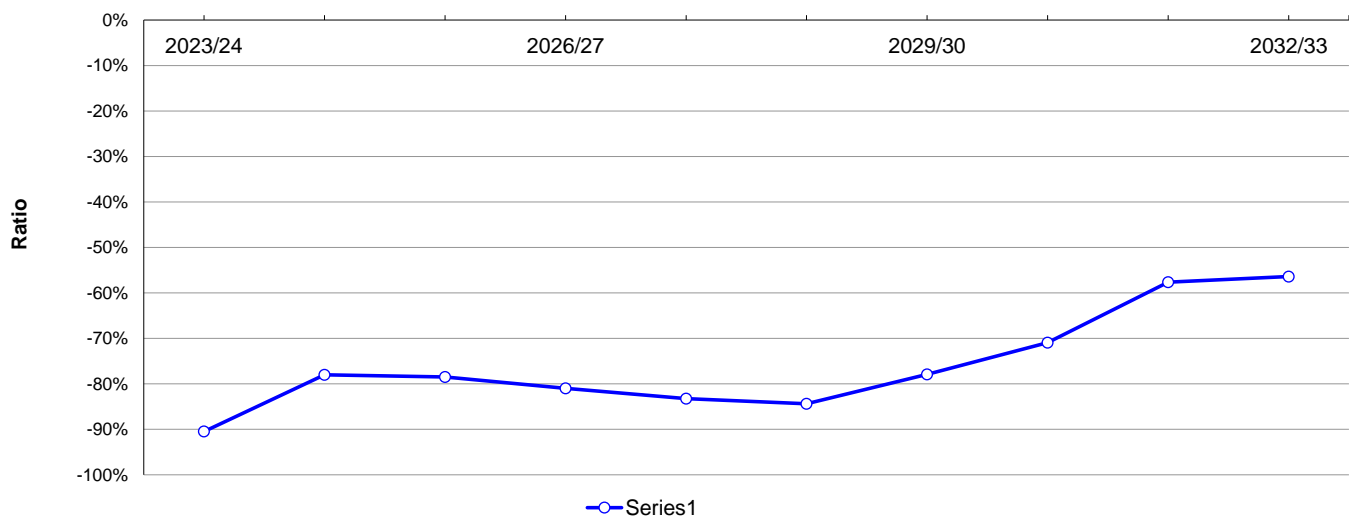


What this ratio means to the Goondiwindi Regional Council?

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.

	Target	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Net Financial Liabilities Ratio annual	<= 60%	-90.48%	-78.02%	-78.46%	-80.99%	-83.24%	-84.38%	-77.91%	-70.94%	-57.63%	-56.40%

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

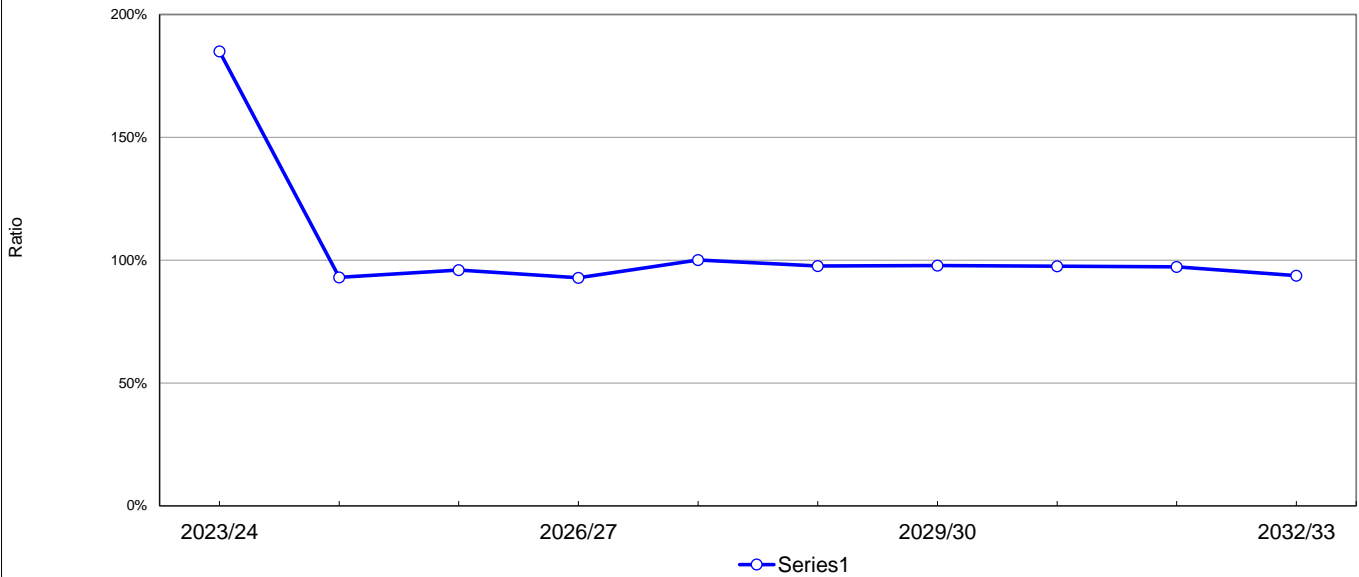
Infrastructure Capital Indicators

Asset Sustainability Ratio

annual

Target	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
> 90%	185.02%	93.03%	96.03%	92.85%	100.07%	97.67%	97.85%	97.58%	97.28%	93.71%

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: 5th March 2024 **REPORT NUMBER:** CCS-012/24
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: n/a
REPORT TITLE: Request to Write-off Debt
PREPARED BY: Manager Finance, Mr Bradley Pyle

SUBJECT:

Council is requested to consider writing off a debt incurred by Smicko Project Services for the purchase of line marking items purchased from Council's Goondiwindi depot.

REPORT:

Smicko Project Services was engaged by Council between June and July 2022 for line marking works. On 2 December 2022, Council received a request from Christopher Carney the Director of Smicko Project Services, for the purchase of line marking items from Council's stores. The goods were collected on 6 December 2022 (unsigned) and an invoice for \$4,482.50 was issued by Council on the same day.

After many attempts by Council to recover the debt, it was then referred to Council's debt recovery agents, Recoveries & Reconstruction Pty Ltd (R&R). Due to the relationship with Council, they offered a complimentary service to recover the debt.

After several months and many attempts to recover the debt it still remains outstanding. With cost limitations, time lapse and the likelihood of recovering the debt in full, R&R have now recommended Council write-off the outstanding amount of \$4,482.50.

Council is requested to consider delegating to the Chief Executive Officer to write-off the outstanding amount of \$4,482.50.

ASSOCIATED RISKS:

FINANCIAL IMPACTS:

The amount to be written-off which is \$4,482.50

CONSULTATION:

N/A

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*

OFFICER'S RECOMMENDATION:

<i>Council resolves to delegate authority to the Chief Executive Officer to write-off the outstanding debt of \$4,482.50 for Smicko Project Services.</i>

ATTACHMENTS:

REPORT DATE: 5th March 2024 **REPORT NUMBER:** CCS-013/24
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: Councillor Phil O'Shea and Councillor Susie Kelly
REPORT TITLE: **GRC Libraries Strategy 2024-2027**
PREPARED BY: Manager Cultural and Customer Services, Ms Sarah Little

SUBJECT:

Goondiwindi Regional Council has developed a Libraries Strategy 2024-2027 in consultation with staff, councillors and the community.

REPORT:

Council has an obligation under the Service Level Agreement for Public Library Services – Rural Libraries Queensland, to develop and maintain a current strategic and/or operational plan for the Library Service.

Council recognises the significant role that libraries play in connecting our communities and the Plan ensures that GRC Libraries will be responsive, adaptive and flexible in meeting the communities changing needs.

In developing the Plan, the Library Team met every Tuesday at 7:30am for 10 weeks via teams with June Strutt, Council's Project Officer, who facilitated the sessions to collate information, ideas and concepts identified by the team. In these sessions, tailored by June, the team began to construct the plan's purpose, vision, values and principles based on research, knowledge of service and observations.

To ensure that the entire Goondiwindi region was afforded the opportunity to provide input into the Libraries Strategy, the 'have your say' postcard, with the short survey on the reverse side, was distributed to the whole region via an Australia Post mail drop. In addition, all library members received an invitation via email to take part in the online survey on SurveyMonkey. The QR code for the survey was distributed through Library and GRC socials and general communication channels. The responses from the survey were very supportive and helped to paint a clear picture of what aspects of our Libraries are most important to the community and what they thought could be further developed.

Prior to final draft, a workshop was held with Councillors to review the key elements of the document which included the theme, context, purpose, opportunities and challenges and strategic priorities. The feedback from the workshop, survey and staff input was incorporated into the draft Plan in November 2023.

My Design were engaged to prepare the final styled document, the layout of which incorporated elements and features that the Library Team had identified within the team meetings and from other local government strategic documents. My Design considered this, the branding already used by Goondiwindi Libraries and State Library of Queensland to prepare the final layout.

The Goondiwindi Regional Council Libraries Strategy 2024-2027 has been endorsed by the Library Team and is now tabled for Council's review and adoption as a corporate strategic document.

ASSOCIATED RISKS:

Meeting community expectation in the library spaces.

FINANCIAL IMPACTS:

The Library Team will seek budget allocation, grants and funding over the duration of the plan to achieve the priorities listed within the document.

CONSULTATION:

The process included staff and Councillor consultation by way of workshops and written input being recorded and incorporated into the plan. The entire region was consulted through the provision of a survey in 3 formats, a printed postcode, an online survey and a printed copy of the online survey. Survey's were made available at all Goondiwindi Regional Council Libraries and Customer Service Centres where customers and staff were encouraged to complete these to outline what they identified as most important in their library service.

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*
- *Libraries Act 1988*
- State Library of Queensland Service Level Agreement
- Goondiwindi Regional Council Corporate Plan 2024-2028

OFFICER'S RECOMMENDATION:

That Council resolves to adopt the Goondiwindi Regional Council Libraries Strategy 2024-2027.

ATTACHMENTS:

1. GRC Libraries Strategy 2024-2027

LIBRARIES STRATEGY 2024-2027



Goondiwindi
REGIONAL
COUNCIL

REGIONAL
AUSTRALIA
at its best!

Contents

About our Library Service	4
Our Spaces	4
Our People	4
Our Collections	4
Our Technology	5
Our Living and Evolving Library Service	5
Our Brand	6
The Importance of our Library Services	7
What can be found when exploring our Library Service	7
What our Community has to say about us	8
Our Purpose	9
Our Vision	9
Our Value to the Community	9
Our Principles	9
Strategic Context	10
Our Opportunities	11
Our Strategic Directions	12
Our Four-Year Strategic Priorities	12
Reporting on Our Progress	13
Attachment 1	14
Library Strategy Operational Plan – 2024-2025	
Attachment 2	15
Glossary of Terms	

Acknowledgement of Country

We acknowledge the Traditional Owners and custodians of the land of the Goondiwindi Regional Council local government area and we pay respect to their Elders, past, present, and future.

DOCUMENT CONTROL

Version	Decision Date	History
1.0	February 2024	

Executive Message



The Hon. Councillor Lawrence Springborg AM
Mayor



Carl Manton
Chief Executive Officer

It is with great pleasure that we present the Goondiwindi Regional Council’s Library Strategy 2024-2027.

Council values the inclusive, welcoming, and creative environment our library service provides in connecting and enhancing the health and well-being of our community. It is an evolving service that continually adapts to the changing needs of our region.

Embracing access for everyone is a key theme that flows across the strategy. Through open access to the library services, individuals regardless of their backgrounds, educational levels, ages, or circumstances, can always pursue self-development and the pursuit of knowledge and life-long learning.

Council receives funding from the Queensland State Government to provide resources and operate many of the library services. Our strategy supports the State Library of Queensland’s direction for public libraries and Council’s Corporate Plan directions by providing a locally responsive service tailored to the needs of our community.

This is Council’s first Library Strategy. We are proud the strategy has been developed in-house by our Library Team in consultation with our Councillors, staff, library members, and the wider community. The overarching strategy is supported by an annual operational plan, there-by progressing actions that work towards achieving the strategy’s vision and priorities.

Further community consultation will occur to ensure the annual actions remain relevant to changing community needs.

As a Council, we recognise the value of social connection, and the important role the libraries provide in supporting this. Our three library centres in Goondiwindi, Inglewood and Texas are all welcoming, inviting places where people feel safe and supported. We recognise many people are isolated for various reasons, and it is encouraging to see how technology advances and partnerships with others can help to bridge the gap in reaching these people.

Finally, we would like to thank everyone who has contributed to the development of this new strategy. We look forward to seeing the outcomes and benefits that this Library Strategy 2024-2027 will bring to our community.

About our Library Service



Our libraries are living, evolving places, full of resources to explore new opportunities every day.

They play a vital part in connecting our communities to each other, and to the world. Our services are responsive, adaptable, and flexible. They evolve with the changing needs of our diverse communities.

People visiting our centres enjoy a warm welcome as they get away from the hustle of everyday life. Others visit us digitally, enjoying access to a wide library collection of on-line resources. Some people enjoy both. They come in to spend time studying, while using the free internet to build their skills and knowledge. We even serve isolated people by delivering books, magazines, and DVDs to them in their homes.

Our modern-day libraries offer ever-expanding experiences, beyond just being a place to borrow a book. This strategy focuses on strengthening the services we provide, while exploring new opportunities and using new technologies to respond to changing community needs.

OUR SPACES

Our three physical branches are located in Goondiwindi, Inglewood, and Texas. We also offer a virtual service with on-line access 24/7. We have a limited outreach program from each branch that improves access and inclusion for community members with accessibility issues.

We would like to expand our outreach work in coming years in partnership with other community agencies. Our strategy places a focus on the importance of building collaborative partnerships and outreach opportunities.

OUR PEOPLE

Our library staff are the heart and soul of our library services. They bring each centre to life with their welcoming and caring personalities. They are also knowledgeable, taking an interest in getting to know people so they can tailor our services to their personal areas of interest.

Keeping pace with changing technology and service provision requires our staff to build their own skills and knowledge further. In the strategy, development of our staff is a critical success factor.

OUR COLLECTIONS

Most of our collection is sourced from the State Library of Queensland. Our collection includes both physical and digital items, with open access to all community members. Our collection includes physical and digital books, including audiobooks for all ages, we also have magazines, DVDs, videos, music, story-telling kits, puzzles, and board games.

The strategy incorporates the need to seek grants for projects and to advocate for financial longevity from the Queensland State Government to be able to provide an enhanced locally responsive service.

OUR TECHNOLOGY

We provide the opportunity for visitors and members to access new and emerging technologies so they can keep up to date with current news and events, build life-long skills and reduce the digital divide by assisting people to navigate the increasing technology changes in the modern world.

Each of our centres has free internet available. This is often utilised by students coming into study, teenagers gathering outside to listen to music, tourists wanting to touch-base with family back home and older folk who need a hand to use the technology to access their emails.

Through an on-line app we provide access to the wider pool of resources provided by the Queensland public library service. People can use the app on their own devices to reserve any of the collection items or download e-resources to enjoy wherever they are.

Utilising technology to innovate and broaden the reach of our services is an important direction within our strategy.

OUR LIVING AND EVOLVING LIBRARY SERVICE

In 2008 the Goondiwindi Regional Council was established through the merger of Goondiwindi Town Council, Waggamba Shire Council, and Inglewood Shire Council. The Council covers an area of 19,294sq Kilometres and has a growing population of 10,817 people. Each of the former Council's provided a library service to their communities.

Goondiwindi Library

Goondiwindi locals and distinguished guests celebrated the official opening of the newly built Goondiwindi Civic Centre in June 1938. The purpose-built Civic Centre accommodated the library, reading room, School of Arts, theatre, Council Chambers, offices, and shops. When the library was moved into this modern building it was the start of what was to become a long association between the library and the Civic Centre.

For many years the Civic Centre provided a home for the library, yet there would be two more significant moves for the library. After sixty years in the Civic Centre the library was rehomed to a new building designed with ample space to house the growing book collection and conduct activities for the community. This building was located close to the Macintyre bridge and would share the space with the Tourist Information Centre. The library was also expanding its services beyond books, by providing group activities and public access computers for the community.

Following consultation and much planning the Council set out to redevelop the Goondiwindi Civic Centre and in December 2015, officially reopened to the community. When the Library relocated back to the art deco Civic Centre on Marshall Street, it brought with it other services including Customer Service, Visitor Information Centre, Art Space and connection through to Cinema, right in the middle of the bustling shopping precinct. The combination of services offered by the library to locals and travellers is ever expanding in this space and meeting demand of the community into the future.

Inglewood Library

The Inglewood Library was established on the 13th December 1976. It was located upstairs in the Inglewood Civic Centre offices in a small room that was subsequently used as the Shire Clerk's office, then after amalgamation it became the Branch Manager's office and is currently used by Council officers. The Inglewood Shire Council relocated the Library in 1996 when they extended the small gallery on the front of the Inglewood Civic Centre and created a new space for a combined Library and Customer Service Office at ground level. While not a large area, it provided easier access for Council's customers and library users as some were unable to climb the stairs. It was a wonderful improvement at the time, but given very limited funds, it was still a bit drab and not very inviting.

The aftermath of a flood in November/December 2021 created the opportunity for some upgrades with the help of additional funding received from the State Government creating a lighter, brighter and more comfortable space for community

What our Community has to say about us

We asked our Community what aspects of our Libraries are most important and what can further developed. Here are the Community's top responses to each question.

Aspects most important to us:

- 1. Access to books, DVDs and magazines
- 2. Safe spaces to relax in
- 3. Learning and study spaces
- 4. Knowledgeable and supportive staff
- 5. Play and creative spaces
- 6. Programs and activities

Most used services in the past 12 months:

- 1. Public toilets
- 2. Books, DVDs and magazines
- 3. Sought assistance from Library staff
- 4. Visited the Art Exhibitions and Gallery spaces
- 5. Safe space to relax in and to feel valued
- 6. Utilised Customer Service for other services

Aspects of the Library Services could be further developed:

- 1. Create separate spaces for different types of activities
- 2. Broaden learning programs for young children to teenagers
- 3. Modify Library opening hours to allow for after-work access and to offer activities away from the Library centres
- 4. Provide activities for adults and people with diverse abilities to encourage life-long learning
- 5. Introduce self-service options
- 6. Create outdoor Library activities and spaces

“I think the Library services at present are terrific.”

“It's a great facility already with amazingly friendly informed staff.”

“Due to the interest and encouragement of Library staff I have broadened my reading base – accessing authors that I had ignored previously due to narrow preconceived ideas. Visiting Goondiwindi Library is an integral part of my week.”

“Didn't know that home delivery or rural delivery service existed.”

“Move study and public computer areas, interactive technology, green spaces more nature inclusive, have recycling boxes to encourage more people to come into the Civic Centre.”

“I would like to see more comfortable seating and a more comfortable study area. I find there is a lot crammed into the same space and it could be better spread out in the building.”

“Thank you to all the staff at the Library. You do a wonderful job.”

Our Purpose

Our purpose is to provide relevant, adaptable, and accessible library services supporting our community through connection and collaboration.

Our Vision

An inclusive, welcoming, accessible, creative environment to inspire, inform and connect our community.

Our Value to the Community

The value our service brings to the region includes the creation of equitable, inviting places and opportunities to support life-long learning, develop knowledge, increased literacy, and enhanced health and well-being. As such, we add to the economic and lifestyle attractiveness of our community.

Our Principles

- 1. We treat everyone with dignity, respect, warmth, kindness, and humour.
- 2. We are bold, ambitious, enthusiastic, trustworthy, and creative.
- 3. We embrace equity by providing open access to our services.
- 4. We strive to be skilled and resourced staff, who work as a team to understand the needs of our community and values of our region.
- 5. We deliver flexibility in what we do, promoting education, knowledge, self-discovery, inclusivity, literacy for all, innovation and creativity in our response to changing needs.
- 6. We nurture collaborative partnerships.

Strategic Context

Our library service is one of Council’s customer connecting services. Our funding is provided by Council and in part by the Queensland State Government. Our strategy has been influenced by our local and state policy context and the needs of our community.

Goondiwindi Regional Council’s 2024-2028 vision is:

To strengthen our thriving regional lifestyle and prosperous economy.

Queensland State Library Plan 2022-2026 vision is:

Inspiring possibilities through knowledge, stories, and creativity

Our Response:

Our Library Strategy aims to assist Council and the Queensland State Library to achieve these visions by providing a locally responsive, valued library service that evolves and adapts to the changing needs of our community. The value our service brings to the region includes creating inviting places and opportunities to support life-long learning, encourage self-development, and enhanced health and well-being.

Our Opportunities

1. Reposition and transition perceptions that ‘Libraries are only about books’.
2. Raise the profile, value, and importance of our libraries by modernising them and promoting the liveability value they bring to the region.
3. Reconfigure the interior and surrounds of our library centres to define spaces for various activities and uses, including how customer service and library services are provided.
4. Raise awareness and use of our library programs, activities, and events through effective branding, signage and centre name changes, digital and physical marketing, engaging community networks and collaborating on shared activities.
5. Evolve and adapt to changing community needs by using advancing technologies to provide our library services digitally to remote communities, isolated individuals, and wider audiences.
6. Partner with others in the community and other Council teams to mutually support our geographically diverse areas and people and promote our communities.
7. Utilise connections to integrate and complement services provided to young people, teenagers and those pursuing further studies.
8. Raise awareness of the libraries’ safe supportive environments to connect people back following community disruptions.
9. Consistent employment of staff passionate about our people, our libraries, and the well-being of our communities to maintain a welcoming supportive culture.
10. Explore staffing solutions and opening hours to reduce competing customer service and library service requirements, thereby allowing staff to run programs and provide outreach services while still servicing the local centres.
11. Provide a locally responsive service by accessing a broader network of resources through other libraries and library groups.
12. Advocate through Queensland State Government and State Library of Queensland to pursue on-going assurance and increased grant access to fund services.

Our Strategic Directions

Our Four-Year Strategic Priorities



Priority 1

Provide a living, locally responsive, valued library service that evolves and adapts to the changing needs of our community.

Outcomes

- Our library services have been reviewed and planned with priorities established for the 2023/24 to 2027/28 timeframe.
- Shattering the perception that 'Libraries are only about books' will begin.
- Over time our libraries will be valued and used by people of all ages, cultures, education levels, financial circumstances, and abilities.
- Modifying and modernising our facilities across the region will maximise these safe, well-resourced environments where people are inspired to enhance their own development and quality of life.
- A library service that's supports life-long learning, increased literacy, knowledge, and skills, and is responsive and adaptable.



Priority 2

Create vibrant community hubs with increased members and visitors making use of the ever-changing range of centre-based, community and digital services offered.

Outcomes

- Effective marketing, branding and signage promotes our services, draws in travellers, new visitors, and helps participants navigate our range of services.
- Through advocacy to the State Library of Queensland our physical and e-resources are constantly refreshing and expanding to provide appealing and diverse collections.
- Our facilities and technology are increasingly utilised by the community.
- Arts, history, and cultures will be on display, with regular changes made to entice visitors to come into our facilities.
- Community feedback will be used to inform changes made to our services.
- Staffing solutions and opening hours reviewed to create complementary customer service and library service requirements.



Priority 3

Establish collaborative and mutually beneficial partnerships with community agencies, businesses, and other library providers to support the growth and prosperity of our region and people, reducing isolation and creating closer connections.

Outcomes

- The breadth and value of library services will be widely known throughout the community.
- Our outreach service provides a social connection by reaching more isolated people and regional locations through established partnerships.
- The liveability value of our region is enhanced.
- Funding longevity is pursued through grants for local projects and state-wide advocacy campaigns.



Priority 4

Continually develop our staff skills and knowledge to remain current for our ever-changing technology, service delivery and connection to the wider organisation.

Outcomes

- Staff will be equipped with the knowledge and skills to understand the changing needs of our communities and provide effective quality customer service.
- Staff feel valued as Council employees and team members, generating a great team culture.
- Our staff are empowered to be innovative and expand their awareness of different service delivery models, by learning from other organisations.

REPORTING ON OUR PROGRESS

- A progress brief of our annual Library Strategy Operational Plan will be included on the Library Facebook page.
- Council will consider the inclusion of some of the major library projects in the Corporate Operational Plan when it is reviewed and adopted annually.
- Presentation to Council every three months on progress and detailed for the annual report..

Attachment 1

LIBRARY STRATEGY OPERATIONAL PLAN – 2024-2025

Priority 1

Provide a living, locally responsive, valued library service that evolves and adapts to the changing needs of our community.

- 1. Develop and implement a well-resourced Communications Plan that addresses promotion and branding.
- 2. Create a process to capture credible feedback from our customers and potential customers on what they really want/need.
- 3. Determine and capture meaningful statistics.

Priority 2

Create vibrant community hubs with increased members and visitors making use of the ever-changing range of centre-based, community and digital services offered.

- 1. Develop a more flexible outdoor area for younger people and teenagers in Texas.
- 2. Review our current programs with the aim to extend them across all three libraries – tailored to each community.
- 3. Design and install signage for each library to raise visual awareness of the centres.
- 4. Create reading nooks with comfortable chairs in all the facilities, along with a water dispenser for Texas.
- 5. Undertake community consultation to determine the reasons people do, or don't, use our libraries and utilise the feedback to guide changes to the services provided.

Priority 3

Establish collaborative and mutually beneficial partnerships with community agencies, businesses, and other library providers to support the growth and prosperity of our region and people, reducing isolation and creating closer connections.

- 1. Create project-ready plans in readiness to submit funding applications into relevant Project Pipeline funding streams. Undertake regular/quarterly reviews of the Project Pipeline to monitor the funding rounds coming up/being offered and target relevant projects to submit.
- 2. Discuss with various groups and/or businesses opportunities to expand the delivery service to isolated individuals consistently across all three branches.

Priority 4

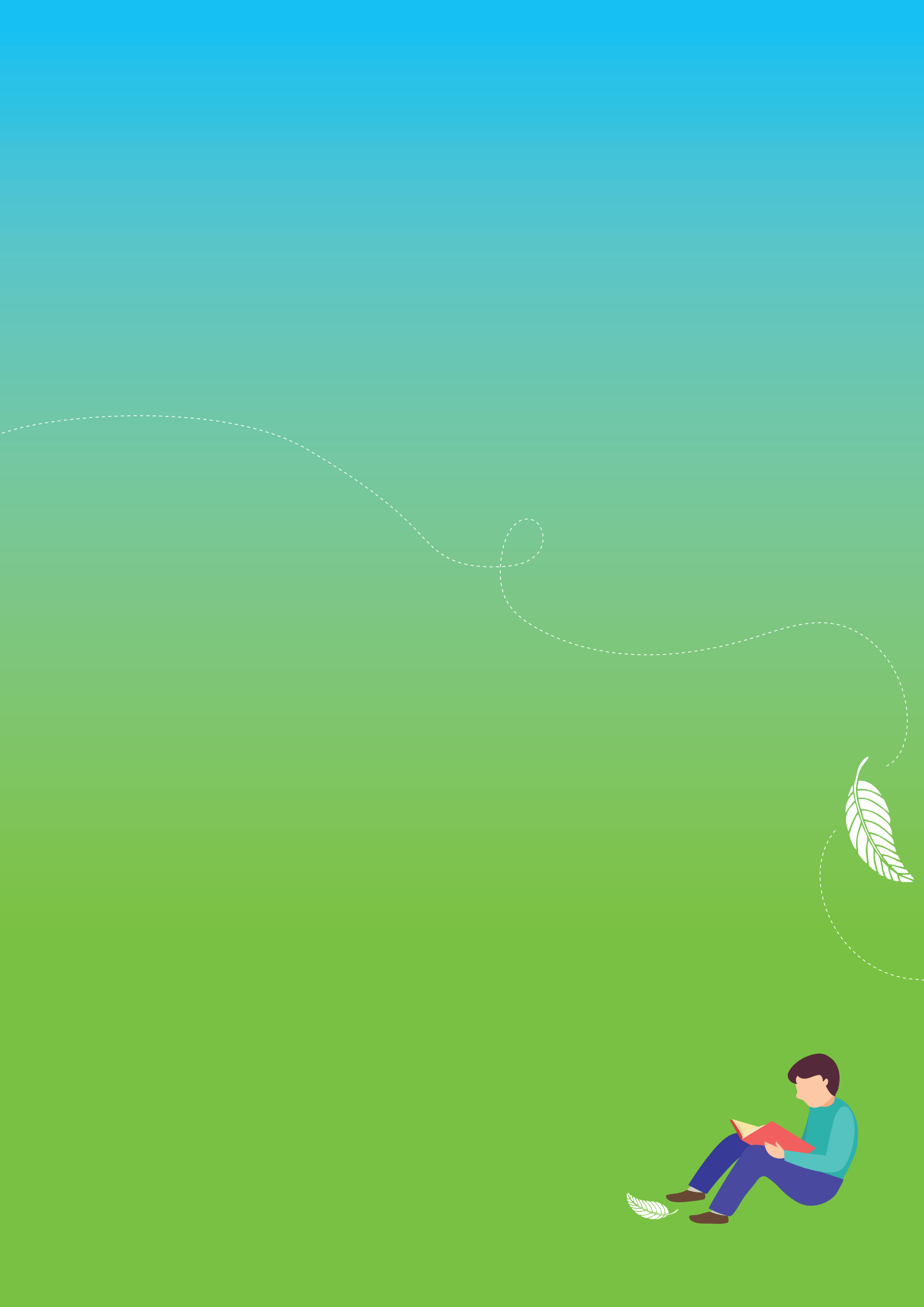
Continually develop our staff skills and knowledge to remain current for our ever-changing technology, service delivery and connection to the wider organisation.

- 1. Implement a staff training and development program.
- 2. Explore opportunities to broaden innovation in our service delivery by supporting staff visits and education tours to outside organisations.
- 3. Seek out opportunities to work with other staff and departments on shared projects and broaden understanding of our diverse services.

Attachment 2

GLOSSARY OF TERMS

Community	Incorporates all those who live, work, or regularly connect with services within the Goondiwindi region. Note: This includes travellers and those who cross the border to access our services.
Customers	Includes all those who visit or use our library and customer service facilities and resources, either in person or digitally. Note: State Library Queensland refer to customers as patrons.
e-resources	The wide range of digital library resources that can be borrowed, read, or downloaded on-line.
Library members	Individuals that have signed up to be members allowing them to borrow resources from the libraries and receive a monthly digital newsletter.
Partnerships	Mutually beneficial arrangements between the library service and other providers that assist members of the community to access library services. Note: Partnerships may be formal or informal arrangements.
Pipeline funding streams	Avenues for pursuing various government grants to fund projects.
Priorities	The main goals Council plans to deliver to enable the Library Vision to be achieved.
Outcomes	The tangible differences that will be made in the library services by the end of the four-year period, achieved by undertaking the annual actions for each priority.
Purpose	The reason the library service exists as a service of Council.
Vision	The desired future state of the library service once the priorities have been achieved and all annual actions completed.
Value	The intangible benefits the library service provides to the region.
Principles	The beliefs, behaviours and values that form the culture of the library team and their individual and collective service to their customers and community.



REPORT DATE: 04 March 2024 **REPORT NUMBER:** CCS-014/24
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: Cr Susie Kelly
REPORT TITLE: **Project Endorsement – Customs House Restumping**
PREPARED BY: Director Community and Corporate Services, Mr Jason Quinnell

SUBJECT:

Council to consider endorsement and potential co-contribution for the Goondiwindi Customs House Restumping project.

REPORT:

Goondiwindi Regional Council and Goondiwindi and District Historical Society have a collaborative relationship pertaining to the management and maintenance of the Customs House Museum, located at 1 McLean St, Goondiwindi. The two organisations have worked together to review the facilities and services provided by the community asset and provide a guiding masterplan for future work. During the masterplan process, the requirement for restumping and bearer replacement of some of the main building was identified as a priority activity for the facility – refer to images on page 28 of the attached masterplan document.

The Customs House building is one of the earliest structures in Goondiwindi. The form, materials and method of construction suggest that the original core of the house was erected in the 1860s with subsequent additions in the 1880s and 1890s.

The Customs House Museum is protected under the *Queensland Heritage Act 1922*, listed on the Queensland Heritage Register (reference number 600530), and all restorative works must be completed within the guidelines of the Act and requires appropriate permissions to be granted.

The cost to complete the restumping can vary, depending on available funding. The expected maximum cost of this project is in the order of \$40,000.

There are a number of external funding opportunities that will potentially provide financial contribution towards the completion of this project. Council officers are requesting endorsement from Council to seek and apply for appropriate funding for this project as it becomes available, as well as a commitment to a co-contribution of a maximum \$15,000.

It should be noted that depending on the nature of the funding program, the applicant may either be Council or the Goondiwindi and District Historical Society Inc. If the Historical Society were to be the applicants, Council will provide in principle support for the project, subject to the following:

- A detailed project plan is developed and approved by Council prior to commencement of works.
- All State heritage approvals have been granted by the Department of Environment and Heritage.
- All works are to be undertaken by suitably qualified personnel.

ASSOCIATED RISKS:

- As the applicant of any grant or funding program, Council is responsible for managing the projects and subsequent reporting if successful.
- Financial contributions from Council are often required.

- Council also needs to be aware that through the submission of an application, Council acknowledges responsibility for any funding shortfall if costs or other factors change.

FINANCIAL IMPACTS:

- As per the individual funding application.

CONSULTATION:

- Customs House Museum Masterplan, endorsed by Goondiwindi Regional Council in the October 2023 ordinary meeting (resolution OM-172/23).

LEGISLATION/LEGAL/POLICY:

- *Queensland Heritage Act 1992*

OFFICER'S RECOMMENDATION:

That Council resolves to endorse Council officers to seek and apply for external funding opportunities, such as grant programs, as appropriate for the Customs House restumping project.

That Council resolves to commit to a financial contribution of up to \$15,000 of the total project costs in the event of a successful funding application, if required.

That Council resolves to confirm that upon a successful application, it will budget its financial contribution to the projects (if required), is committed to delivering the approved projects and acknowledges responsibility for any funding shortfall if costs or other contributors change.

ATTACHMENTS:

1. Customs House Museum Masterplan

Goondiwindi Customs House Museum

unparalleled



Contents

Executive Summary	1
Introduction.....	2
Background of the masterplan	3
Scope of the masterplan	3
History of the site.....	4
Looking forward	6
Analysis of the town	8
Analysis of the site and existing buildings	9
Statutory context.....	10
Goondiwindi Customs House Masterplan Works Principles	10
Current Site Plan	11
Benchmark Projects.....	12
Celebrating Heritage Fabric.....	16
The Concept.....	17
Proposed Site Plan	18
Project Staging	19
Action Plan (Approximate Costs).....	20
Grants and Programs	21
Risk Management	24
Appendix A: Customs House Building Inspection Report	25

Executive Summary

Goondiwindi Regional Council and Goondiwindi and District Historical Society have a collaborative relationship pertaining to the management and maintenance of the Customs House Museum, located at 1 McLean St, Goondiwindi. The two organisations have worked together to review the facilities and services provided by the community asset and provide a guiding masterplan for future work.

This masterplan report is part of a wider scope of planning documents for Council owned assets that are managed by local incorporated organisations.

A vision and set of guiding principles has been generated from consultation with the Goondiwindi and District Historical Society management committee, site and context analysis and the close study of the building and museum collection. In response to these principles, the masterplan proposes solutions to access and improves functionality for volunteers and facility users, better utilising the available space and integrates the landscape and external exhibition spaces into the visitor experience. The focus is making the history of Goondiwindi and its surrounds visible, from its indigenous history through to the legacy of pastoralists and the sacrifice service men and women during war times.

Introduction

The purpose of this document is to support and guide necessary work for the accessibility and functionality of the Customs House Museum and to look for opportunities to improve visitation and profile of this important community asset.

Customs House Museum was listed on the Queensland Heritage Register on 21 October 1992 having satisfied the following criteria:

The place is important in demonstrating the evolution or pattern of Queensland's history.

The Customs House Museum illustrates the role of Goondiwindi as one of 14 border posts established before Federation to maintain tariff walls between the colonies. Customs duty was an important source of revenue and the need to establish such posts reflects the increase in the movement of goods along inland routes as pastoral development occurred in the west of Queensland. Goondiwindi was a major border crossing and the establishment of a customs service in this town reflects the way in which Customs were collected and the requirements of Government were carried out in remote areas.

The place is important because of its aesthetic significance.

The Customs House Museum is important as an early building in Goondiwindi whose form, scale and materials make a substantial contribution to the built character of the town.



Background of the masterplan

The Goondiwindi Customs House Museum is a significant place in the town of Goondiwindi and has had a long and varied life. Although long known as the former Customs House, there is no documentary evidence that supports its use for collection inter-state customs. Despite this, the building is still significant as one of the oldest structures still remaining in Goondiwindi.

Goondiwindi Regional Council's Community and Economic Development team have been tasked to develop a strategic and holistic plan for the site in consultation with the Goondiwindi and District Historical Society.

Scope of the masterplan

The aim of this masterplan is to outline a comprehensive strategy for essential infrastructure maintenance, renewal, and replacement projects at the Customs House site. The primary goal is to identify and communicate a clear plan for the present and future development of the asset and its surrounding outdoor spaces. This includes creating a proposed schedule for repair and maintenance works, prioritising necessary remedial actions, and conserving the heritage fabric of the building.

The document's purpose is to provide a detailed description of the required work to ensure the building remains in good condition both presently and in the years ahead. By doing so, the masterplan aims to safeguard the historical significance and integrity of the site for future generations.

History of the site

The Customs House Museum is a significant place in the town of Goondiwindi. The building has been long known as Customs House although no documentary evidence supports its use for collecting customs.

Although Queensland became a separate colony in 1859, little effort was made initially to collect duties on goods imported overland from New South Wales. Legislation was enacted in 1870 to enable the collection of customs duties on goods coming into the colony. William Parry Okeden was appointed to report on suitable locations for customs offices along the border. He recommended eleven locations including Goondiwindi on a major route between the two colonies. The first customs collector was Richard Marshall who fulfilled a multitude of government posts including police magistrate, clerk of petty session, land agent and commissioner for crown lands.

With the construction of a bridge across the Macintyre River, the amount of intercolonial trade increased significantly at Goondiwindi, necessitating the appointment of a second customs officer. While no documentary evidence indicates that the building in McLean Street and adjacent to the river was used as a customs office, oral tradition suggests it was used for this purpose. It is possible during the peak of customs activity in the 1880s and 1890s, it may have used as a de facto office due to its proximity to the border.

Regardless, the building is one of the earliest structures in Goondiwindi. The form, materials and method of construction suggest that the original core of the house was erected possibly in the 1860s with subsequent additions in 1880s and possibly 1890s.

The former Customs House is significant as one of the earliest extant buildings in Goondiwindi. The building is significant for its association with the customs service in Goondiwindi during the 19th century. There is no formal record of this building being a Customs House and it remained in private hands throughout the period when duties were collected. However, local tradition that it was connected with the Customs service is strong and customs officers may have unofficially used it.

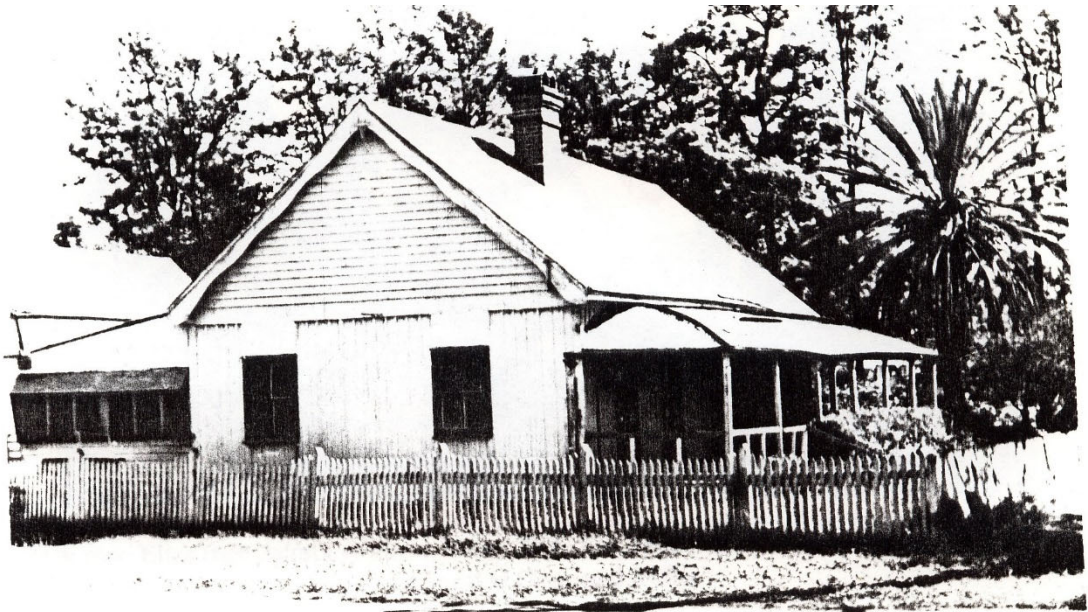
Matthew Maher, a mail contractor first purchased the land on which Customs House Museum now stands in 1863. In March of 1872, Samuel Droughton purchased the property from Maher, and it remained in his ownership and then that of his widow, until 1901 when it was sold to the editor of the local newspaper, Edward Drake.

After Federation of Australia in 1901, customs were no longer charged on goods between the states. The bridge over the Macintyre River was replaced by the current structure in 1914.

Around 1900, the shingled roof was replaced by corrugated iron, possibly after it changed hands in 1901. The building has undergone some alterations and extensions over the years of its use as a residence and, in its later years, as an antique shop. The Goondiwindi Town Council acquired it in 1975 and it was renovated by the Goondiwindi Historical Society and opened as a museum in October 1975.

The site also includes a number of external buildings including the Pioneer Shed which houses the history of the growth of wool and agriculture in the area and includes a

display of early tools, a blacksmith's workshop and the story of the Chinese community in Goondiwindi. The site also includes Martha's kitchen, Burke's cottage and a machinery display shed.



Looking forward

Goondiwindi township is the largest town of the Goondiwindi Region that covers 19,258 square kilometres on the Queensland – New South Wales Border and is home to approximately 11,000 people.

Residents are relatively evenly spread across age demographics; however the dominant age group are the 'Parents and Homebuilders' (35 to 49). In 2021, 6.3% of people in the Goondiwindi Regional Council area were born overseas.

A large portion of residents are employed by the agriculture, forestry and fishing industry, which accounts for 27.4% of the workforce. In addition to this, 9.9% of the workforce work in the health care and social assistance industry, and 8.7% in retail trade. The region has an employment rate of 96.5%, while 63.1% of these are employed on a full time basis.

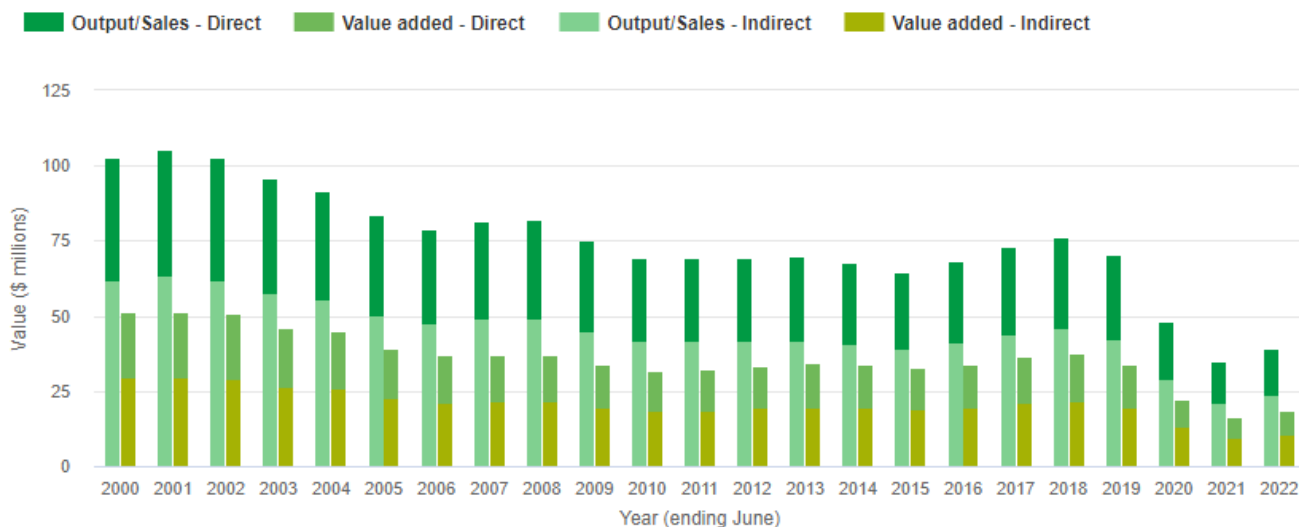
Tourism is a growing industry for the Goondiwindi Region. In 2021/22, the total tourism sales in the Goondiwindi LGA was \$39.2m, the total value added was \$18.5million.



Value of tourism

Goondiwindi Regional Council

export

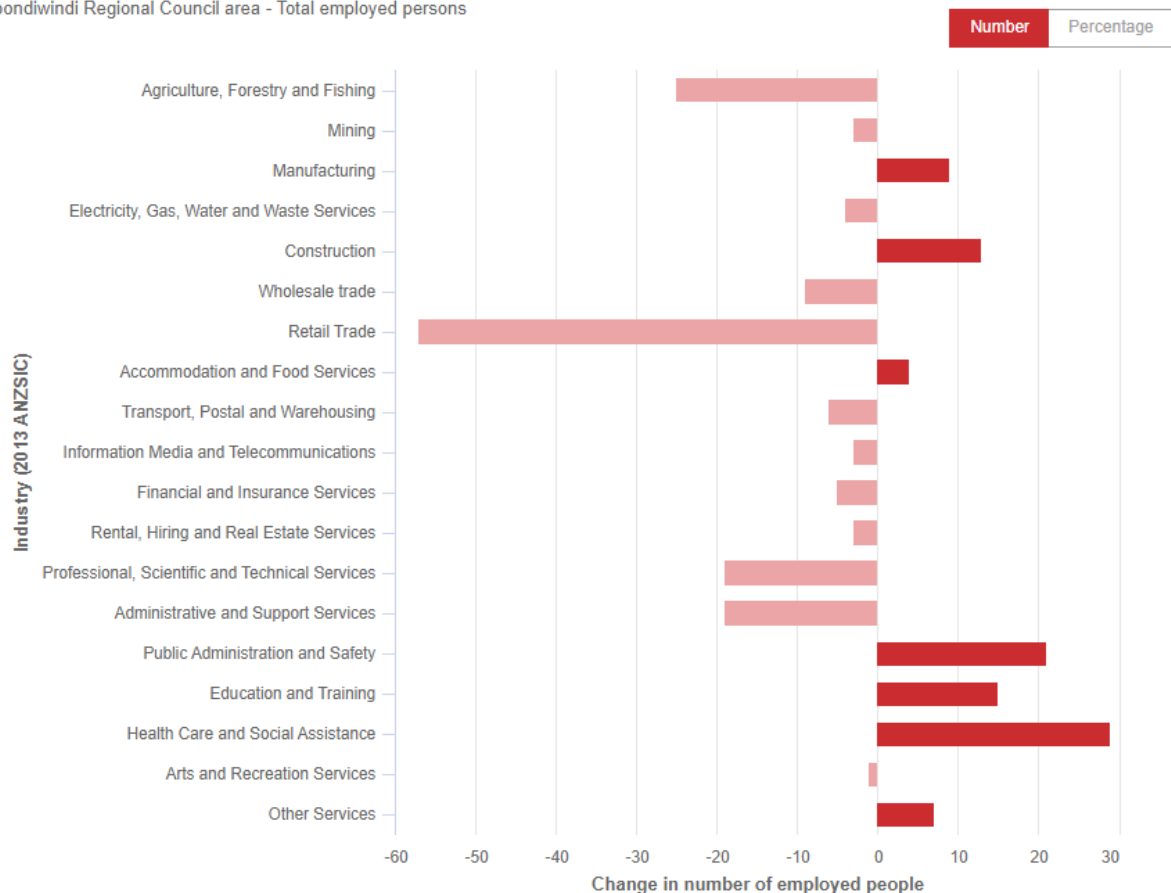


Source: National Institute of Economic and Industry Research (NIEIR) ©2022. ©2021. Compiled and presented in economy.id by .id (informed decisions).

Change in industry sector of employment, 2016 to 2021

Goondiwindi Regional Council area - Total employed persons

export



Source: Australian Bureau of Statistics, Census of Population and Housing, 2016 and 2021 (Usual residence data). Compiled and presented in profile.id by .id (informed decisions).

Analysis of the town

Customs House is a State Heritage listed building located on McLean Street, located immediately upon entering the Goondiwindi township via the “Old Border Bridge” from New South Wales. It is within short walking distance to the Marshall Street CBD and situated adjacent to the Macintyre River Walk, and local landmarks the Tree of Knowledge and Gunsynd Statue. It is a State Heritage listed building located on McLean Street.



Analysis of the site and existing buildings

- Car parking is readily available at and close to the site that is well located and allows for easy access to the complex and intuitively leads pedestrians to the main entry.
- The formal gardens on the site are well established and attractive. It is complemented with uninterrupted views of the Macintyre River from the grounds. Good amenity is provided by existing trees within and surrounding the complex boundaries.
- All existing infrastructure is currently being used for museum displays at the complex, consisting of the main building, the former caretaker cottage, kitchen, main display shed, Martha's kitchen and other display structures.
- There is currently no provision for equal access to the former caretaker's residence, and upgrades are required for safe equal access in the main Customs House building.
- The front of the building faces east onto McLean Street and is somewhat protected from the harsh western sun by the existing trees and buildings.
- Heating and cooling is currently provided by one air conditioner located within the main Customs House building.
- The Customs House complex supports community and private events (such as weddings) within the complex grounds.



Statutory context

The Goondiwindi Customs House is currently governed by the following Council Policies/Procedures:

- GRC 0067 Asset Management Policy
- Goondiwindi Regional Council Heritage Survey
- Goondiwindi Regional Council Visitor Strategy
- A Blueprint for Prosperity: Goondiwindi Regional Council Economic Development Strategy

Land Owner Goondiwindi Regional Council

Lot Plan 2RP2496

Queensland Heritage Register 600530 (Protected under the *Queensland Heritage Act 1992*.) Internal refurbishment of caretakers cottage have already been found to meet the requirements for the general exemption certificate. The additional shed has been granted a Section 74 Exemption Certificate by the Department of Environment and Heritage by application number 202307-19347 EC.

Goondiwindi Customs House Masterplan Works Principles

The following considerations will be factored into any decision making pertaining to sourcing funding and actioning projects within this masterplan:

1. Locals and visitors – supporting residents and tourism
2. Diverse, inclusive and flexible:
 - a. ensure the facility provides usability for a series of users
 - b. the needs of a variety of community groups are represented
 - c. ensure clear and equitable access to the building and surrounds
3. Tell the story of this place:
 - a. Celebrate its history
 - b. Protect and enhance local character and identity
 - c. Use the curated collections to tell the story of Goondiwindi Region
4. Celebrate the building – celebrate cultural heritage with careful and sensitive restoration
5. Regenerative and sustainable
 - a. Reduce energy consumption
 - b. Continue working towards the facility being a self-sufficient and sustainable enterprise in its own right
6. Connections – the Customs House facility should be connected with other local sites and tourism attractions

Current Site Plan



Benchmark Projects

A national and international benchmarking strategy has been undertaken to examine the opportunities and constraints of the Goondiwindi Customs House. These exemplar projects have been selected because of their similarities to the principles and objectives of the Customs House complex:

- Alice Springs Telegraph Station - <https://alicespringstelegraphstation.com.au/>
 - A heritage precinct which has public space and some building areas for different functions
 - It offers complementary activities such as a café, event space, guided walks and guided mountain bike tours
 - The precinct is connected to other assets within the town via bicycle paths, and is part of a larger long-term project of regeneration
 - This precinct also accommodates community or private events and partnering with businesses (such as bicycle rental companies)



- Australian Age Of Dinosaurs - <https://www.australianageofdinosaurs.com/>
 - The Australian Age of Dinosaurs Museum of Natural History is a working dinosaur fossil preparation laboratory. It holds the world's largest collection of Australian dinosaur fossils.
 - Accessibility to a wide group of users is a feature:
 - Accessible parking spaces for visitors with mobility impairment
 - Wheelchairs are welcome or some are available to borrow at the centre. Displays and buildings are level and accessible wherever possible.

- Unisex accessible toilets, baby change tables and ambulant toilets available
- Guides and maps available in Braille and large print. There is an audio guide available as well.
- Sensory bags with visual cards can be borrowed from the centre or downloaded in advance.



- Mon Repos Turtle Centre <https://parks.des.qld.gov.au/parks/mon-repos/attractions/mon-repos-turtle-centre>
 - A centre dedicated to marine turtle research, protection and education. The Turtle Tales Immersive Experience is a self guided tour that explains about turtles through interactive experiences such as video and soundscapes
 - Includes interactive displays, theatre room, outdoor trails, gift shop, cafe, art gallery and direct access to the beach

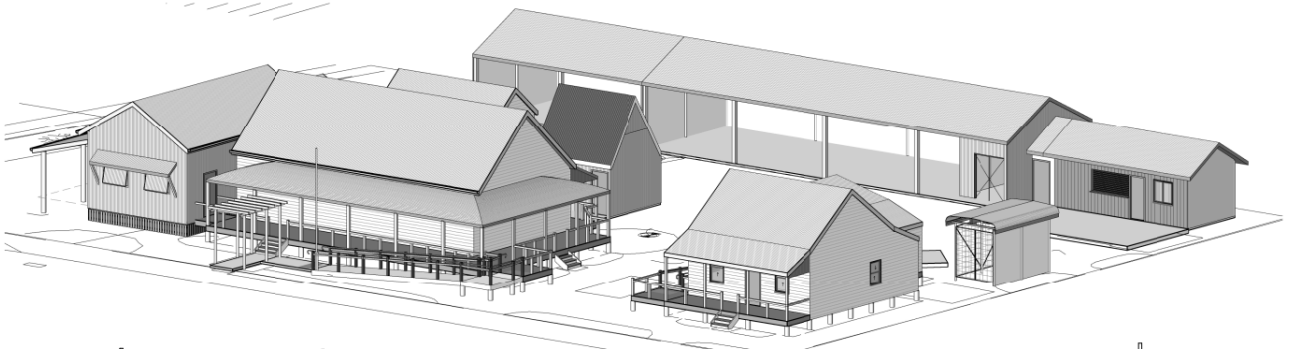


- ANZAC Legacy exhibit, Queensland Museum <https://anzac100.initiatives.qld.gov.au/legacy-projects/qld-museum/index.aspx>
 - A permanent exhibition with the Queensland Museum which explores the First World War and its legacy on Queensland. It also provides a permanent home for Mephisto, the only surviving example of a German A7V Sturmpanzerwagen tank in the world.
 - The exhibition is broken up into three themes: Queensland at War, The Story of Mephisto and Queensland Remembers – these themes are used as focal points to move between spaces and link content and stories.
 - Features interactive digital media to enhance visitor engagement and experience which include:
 - Listening stations and digital visualisations with immersive and directional sound and stories which provide a voice to Digger's past

- A digital memorial poppy wall encouraging visitors to leave a message of remembrance for service men and women.



Celebrating Heritage Fabric



The Goondiwindi Customs House is a unique and culturally significant building in its own right and protected under the provisions on the Queensland State Heritage Register. It is important to celebrate the heritage fabric of the building through considered restoration. All works should be completed with appropriate permission and under the guidelines of the Queensland State Heritage Register.

The following is a detailed analysis of priority items for remedial works for the Centre, prepared by DB Building Inspection Services.

- Update to security system to include the former caretaker cottage with the main building security alarm system
- Installation of disability ramp at the rear of the caretaker's cottage to accommodate wheelchair access
- Repairs to step treads and stringers on exit steps
- Safety audit of Customs House building verandah rails as there are three noted sections where the top rail is detached
- Restumping to outside stumps around Customs House building, and/or restump remainder of stumps under the building
- Relevelling and strength audit for wheelchair access points and on joists, bearers and flooring
- Flooring check to identify damaged boards throughout the buildings
- Installation of wheelchair appropriate access paths throughout the centre

Refer to Appendix A: Building Inspection report for further details.

The Concept

The proposed Masterplan for the Goondiwindi Customs House complex capitalises on the unique heritage fabric of the original building, celebrating the extraordinary collection of artefacts, photographs and machinery and collaborates with the beauty of the surrounding natural environment. This masterplan integrates indoor as well as outdoor displays as part of the holistic museum experience and makes places for people to visit and revisit. An increase in visitation will be a marker of success for these projects, but more importantly it is hoped to generate a sense of ownership and pride in the community which would be demonstrated by increased visitation by locals.

The primary actions in achieving these outcomes are:

- Redevelopment of the ex-caretaker's cottage into a commemorative war display consisting of artefacts from the Woods collection
- Installation of wheelchair access ramp from back of caretaker's cottage
- Installation of a 10x4m shed at the rear of the caretaker's cottage for an interactive war display
- Replacement of the swagman exhibit with the 'lighthouse' display
- Fill in and line two bays of the main display shed
- Installation of another display shed adjacent to the levee bank
- Address the items for remedial works

Proposed Site Plan



Project Staging

It is recommended that the overall scope of works be broken down into stages that can be carried if and when funding becomes available. The following is the suggested stages of work:

Stage A: Accessibility, Urgent Repairs and Maintenance

This stage includes the following works:

- Safety audit and associated actions pertaining to the verandah rails on the main building
- Construction of wheelchair access ramp and paths
- Repairs to step treads and stringers on exit steps
- Restumping to outside stumps around Customs House building, and/or restump remainder of stumps under the building
- Relevelling and strength audit for wheelchair access points and on joists, bearers and flooring
- Flooring check to identify damaged boards throughout the buildings
- Installation of wheelchair appropriate access paths throughout the centre

Stage B: Development of War Display with Woods Collection

This stage includes the following works:

- Redevelopment of caretakers cottage into commemorative war display, including demolition of existing kitchen and bathroom to make way for exhibition space, as well as installation of display cabinetry
- Construction of a 10x4m lined shed
- Redevelopment of the swagman display to a light horse display
- Fill in and line two bays of the main display shed for interactive tank display
- Digital storytelling of significance of war memorabilia, and war stories in collaboration with Goondiwindi RSL
- Expansion of the security system from the main building to the new war display in the caretakers cottage

Stage C: Construction of New Display Shed

This stage includes the construction of a new lined shed adjacent to the levee banks in the Customs House Grounds to house extra collections and displays (not associated with the Woods War collection).

Stage D: Procurement of Additional Land and Buildings

This stage includes the procurement of additional land or buildings (dependant on availability and funding) to expand the offerings of the Customs House complex.

Action Plan (Approximate Costs)

Stage A	
Expansion of the security system from the main building to the new war display in the caretakers cottage	\$5,000
Safety audit and associated actions pertaining to the veranda rails on the main building	\$1,000
Repairs to step treads and stringers on exit steps	\$1,000
Restumping to outside stumps around Customs House building, and/or restump remainder of stumps under the building	\$20,000
Relevelling and strength audit for wheelchair access points and on joists, bearers and flooring	\$5,000
Construction of wheelchair access ramp	\$20,000
Installation of wheelchair appropriate access paths throughout the centre	\$25,000
Flooring check to identify damaged boards throughout the buildings	\$5,000
TOTAL	\$57,000
Stage B	
Redevelopment of caretakers cottage into commemorative war display, including demolition of existing kitchen and bathroom to make way for exhibition space, as well as installation of display cabinetry	\$30,000
Construction of a 10x4m lined shed – war display	\$62,000
Redevelopment of the swagman display to a light horse display	\$20,000
Fill in and line two bays of the main display shed for interactive tank display	\$20,000
Digital storytelling of significance of war memorabilia, and war stories in collaboration with Goondiwindi RSL	\$5,000
TOTAL	\$137,000
Stage C	
Construction of new additional display shed adjacent to levee bank	\$40,000
TOTAL	\$40,000
GRAND TOTAL	\$234,000

Stage A will need to be carried out using existing available funds and external funding.

Stage B and C will require external funding from external sources.

Stage C will be approved in principle upon further discussion and presentation of concept design with Goondiwindi Regional Council.

Further to the actions listed above, there is appetite from the Goondiwindi and District Historical Society to explore opportunities for the procurement of additional buildings or land to expand the facility. This is to be discussed further with Council as and when required.

Grants and Programs

- Growing Future Tourism

<https://www.dtis.qld.gov.au/tourism/funds/growing-future-tourism>

Provides financial support to eligible Queensland tourism operators, not-for-profit organisations and local governments to deliver new and enhanced tourism infrastructure or experiences.

Priority areas include:

- Coastal and marine tourism
- Heritage and cultural tourism
- Ecotourism and sustainability.

Under GFT, the first \$8 million funding round of between \$1 million and \$4 million (ex GST) on a matched contribution basis for eligible project costs is available for eligible recipients and projects.

- Volunteer Grants

<https://www.grants.gov.au/Fo/Show?FoUuid=7b57b89b-ac76-4fc9-ac36-0cfa6523f0c3>

Supports the work of local community organisations by enabling the inclusion of vulnerable people and promoting awareness to increase participation in volunteering.

Funding can be used to:

- Purchase eligible small equipment items for use by volunteers
- Contribute to volunteers' fuel costs, during the course of their volunteer work
- Contribute to transport costs for volunteers with disability who are unable to drive
- Assist with the cost of training courses for volunteers
- Undertake background screening checks for volunteers
- Conduct activities to promote awareness of, and increase participation in, volunteering opportunities
- Adapt practises to support volunteers' safety.

- Strengthening Rural Communities – Rebuilding Rural Communities (up to \$50,000)

<https://frrr.org.au/funding/place/src-rebuilding-regional-communities/>

Gives small remote, rural and regional communities across Australia the opportunity to access funds for a broad range of initiatives that directly and clearly benefit local communities.

Recognising the impacts of COVID-19 on communities, the Australian Government has partnered with FRRR to distribute \$5 million from 2022 to 2024 to support community-led initiatives that:

- Enhance the process of recovery from the COVID pandemic for remote, rural and regional communities

- Reduce social isolation and foster stronger, more resilient remote, rural and regional communities
- Sustain local, regional, rural and remote organisations and their work.

- RACQ Foundation Community Grant Program (up to \$50,000)
<https://www.racq.com.au/about-us/community/racq-foundation>

Gives community groups, charities and sporting clubs the opportunity to rebuild after cyclones, severe storms, bushfires and drought.

- Queensland Remembers – Major Capital Works Grants Program (\$50,000 - \$250,000), Minor Capital Works Grants Program (\$1000 - \$50,000) and Community Grants Program (\$1000 - \$50,000).
<https://www.qld.gov.au/community/getting-support-health-social-issue/veterans/grants-and-commemoration/queensland-remembers-grants-program>

Supports the delivery of capital works programs, such as internal building refurbishments or upgrades, improving access for people with a disability, or upgrading communal meeting areas, that improve facilities used by veterans or organisations that provide support to veterans.

- Saluting Their Service Commemorative Grants Program – Major Grants (\$10,001 - \$150,000) and Community Grants (up to \$10,000)
<https://www.grants.gov.au/Go/Show?GoUuid=9093660b-c6f3-4c87-b179-81493fb54ed8>

Funds projects that promote appreciation and understanding of the experiences of service and the roles that those who served have played, and to preserve, add to the sum knowledge on, or provide access to information about Australia's wartime heritage.

- Graincorp Community Fund – Grants (up to \$20,000)
<https://www.graincorp.com.au/community-fund/>

Provides financial support to organisations and projects that contribute to the development and promotion of communities within a GrainCorp operational region. Community Foundation Pillars:

- Infrastructure & Capability: Initiatives that provide long-lasting benefits for community members, such as local infrastructure projects, sports facility upgrades and volunteering opportunities
- Community Connectedness: Programs that drive community participation and achieve connectedness, development and growth, such as tourism initiatives, sport and recreation group participation and community events
- Peace of Mind: Projects that contribute to the health and safety of communities and promote a sense of care and security, such as mental health and wellbeing programs, education and development opportunities and sustainability.

- Community Heritage Grants (\$20,000)

<https://www.nla.gov.au/about/fellowships-scholarships-and-grants/community-heritage-grants#>

The Community Heritage Grants (CHG) program supports community organisations to look after Australian cultural heritage collections. The annual round offers cash grants of up to \$20,000. The first two stages support organisations to work with heritage practitioners to:

- Explain the meaning and value of their collections (a significance assessment)
- Outline the condition of their collections and create a plan to manage it (a preservation needs assessment)

In the third and final stage, organisations can apply for funding to:

- Undertake conservation and collection management activities as recommended in the preservation needs assessment

Funding is also available for:

- Collection management training projects

- National Cultural Heritage Account

<https://www.arts.gov.au/funding-and-support/national-cultural-heritage-account>

The National Cultural Heritage Account is a grant program that assists Australian cultural organisations to acquire significant cultural heritage objects that they could not otherwise afford.

Risk Management

Effective risk management underpins successful project delivery. Key operational, financial and reputational risks include those relating to staffing and costs.

Mitigating actions often include effective monitoring, business and financial planning and partnerships to ensure success.

The risk analysis below identifies the key risks, assessment of their impact and likely occurrence as well as suggested mitigating actions.

Risk Type	Risk Likelihood	Risk Severity	Mitigations
Scope Creep Risk Uncontrolled and unauthorised changes to the initial project scope, leading to additional elements to the project.	High	Medium	Comprehensive project planning, implement change control processes, develop a project scope statement and continuous review.
Cost Risk A shortage or mismanagement of project funds resulting from an inflated budget or other constraints	Medium	High	Detailed budgets with accurate cost estimates, include a contingency budget in costings, resource allocation processes, regular cost monitoring, adhere to Council's procurement policy
Operational Risk Poor implementation of critical operations and core processes resulting in direct or indirect losses. They can arise from a range of factors, such as resource constraints, process inefficiencies, and unforeseen disruptions.	Medium	Medium	Comprehensive project planning, effectively allocating resources based on project requirements, implement robust project monitoring and control mechanisms, contingency planning, and risk assessments, ensuring managerial support for project officer
Performance Risk When a project is unlikely to achieve the results as intended.	Medium	Medium	Develop clear project goals and objectives, recruiting appropriately skilled project officer, regular performance reviews, implementing quality assurance controls
Time Risk Capability to deliver project within times and susceptibility to construction delays.	High	Medium	Contract to include project timeframes with room for contingency. Project manager reporting on a monthly basis will ensure early identification of issues.
Weather Risk Adverse weather delays progress of construction	High	Medium	Adequate work schedule will allow for contingencies due to weather delays.

Appendix A: Customs House Building Inspection Report



DB Building Inspection Services



03/08/23

To Whom It May Concern

Allan Rae and I inspected items at the Customs House that are considered priority items for future improvements.

1. Security system needs to be updated to include the cottage security with the main Customs House security alarm system. At present it only sets off an alarm in the building but is not linked to the main security to alarm the Security Firm.
2. Disabled ramp access to the rear of the building to accommodate wheelchair access.
3. Repair step treads and stringers on three exit steps.
4. Verandah rails require a safety audit as there are three sections where the top rail is detached. (Priority).
5. Restumping to outside stumps around Customs House and/or restump the remainder of stumps under the building (approx. 25). Relevelling and a strength audit would be necessary for wheelchair access points and a strength audit should be carried out on joists, bearers and flooring.
6. Flooring check to identify damaged boards throughout (see photo of damaged floorboard in Martha's Kitchen.) (Approx cost of stumping would be \$800 per stump.)
7. Wheelchair access paths needed in grounds.

Regards,

David Bell







REPORT DATE: 4 March 2024 **REPORT NUMBER:** CCS-015/24
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: Cr Rob Mackenzie
REPORT TITLE: **Talwood Community Consultative Committee – Budget Revision**
PREPARED BY: Community and Economic Development Manager, Mrs Megan Boyd

SUBJECT:

Council to consider reducing the 2023-24 budget for the Talwood Community Consultative Committee (TCCC) and committing to a revised budget for the 2024-25 financial year.

REPORT:

In 2021 Council approved the TCCC masterplan including a range of beautification, signage and other improvements as identified by consultation with the community. Significant progress has been made on the delivery of these initiatives, particularly at the Talwood Recreation Grounds. The Talwood main street beautification is the remaining project, and the TCCC are experiencing delays due to approvals and additional consultation.

Currently the Talwood CCC, have not spent any of their 2023-24 allocated funding of \$20,000, and this is unlikely to change.

In 2022-23, Council was to undertake works estimated at \$3,500 including mulching and repairs/ replacement of current edging. Due to availability of contractors this work was not completed. The community requested the funding be rolled over, however Council delayed a budget amendment decision whilst awaiting further details from TCCC of future projects. The original Council mulching and repairs works remains outstanding whilst the other TCCC main street project details are being finalised.

In 2023-24, the community have appointed locals to provide a design for additional improvements to the main street. These improvements are unlikely to be finalised this 2023-24 FY. The main street proposed projects will require final approvals, from Council and other stakeholders e.g. Essential Energy and Qld Transport and Main Roads. In addition, to complete the project in full the project will likely require more than the \$20,000 allocated for this year.

It is proposed that Council consider reducing the 2023-24 Talwood CCC budget to \$0, and approving \$40,000 for 2024-25 for the Talwood CCC to deliver their main street beautification project/s.

ASSOCIATED RISKS:

- Council is unable to 'rollover budget allocations' from one financial year to the next. This would be a new allocation in the 2024-25 financial year.

FINANCIAL IMPACTS:

- Costs outside of any Council allocated budget are to be sourced externally by the TCCC, or by the respective community groups.

CONSULTATION:

- Over a three-month period, Talwood community members were consulted in the development of the masterplan.
- The TCCC endorsed the masterplan and the high priority activities on 7 September 2021.

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*

OFFICER'S RECOMMENDATION:

That Council resolves to commit to \$40,000 towards the Talwood Community Consultative Committee masterplan activities in 2024-25 budget and reduce the 2023-24 allocation to \$0.

ATTACHMENTS:

Nil.

REPORT DATE: 4 March 2024 **REPORT NUMBER:** CCS-016/24
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: n/a
REPORT TITLE: **Community Grants and Donations Budget Amendment**
PREPARED BY: Community and Economic Development Manager, Mrs Megan Boyd

SUBJECT:

Council to consider a budget amendment for the Community Grants and Donations program for 2023-24.

REPORT:

In adopting the 2023-24 Council budget, Council's overall Community Grants and Donations program budget remained consistent with previous years. However, within the budget there was an increase of approximately \$20,000 for the allocation to the 'annual' programs with the introduction of new annual allocations for Lanescape artwork, Expressive Arts Week, Talwood Festival of Small Halls, and Texas Festival of Small Halls. Resulting in a decrease of approximately \$20,000 to the unallocated budget allocation. The unallocated grants are to cater for those ad hoc applications that are received throughout the year.

As of Monday 4 March 2024, there is approximately \$4,200 remaining in the unallocated budget and this is highly unlikely to be sufficient for the remainder of this financial year.

There are three options available to Council:

Option 1 – All applications are processed at an Ordinary Council Meeting.

The guidelines do provide that once funds have been exhausted that applications can be received but that they are assessed at an Ordinary Council Meeting only, this would include applications for Community Donations of \$500 or less. Depending on the timelines for submission the community group could however wait for up to five weeks for an answer if all applications are submitted to the Ordinary Meeting for a decision. A budget amendment will be required with each application once the current \$4,200 is exhausted.

Option 2 – Council approves a bulk budget amendment for the remainder of this financial year.

The average of unallocated grants for this financial year is \$3,250 per month. It is therefore reasonable that an additional budget allocation of \$10,000 would be sufficient for the remainder of this financial year to allow for officers to continue to approve applications within their delegation for a quick and efficient response to processing Community Grants and Donations.

Option 3 – Close the Community Grants and Donations program for the remainder of this financial year.

Council could advise the community that the Community Grants and Donations program budget has been exhausted for this financial year (once the remaining \$4,200 is exhausted) and that no more applications will be processed until after 1 July 2024.

ASSOCIATED RISKS:

- In living memory of officers, Council has never previously closed the Community Grants and Donations program. Therefore, it would be unexpected for to some community members who may still have a plan to apply.

- Council does not offer grant 'rounds' with clear cut-off dates, as Council's approach has been that we want to be responsive and flexible to community groups needs. Closing of the grants does not align to this approach.

FINANCIAL IMPACTS:

Budget amendment is likely required.

CONSULTATION:

Nil

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*
- GRC 0005 Community Grants Policy
- Council's Community Grants Guidelines

OFFICER'S RECOMMENDATION:

That Council resolves to approve a budget amendment increase of \$10,000 for the unallocated Community Grants and Donations program.

ATTACHMENTS:

Nil.

REPORT DATE: 7 March 2024 **REPORT NUMBER:** EX 010/24
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: n/a
REPORT TITLE: **Inglewood Golf Club – onsite RV camping budget amendment**
PREPARED BY: Chief Executive Officer, Mr Carl Manton

SUBJECT:

Council to consider a budget amendment to support the Inglewood Golf Club in their Development Application (DA) to address the free camping challenges in Inglewood town.

REPORT:

The current RV Friendly free camp site in Inglewood has been identified as an unsuitable camping location during flood events. Council has been actively working with the Inglewood community to identify alternate options.

The Inglewood Golf Club has approached Council as a potential alternate site.

Consultation has commenced with the Queensland Government State Assessment and Referral Agency (SARA) and they have provided initial advice to the applicants and Council about the likely requirements for the DA, which include a traffic assessment plan due to the access being from a major highway.

The Inglewood Golf Club are seeking financial support to progress this Development Application.

Initial quotes for the DA submission, including the traffic assessment plan is approximately \$10,000 excl GST. It is proposed that Council would reimburse the Inglewood Golf Club for actual expenditure up to the approved budget.

Due to the risk of the existing site, the potential cost for Council to find a suitable alternate, it is recommended that Council consider supporting this application to improve the town's flood preparedness and address safety concerns and mitigate risks to Council.

ASSOCIATED RISK

Safety concerns on the current site.

Should the application be approved the club abandon the use into the future.

FINANCIAL IMPACTS:

- Budget amendment is required.

CONSULTATION:

- Nil

LEGISLATION/LEGAL/POLICY:

- Local Government Regulation 2012

OFFICER'S RECOMMENDATION:

That Council resolves to approve/ not approve a budget amendment increase of \$10,000 excl GST for the Inglewood Golf Club to undertake a Development Application for an on-site RV camping site.

REPORT DATE: 12 March 2024 **REPORT NUMBER:** ES003-24
DEPARTMENT: Engineering Services
PORTFOLIO HOLDER: Cr Kearney
REPORT TITLE: **Texas Effluent Disposal Scheme – Land Purchase**
PREPARED BY: Manager Water and Sewerage, Mr Trevor Seth

SUBJECT:

Council is required to consider a budget amendment for the purchase of land to facilitate ongoing works to allow Council to meet the obligations of its Environmental Authority and Environmental licencing for disposal of effluent at Texas. These works are to develop an effluent disposal scheme in accordance with its existing Transitional Environmental Program.

REPORT:

Council currently owns and operates the sewage treatment plant at Texas which treats municipal waste which is generated within Texas. The sewage treatment plant discharges effluent to Rocky Creek. The operation of the sewage treatment plant is authorised under an Environmental Authority which has been issued to Council.

The sewage treatment plant has experienced a number of exceedances of its Environmental Authority. Council considers that any exceedance is unacceptable, and as such have, and will in the future, be undertaking a number of actions to mitigate any further and future contamination of the receiving waters of Rocky Creek.

As part of a process of continual improvement, Council has voluntarily submitted, and received approval in respect of, a Transitional Environmental Program. The Transitional Environmental Program identifies actions to be undertaken in the short term, and long term, to ensure a suitable outcome is achieved. Inclusive in this is the amendment of the current Council Environmental Authority pertaining to the Texas sewage treatment plant.

As part of the transition process, Council is endeavouring to achieve 100% effluent disposal (of the effluent from the sewage treatment plant) via surface irrigation during periods of dry weather. The actions to be undertaken by Council (to achieve 100% final effluent disposal) have included undertaking soil analysis and associated MEDLI modelling, along with full design, and in due course, the construction and commissioning of an effluent disposal system, that is, the establishment of sewage disposal works on the site identified as lot 1 in Attachment A.

Land adjacent to the Texas sewage treatment plant was initially considered for the establishment of sewage disposal works, and in particular, irrigation, but the blocks are too small to allow 100% disposal. Other site selection criteria that place constraints on the selection of alternate sites include matters of State environmental significance, mapped waterways, areas subject to flooding and excessively sloping sites unsuited to irrigation.

Against that background, a preferred site was identified comprising part of lot 1 on RP49343, approximately 4 kilometres to the northwest of Texas.

Detailed soil investigations have been undertaken across the site at lot 1 on RP49343 in early June 2022. Shallow gravelly soil on this site is less favourable to irrigation, and accordingly, areas of shallow gravelly soil (which occur on higher slopes) have been excluded from the preferred site because these areas (of shallow gravelly soil) are considered not to be suitable for irrigation purposes.

Following investigations, Council has identified, as a preferred site, an area of approximately 64.74 hectares which forms part of lot 1 on RP49343 having regard to soil sample locations, soil groups, elevation, slope and drainage considerations. Council has arranged for the preparation of a plan of the site, (of approximately 64.74 hectares) being part of lot 1 on RP49343.

Council's initial preference was to establish both a Rhodes grass centre pivot irrigation area which over time could transition to Melaleuca. Upon further consideration with an irrigation consultant, the Melaleuca alternative has been determined to be not feasible, and a Rhodes grass solution has been developed.

Risks to public health or the health of surrounding environmental features are managed through the adoption of buffers. A minimum 30m separation buffer was adopted. The implementation of buffers of this nature is consistent with the Guideline for low exposure recycled water schemes (of Queensland Health) .

The Department of Environment and Science recommends a 100m buffer between the irrigation area and any mapped water courses, wetland, or springs. These constraints have been observed in the siting of irrigation areas within the preferred site.

The land of interest to Council is described as part of Lot 1 on RP49343, Title Reference 11858113. The registered owner of the land is Douglas McArthur Star. The land is subject to Registered Lease No. 720315002 in favour of Star Earth Pty Ltd ACN 169 207 514 as Trustee under Instrument No. 720315002. The lease relates to the whole of the land. The term of the lease commenced on 3 August 2020 and expires on 2 August 2025.

Council wrote to each of Mr Star and Star Earth Pty Ltd (as Trustee) on the 28th day of March 2023, relevantly querying whether Mr Star was willing to transfer to Council the preferred site, being part of lot 1 on RP49343. Council advised, relevantly, that it would be willing to enter into a resumption agreement under section 15D of the *Acquisition of Land Act 1967* in respect of its proposed acquisition of the land in question.

Council received a favourable response from Mr Star.

Council arranged for the preparation of a proposed resumption agreement and delivered a copy of the proposed resumption agreement to each of Mr Star and Star Earth Pty Ltd (as Trustee). Lengthy negotiations have ensued and separate resumption agreements were prepared, one in favour of Mr Star, and the other in favour of Star Earth Pty Ltd (as Trustee). Each of the resumption agreements specified the amount of compensation payable to each party specified in the resumption agreement.

These resumption agreements were forwarded to each of Mr Star and Star Earth Pty Ltd (as Trustee) around the 29 January 2024.

On or about 5 February 2024, the resumption agreement between Council and Star Earth Pty Ltd (as Trustee) was duly executed by Star Earth (as Trustee). Nominal consideration is payable by Council to Star Earth Pty Ltd (as Trustee) pursuant to the terms and conditions of the resumption agreement.

On or about 6 February 2024, the resumption agreement between Council and Mr Star was executed by Mr Star. Under the resumption agreement already executed by Mr Star, the compensation payable by Council to Mr Star is \$500,000.00.

The compensation payable by Council to Mr Star, \$500,000.00, is more than 1% Council's net rate and utility charges as stated in Council's audited financial statements included in Council's most recently adopted annual report.

Accordingly, Council entering into the resumption agreement with Mr Star is a major policy decision as that expression is defined in the *Local Government Act 2009*.

Relevantly, under the *Local Government Act 2009*, section 90B(1), Council must not make a major policy decision during a caretaker period for Council. The current caretaker period for Council will not expire until after the conclusion of the current local government elections.

The writer considered that, having regard to exceptional circumstances that apply, as specified above, it is necessary to make the major policy decision in the public interest. Accordingly, Council applied to the Minister for approval to make the major policy decision, that is, to enter into the resumption agreement with Mr Star. Approval was provided on 8 March 2024.

It is therefore recommended that Council authorise the CEO to enter into, and execute, resumption agreements with each of Douglas McArthur Star and Star Earth Pty Ltd (as Trustee) regarding the acquisition of part of lot 1 on RP49343 for the purpose of sewage disposal works and approve a budget amendment of \$500,000.00 (five hundred thousand dollars) for the Texas Effluent Disposal – Land Purchase

compensation payable to the owner of part of lot 1 on RP49343 under the resumption agreement for the purpose of sewage disposal works.

ASSOCIATED RISKS:

Should the project be delayed Council won't be able to meet the requirements of its Environmental Authority or Transitional Environmental Program. This scenario has the potential to trigger further action, including enforcement, from the regulator.

Sources of possible delay could include;

- budgetary delays;
- gaining tenure over suitable land. Council has a verbal agreement with the owner of the identified land but nothing formal in writing as yet, however discussions are still continuing;
- The procurement of materials and equipment. Tenders are currently being prepared for the supply of materials however there have been worldwide shortages and delays on many items;
- The procurement of contractors to undertake work. This can be somewhat mitigated by the prioritisation of Council works to ensure compliance and funded projects are undertaken as a priority;
- Weather and environmental constraints. A wet summer has been predicted by some forecasters. This has the potential to impact access to the site and possibly supply chains but most on ground works may not commence until autumn next year due to procurement timeframes and lead times. This will hopefully allow the worst of the predicted wet weather to pass.

As a way of mitigating the risks associated with delays in gaining tenure Council sought, and was granted, a ministerial exemption for Council to consider this matter during the caretaker period.

Another potential risk to this project is price escalation. There have been some major rises in the price of contractors and materials in the past year, however an allowance for escalation has been allowed for in the prepared budget.

FINANCIAL IMPACTS:

A preliminary budget for these works of \$500,000 was approved in this year's capital budget. As discussed at budget time this allocation was for design and preliminary works to allow an actual project budget to be developed.

To date only around \$25,000 of this original allocation has been committed or spent on this project. Should however the land be secured these funds can be used to start procuring long lead time materials and services required for this project, as well as covering legal and surveying costs of the purchase.

Due to the requirements placed on Council under the TEP it is recommended that Council allocate additional money for the purchase of the land and leave the existing budget to continue preliminary works and the purchase of long lead time materials and services.

CONSULTATION:

This project and the requirements of it have been previously discussed in Council workshops, including during budget deliberations. In addition a number of consultants have been involved with modelling, design and cost estimates

Discussions have been had, and continue with the owner of an identified suitable parcel of land Department of Environment & Science – EPA Licence Approval

LEGISLATION/LEGAL/POLICY:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *GRC Budget 2023/2024*

- Environmental Protection Act 1994

OFFICER'S RECOMMENDATION:

It is recommended that Council resolves to:

1. Enter into the Resumption Agreements with each of Douglas McArthur Star and Star Earth Pty Ltd (as Trustee) regarding the acquisition of part of lot 1 on RP49343 for the purpose of sewage disposal works; and
2. Delegate authority to the Chief Executive Officer to execute the agreements with regard to the acquisition of part of lot 1 on RP49343 for the purpose of sewage disposal works and communicate the fact that the agreements have been entered into by Council, to those with an interest in the land; and
3. Approve a budget amendment of \$500,000.00 (five hundred thousand dollars) for the compensation payable to the owner of part of lot 1 on RP49343 under the resumption agreement for the purpose of sewage disposal works.

ATTACHMENTS:

Attachment A –Plan of Proposed Subdivision

Survey Map Details:

- Tract 2:** 434.5 ha. Bounded by Oak Creek Munday Road to the west and south, and a temporarily closed road to the east.
- Tract 1:** 64.74 ha. Located east of Tract 2, bounded by a temporarily closed road to the north and east, and a road to the south.
- Roads:**
 - Oak Creek Munday Road (West boundary of Tract 2)
 - Oak Creek (East boundary of Tract 2)
 - Temporarily Closed Road (North and East boundaries of Tract 1)
 - Road (South boundary of Tract 1)
- Reference Marks and Bearings:**
 - SP223975, AP9244, CLV3437, 124, 4, CVE450, 153, 92, 289, 90, 182, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 9

Texas Effluent Disposal – Land Purchase