



Agenda

Goondiwindi Regional Council
Ordinary Meeting
25 January, 2023 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 – Pastor Brad Dewson, Presbyterian Church

Deputation:

Apologies:

Declaration of Interest:

Condolences/Congratulations:

Confirmation of Minutes of Previous Meeting

14 December 2022 Ordinary Committee Meeting

Business Arising from Previous Meeting

Officer Reports

EXECUTIVE OFFICE – Town Planning

Nil

General Business Executive Office

COMMUNITY AND CORPORATE SERVICES - Finance

01.	CCS 001/23	FINANCE REPORT PE 31 DECEMBER 2022 1. Progress at a Glance 2. Statement of Financial Position 3. Statement of Cash Flows 4. Statement of Changes in Equity
02.	CCS 002/23	REVIEW OF STREET STALL PERMIT POLICY A review of Council's Street Stall Policy GRC078 has been undertaken. The revised policy is attached for endorsement.

03.	CCS 003/23	COMMUNITY GRANTS AND DONATIONS ANNUAL ALLOCATIONS AND EXEMPTIONS Council to consider amendments to the annual Community Grants and Donations recipients.
04.	CCS 004/23	CINEMA DONATION GUIDELINES The newly formalised Cinema Donation Guidelines are tabled for Council's endorsement.
05.	CCS 005/23	OPERA QUEENSLAND 2023 PERFORMANCE A budget amendment is required to support the Opera Queensland 2023 performance in Goondiwindi.
06.	CCS 006/23	TEXAS QLD INC. COMMUNITY GRANT KPI Council to approve the Key Performance Indicator's identified by Texas Queensland Inc. as agreed terms for Council's Community Grant allocation in 2022-23 financial year.
07.	CCS 007/23	AMENDMENT TO MEMORANDUM OF UNDERSTANDING WITH YELARBON RSL MEMORIAL HALL RESTORATION COMMITTEE INCORPORATED Council to consider amending the current Memorandum of Understanding with Yelarbon RSL Memorial Hall Restoration Committee to include management provisions for land and building located on Lot 106 on Y5691 only.

General Business Community and Corporate Services

ENGINEERING SERVICES

08.	ES 001/23	COMMERCIAL IN CONFIDENCE - RFT 2223-91 31B BARWON HIGHWAY (TALWOOD-NINDIGULLY) PAVEMENT WIDENING This report has been prepared for Council to consider submissions for RFT 2223-91 for the provision of Civil Contracting services for the widening of a section of the 31B Barwon Highway (Talwood-Nindigully).
09.	ES 002/23	COMMERCIAL IN CONFIDENCE - RFT2223-14 INGLEWOOD RESERVOIR ROOF REPLACEMENT Council has recently called tenders via Vendor Panel for the design, supply and construction of a replacement roof for Inglewood's treated water supply reservoir. This report is for Council to consider the tender for these works.

General Business Engineering Services

Reception of Notice of Motion for Next Meeting

Ordinary Meeting of Council, Wednesday, 22 February 2023, commencing at 9.00am at the Council Chambers, 4 McLean Street, Goondiwindi QLD 4390.

General Business

REPORT DATE: 16 January 2023 **REPORT NUMBER:** CCS001/23
DEPARTMENT: Community and Corporate Services
REPORT TITLE: **Finance Report Ending 31 December 2022**
PREPARED BY: Manager Finance, Mr Bradley Pyle

SUBJECT:

Finance Report CCS-001/23 for period ending 31 December 2022 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-001/23 for the period ending 31 December 2022 and accepts the budget amendments contained therein.

ATTACHMENTS:

Attachment A: Finance Report for the period ending 31 December 2022



Finance Report

Month Ending 31 December 2022

Ordinary Meeting of Council to be held Wednesday, 25 January 2023

REPORT TYPE: DECISION **REPORT NUMBER:** CCS-001/23
REPORT DATE: 16 January 2023 **FILE REFERENCE:** Financial Management
DEPARTMENT: Finance and Corporate
PREPARED BY: Finance Manager, Bradley Pyle

SUMMARY

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Ordinary Meeting of Council to be held Wednesday, 25 January 2023
Interim Statement of Comprehensive Income
for the month ended 31 December 2022

	Estimated Financial Position		Actuals			Explanation
	2022/23	Year to Date 31-Dec-22	Year to Date 31-Dec-22	Variance \$	Variance %	
OPERATING						
Income						
Recurrent Revenue						
Net rate and utility charges	21,904,111	10,952,056	10,933,804	(18,252)	0%	
Fees and charges	1,272,502	636,251	706,911	70,660	11%	
Interest received	1,424,500	712,250	924,688	212,438	30%	
Sales - contract and recoverable works	9,650,169	4,825,084	4,868,346	43,262	1%	
Other recurrent income	797,800	398,900	417,049	18,149	5%	
Grants, subsidies, contributions and donations	7,816,010	3,908,005	4,059,908	151,903	4%	
Total Recurrent Revenue	42,865,092	21,432,546	21,910,706	478,160		
Expenses						
Recurrent Expenses						
Employee benefits	14,671,283	6,771,361	6,739,401	(31,960)	0%	
Materials and services	17,311,699	8,655,850	9,208,534	552,684	6%	
Finance costs	65,000	32,500	26,288	(6,212)	-19%	
Depreciation and amortisation	12,745,987	6,372,994	6,373,041	47	0%	
Total Recurrent Expenses	44,793,970	21,832,705	22,347,264	514,559		
NET OPERATING RESULT	(1,928,878)	(400,159)	(436,558)	(36,399)		

Reconciliation of Adopted Operational Budget to Actual 2023

Operational Budget as at 30 November 2022	-1,928,878
Amendments December 2022:	
QRA Nov 21 Flood Event - Clean up costs - Grant	24,200
Nov 21 Flood Event - Clean up costs - Expenses	-24,200
Community Recovery & Resilience Officer - Grant	250,001
Community Recovery & Resilience Officer - Exps	-250,001
Adjusted Net Operating Result 31 December 2022	-1,928,878

	Estimated Financial Position		Actuals			Explanation
	2022/23	Year to Date 31-Dec-22	Year to Date 31-Dec-22	Variance \$	Variance %	
CAPITAL						
Capital - Related Revenue						
Grants, subsidies, contributions and donations	8,778,506	4,389,253	3,046,651	(1,342,602)	-31%	- R2R & Flood funding to come
Gain/(loss) on disposal of non-current assets	-	0	0	0		
Total Capital - Related Revenue	8,778,506	4,389,253	3,046,651	(1,342,602)		
Capital - Related Expenditure						
2022/23 Adopted Budget	19,425,200	7,130,566	4,043,315	(3,087,251)		
Capital Flood Works	21,429,000	9,395,373	6,572,111	(2,823,262)		
Total Capital - Related Expenditure	40,854,200	16,525,939	10,615,426	(5,910,513)	-36%	
NET RESULT	(21,258,585)	(6,163,851)	(1,632,292)	4,531,559		

Reconciliation of Adopted Capital Budget to Actual 2023

Capital Expenditure Budget as at 30 November 2022	40,854,200	
Amendments December 2022:		
Replace Smart Fuel System	16,600	} Approved by Resolution OM-157/22
Yelarbon Rising Water Main	25,800	
Replace Light Poles at Riddles Oval	21,900	} Approved by Resolution OM-162-22
Texas Raw Water Rising Main	150,000	} Approved by Resolution OM-165/22
Total Increase/(Decrease)	214,300	
Adjusted Capital Expenditure Budget as at 31 December 2022	41,068,500	

Ordinary Meeting of Council to be held Wednesday, 25 January 2023

Statement of Financial Position
as at 31 December 2022

	Notes	31 December
CURRENT ASSETS		
Cash and Cash Equivalents	1	8,790,698
Investments	2	44,040,486
Receivables	3	6,980,397
Inventories	4	198,821
Contract Assets	5	2,154,354
TOTAL CURRENT ASSETS		62,164,757
NON CURRENT ASSETS		
Property, Plant and Equipment	6	490,188,773
Intangible Assets	7	5,003,500
TOTAL NON CURRENT ASSETS		495,192,273
TOTAL ASSETS		557,357,030
CURRENT LIABILITIES		
Payables	8	801,956
Provisions	9	4,466,716
Other Liabilities	10	363,785
Contract Liabilities	11	17,407,677
TOTAL CURRENT LIABILITIES		23,040,134
NON CURRENT LIABILITIES		
Provisions	12	3,310,681
Other Liabilities	13	1,465,445
Contract Liabilities	14	3,287,826
TOTAL NON CURRENT LIABILITIES		8,063,951
TOTAL LIABILITIES		31,104,086
NET COMMUNITY ASSETS		526,252,944
Community Equity		
Accumulated Surplus		317,007,053
Asset Revaluation Reserve		206,635,799
Retained Operating Surplus This Year		2,610,092
NET COMMUNITY EQUITY		526,252,944

Ordinary Meeting of Council to be held Wednesday, 25 January 2023

**Statement of Financial Position
as at 31 December 2022**

	Notes	31 December
1 Cash and Cash Equivalents		
Cash at Bank		<u><u>8,790,698</u></u>
2 Investments		<u><u>44,040,486</u></u>
Less Restricted Cash		
Flood works advance payment	Feb 2020 Event	-2,001,188
	Mar 2021 Event	-18,386,769
	Nov 2021 Event	-1,794,330
Reserves - Water		-1,300,000
Reserves - Sewerage		-1,000,000
Creditors and accruals		-801,956
Employee provisions		-4,617,529
Landfill restoration		-3,379,873
3 months of trading	Wages	-3,510,000
	Creditors	-2,405,868
Total Unrestricted Cash		<u><u>13,633,671</u></u>
3 Receivables		
Rates, Debtors & others receivable		725,706
Accrued income		3,269,599
Recoverable works in progress (portions not invoiced)		2,168,281
GST Recoverable		382,762
Sundries		434,050
		<u><u>6,980,397</u></u>
4 Inventories		<u><u>198,821</u></u>
5 Contract Assets		<u><u>2,154,354</u></u>
6 Property, Plant and Equipment (Including Works in Progress)		<u><u>490,188,773</u></u>
7 Intangible Assets		<u><u>5,003,500</u></u>
8 Payables		
Creditors and accruals		801,956
		<u><u>801,956</u></u>
9 Provisions - Current		
Employee entitlements - Annual leave		1,392,411
Employee entitlements - Long service leave		2,181,657
Other employee entitlements		672,643
Landfill Restoration		220,005
		<u><u>4,466,716</u></u>
10 Other Liabilities - Current		
Other		363,785
		<u><u>363,785</u></u>
11 Contract Liabilities - Current		<u><u>17,407,677</u></u>
12 Provisions - Non Current		
Employee entitlements - Long service leave		150,813
Landfill Restoration		3,159,868
		<u><u>3,310,681</u></u>
13 Other Liabilities - Non Current		
Unearned Revenue - Gdi Bowls Club		274,000
Waste Levy Refund Received in Advance		1,191,445
		<u><u>1,465,445</u></u>
14 Contract Liabilities - Non Current		<u><u>3,287,826</u></u>

Ordinary Meeting of Council to be held Wednesday, 25 January 2023

Statement of Cash Flows for the month ended 31 December 2022

	\$
Cash Flows from Operating Activities	
Receipts from Customers	21,296,248
Payments to Suppliers and Employees	- 22,387,956
	- 1,091,708
Receipts:	
Interest Revenue	310,895
Recurrent Grants, Subsidies and Contributions	2,011,835
Payments:	
Finance Costs	- 26,288
Net Cash - Operating Activities	1,204,734
Cash Flows from Investing Activities	
Receipts:	
Sale of Property, Plant and Equipment	237,730
Capital Grants, Subsidies and Contributions	3,046,651
Payments:	
Purchase of Property, Plant and Equipment	- 12,724,290
Purchase of Intangible Assets	-
Net Cash - Investing Activities	- 9,439,909
Cash Flows from Financing Activities	
Payments:	
Repayment of Borrowings	-
Net Cash Flow - Financing Activities	-
Net Increase/(Decrease) in Cash and Cash Equivalents	- 8,235,175
Plus: Cash and Cash Equivalents - Beginning	61,066,359
Cash and Cash Equivalents - Closing	52,831,184

Ordinary Meeting of Council to be held Wednesday, 25 January 2023

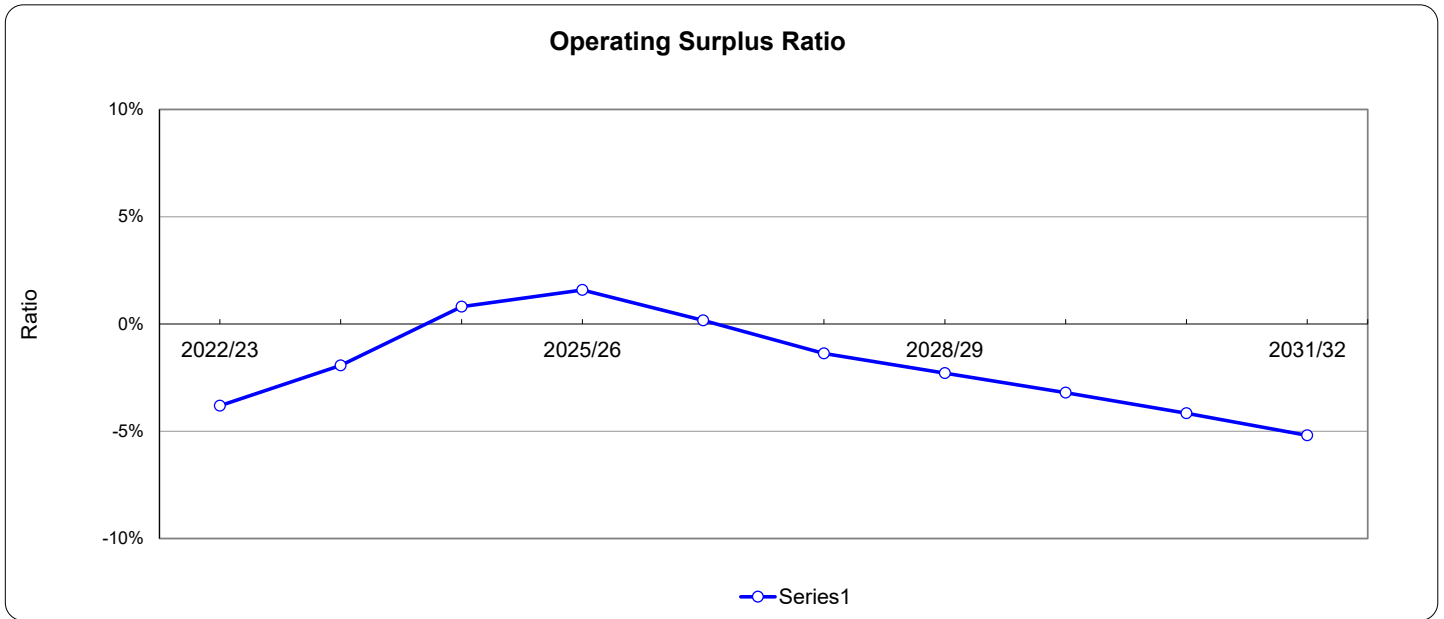
**Statement of Changes in Equity
for the month ended 31 December 2022**

	Asset Revaluation Surplus \$'000	Retained Surplus \$'000	Total Community Equity \$'000
2022			
Balance as at 1 July 2022	206,636	317,007	523,643
Net Result	-	2,610	2,610
Other Comprehensive Income			
- Revaluations: Asset Revaluation Surplus			-
Total Comprehensive Income	-	2,610	2,610
Balance as at 31 December 2022	206,636	319,617	526,253

Financial Indicators and Graphs

Financial Capital Indicators

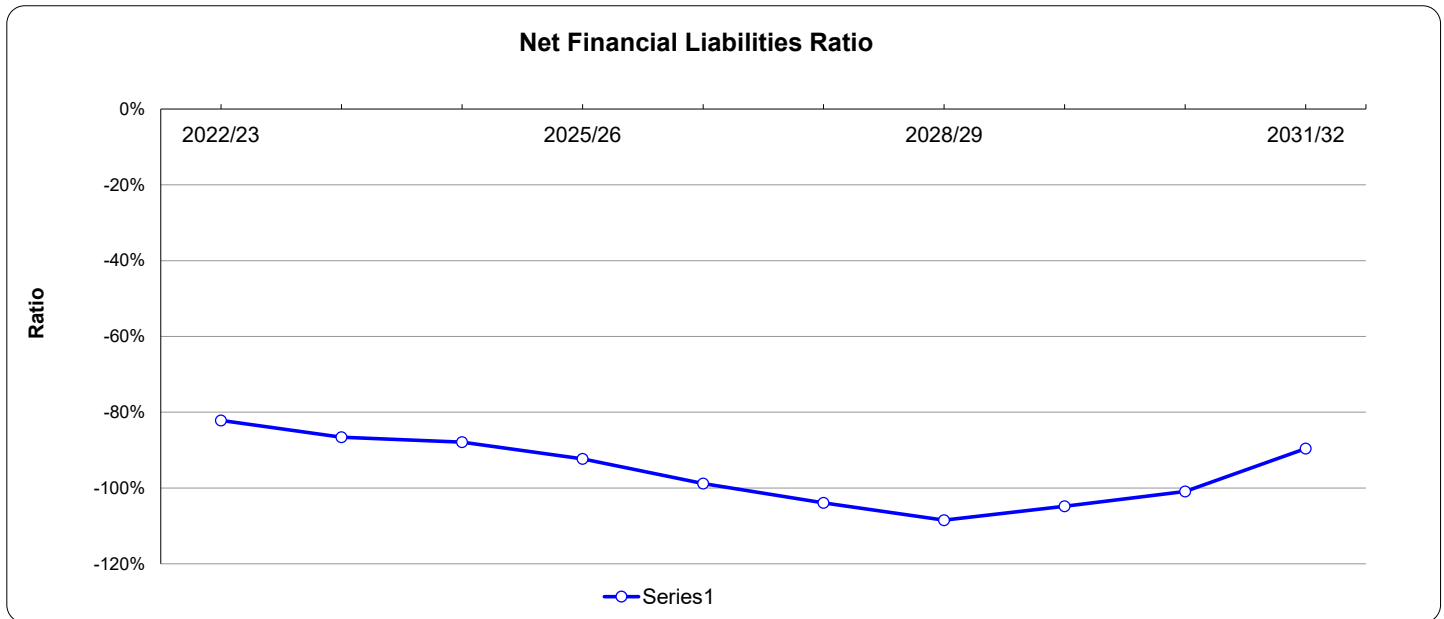
	Target	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Operating Surplus Ratio annual	0 - 10%	-3.81%	-1.93%	0.81%	1.59%	0.17%	-1.38%	-2.29%	-3.20%	-4.16%	-5.19%



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	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
Net Financial Liabilities Ratio annual	<= 60%	-82.16%	-86.59%	-87.91%	-92.32%	-98.80%	-103.92%	-108.47%	-104.82%	-100.91%	-89.60%



What this ratio means to the Goondiwindi Regional Council?

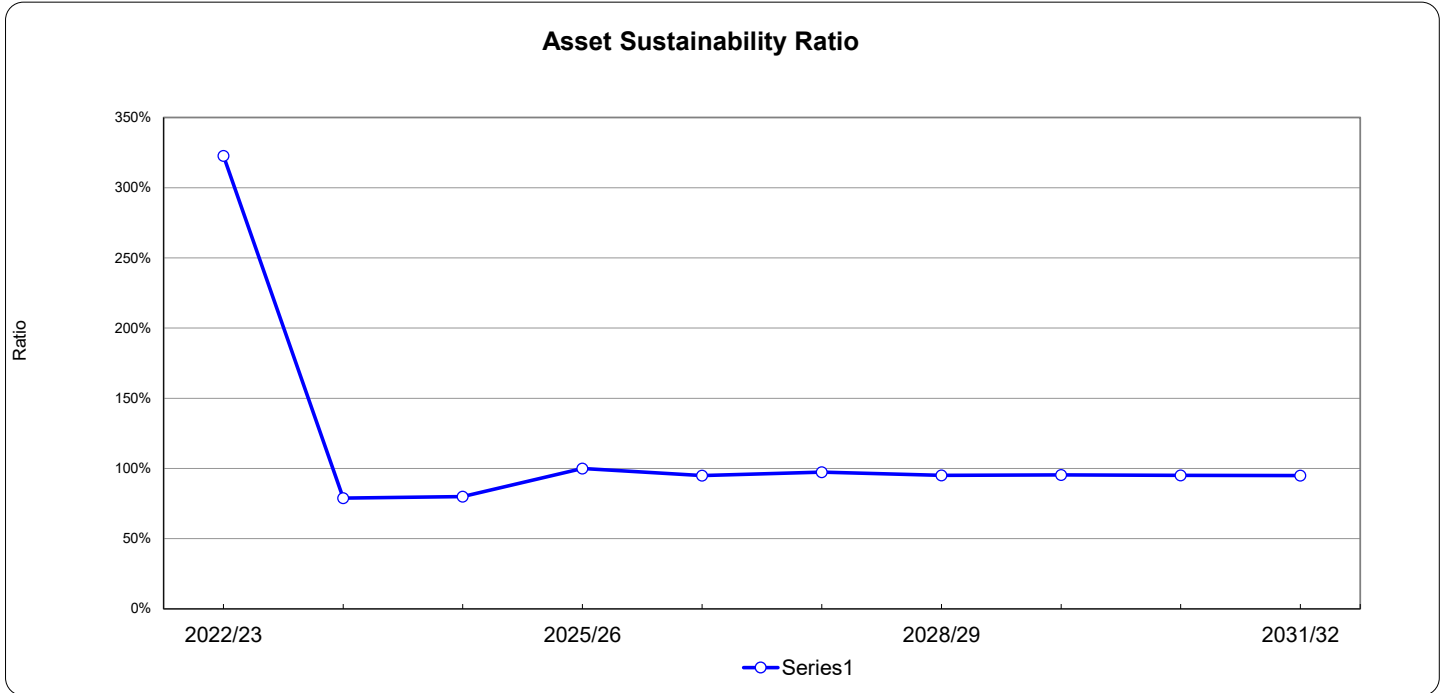
This ratio measures the extent to which Council can fund its liabilities through its operating revenues. A ratio of less than 60% indicates that Council can meet its liabilities and could increase its loan borrowings

Ordinary Meeting of Council to be held Wednesday, 25 January 2023
Financial Indicators and Graphs

Infrastructure Capital Indicators

Asset Sustainability Ratio annual

Target	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
> 90%	322.78%	78.90%	80.05%	99.96%	94.94%	97.35%	95.16%	95.39%	95.19%	94.95%

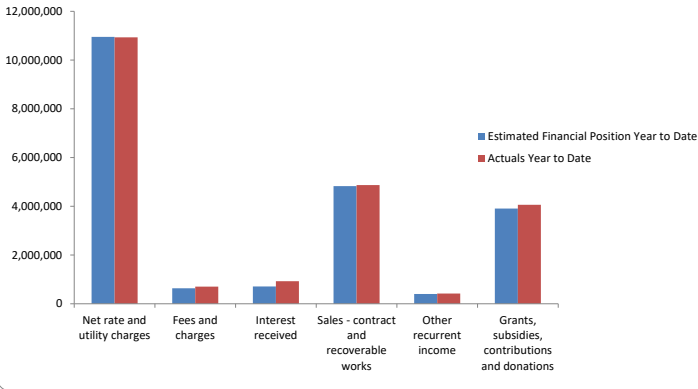


What this ratio means to the Goondiwindi Regional Council?

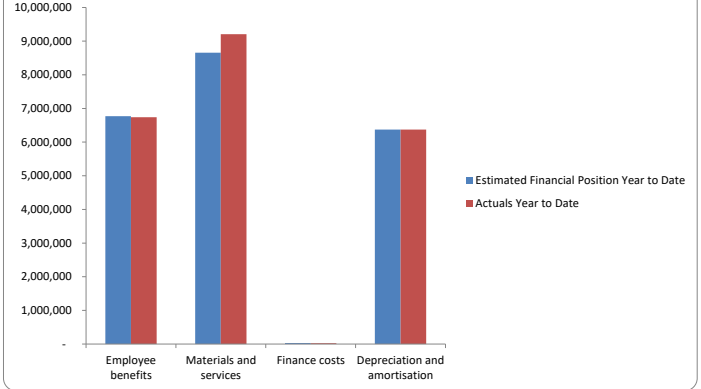
This ratio measures the amount of capital expenditure on renewal of existing assets compared to the depreciation expense. Ratios of less than 90% shows that Council may not be keeping its existing assets up to date.

STATEMENT OF COMPREHENSIVE INCOME - GRAPHS

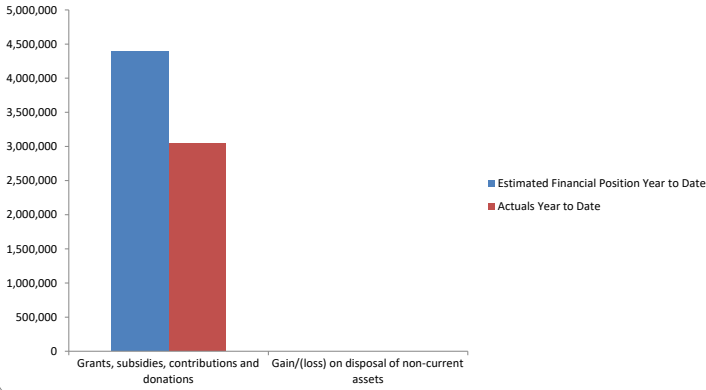
RECURRENT REVENUE



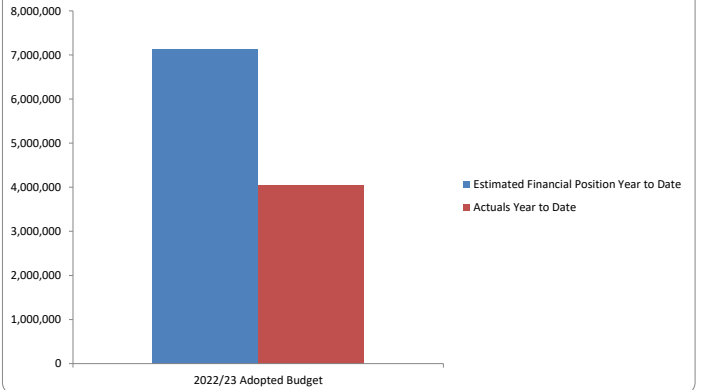
RECURRENT EXPENDITURE



CAPITAL REVENUE

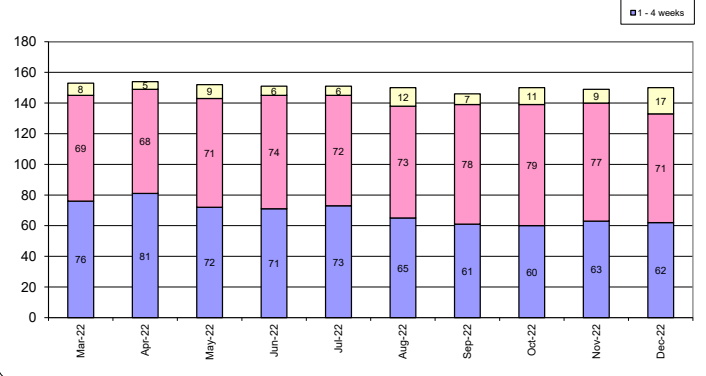


CAPITAL EXPENDITURE

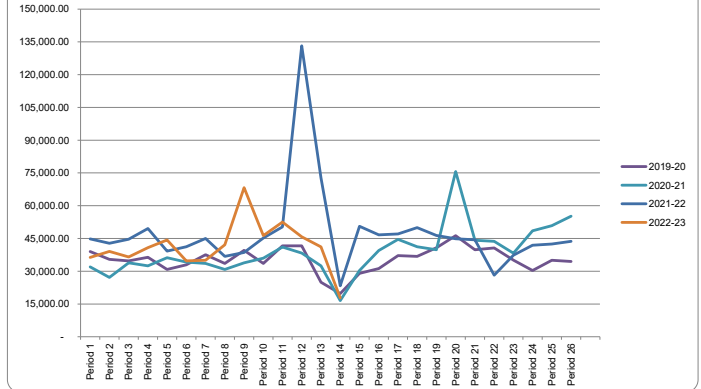


HUMAN RESOURCES & PAYROLL

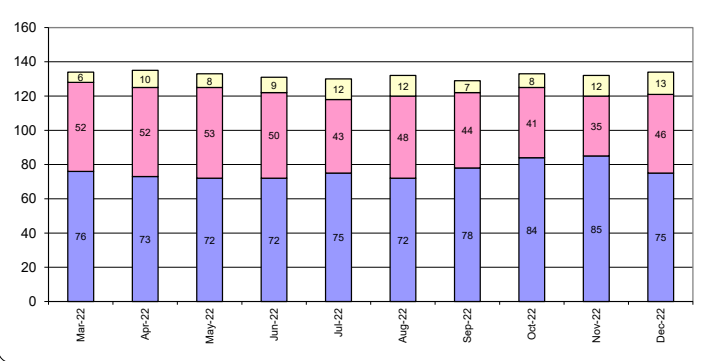
ANNUAL LEAVE BALANCES



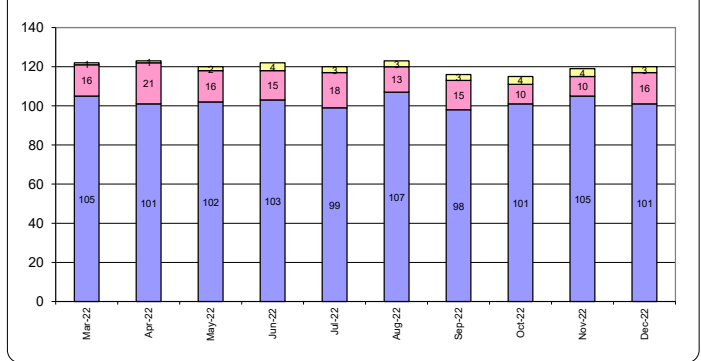
OVERTIME



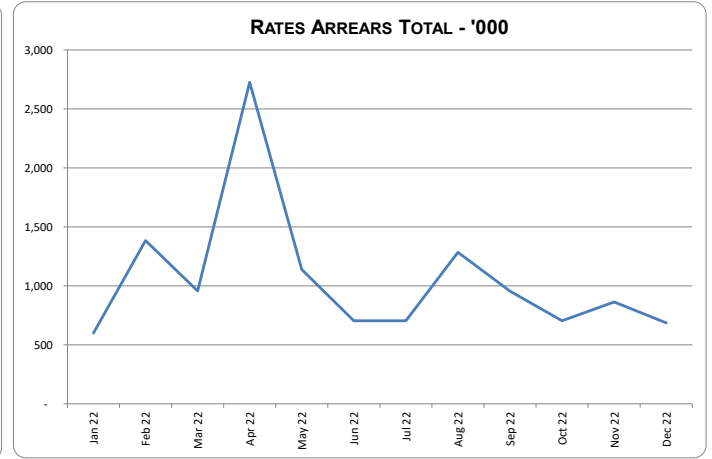
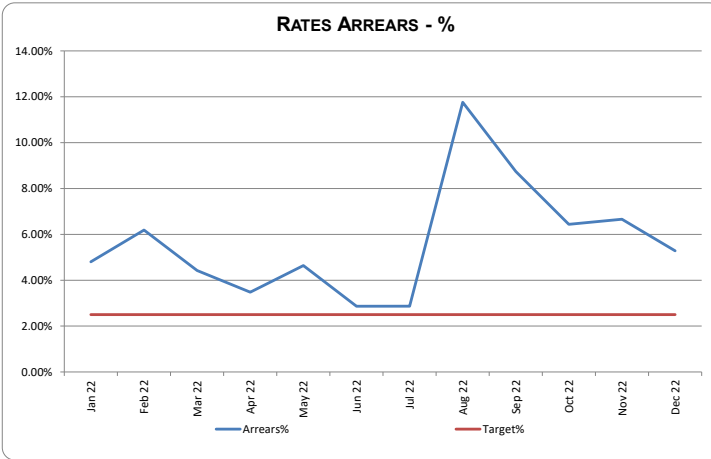
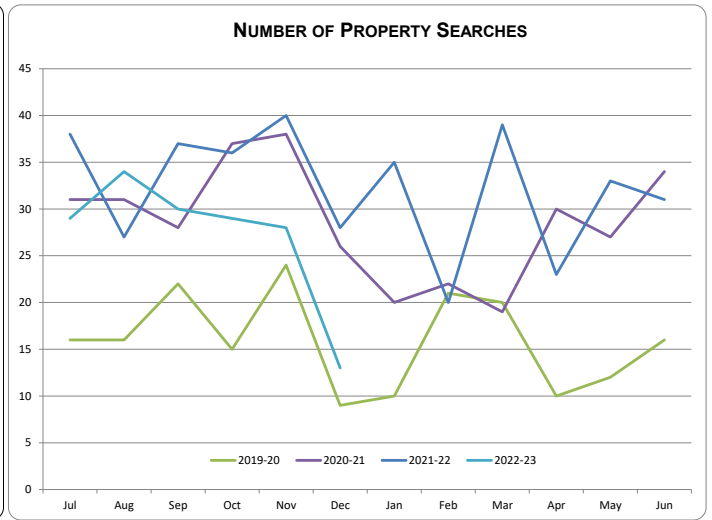
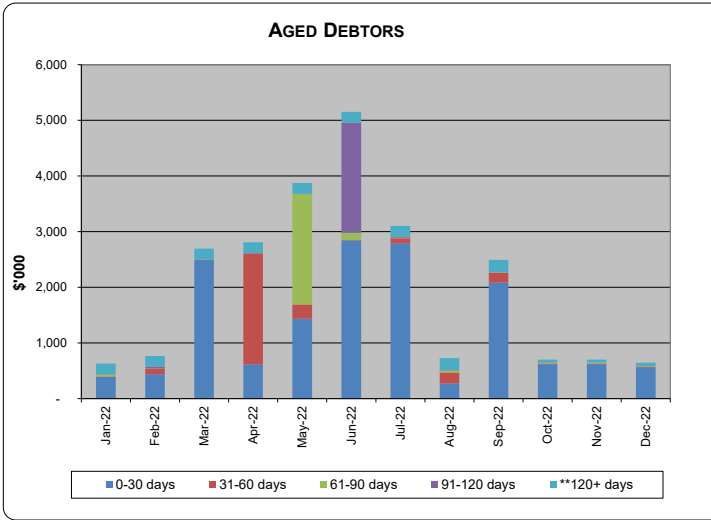
RDO BALANCE (BY NUMBER OF EMPLOYEES)



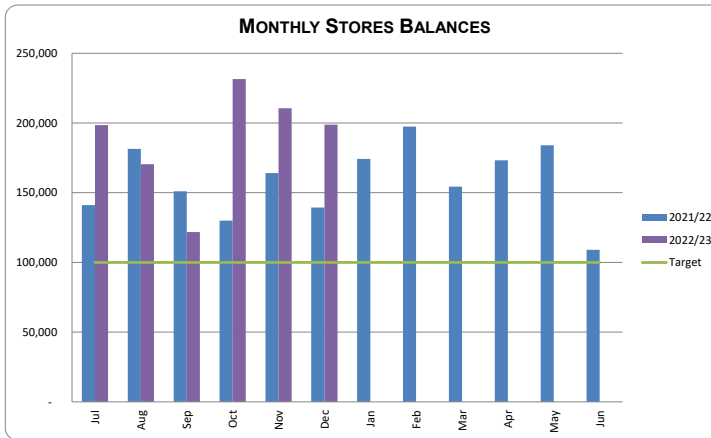
TOIL BALANCE (BY NUMBER OF EMPLOYEES)



RECEIVABLES



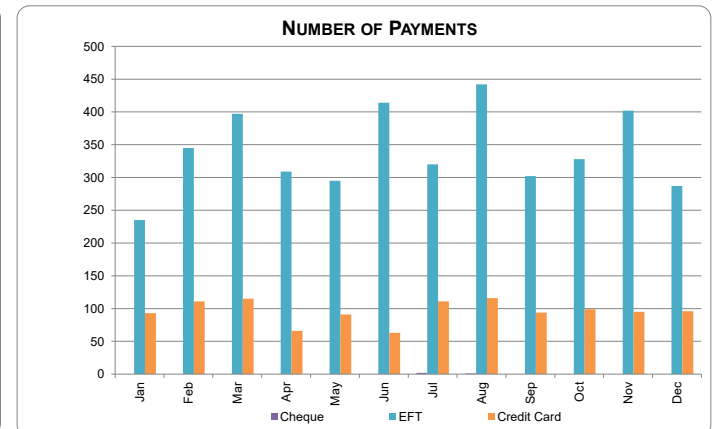
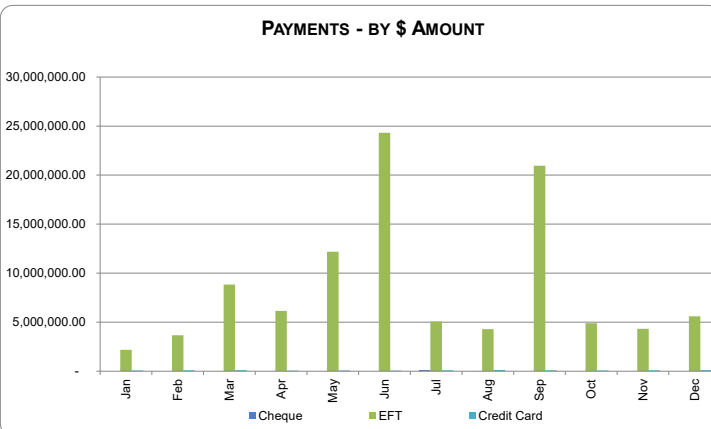
FINANCIAL COMPLIANCE



Trust Account Breakdown

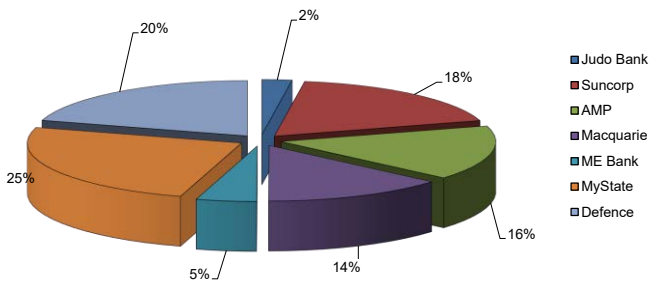
Contract Retentions	\$ 68,735
Bonds - Building	\$ 247,504
Bonds - Development	\$ 152,970
Bonds - Other	\$ 18,000
Town Planning	\$ 20,331
Park Contribution	\$ 35,500
Water Headworks Charges	\$ 142,000
Crossovers - Bonds	\$ 55,812
Total	\$ 740,852

PAYABLES

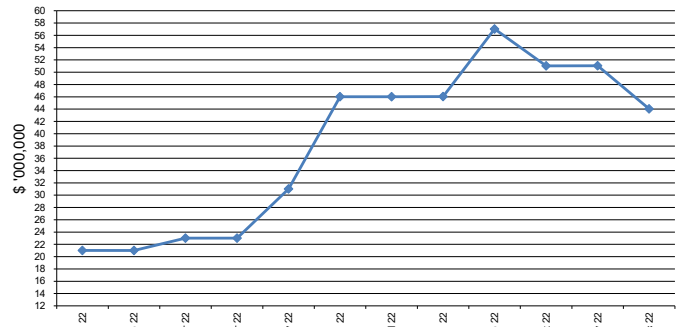


TREASURY

INVESTMENT SUMMARY AS AT 31 DECEMBER 2022



INVESTMENT BALANCE

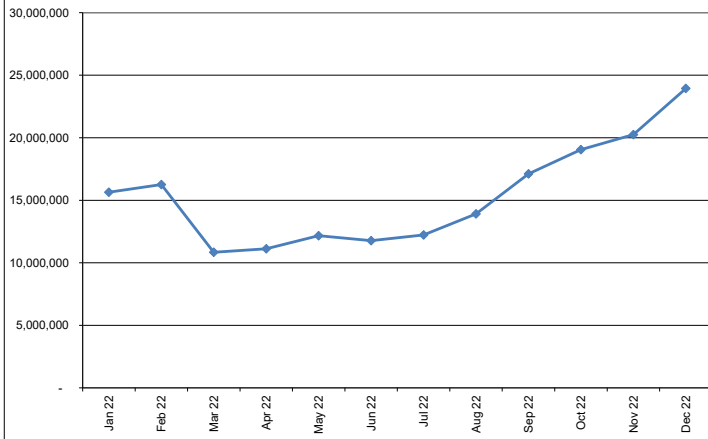


Investments	Amount	Maturity Date	Interest Rate
Macquarie - Laminar	\$ 4,000,000	06-01-2023	3.26%
Suncorp	\$ 2,000,000	24-01-2023	3.32%
MyState Bank	\$ 4,000,000	03-02-2023	2.73%
Suncorp	\$ 3,000,000	03-02-2023	2.40%
Macquarie Bank	\$ 2,000,000	01-03-2023	1.60%
AMP - Laminar Capital	\$ 3,000,000	20-04-2023	2.21%
Suncorp	\$ 3,000,000	04-05-2023	3.80%
Judo Bank	\$ 1,000,000	09-05-2023	3.20%
ME Bank	\$ 2,000,000	28-06-2023	4.02%
Defence Bank	\$ 3,000,000	15-06-2023	4.40%
Defence Bank	\$ 6,000,000	20-06-2023	4.40%
MyState - Curve	\$ 2,000,000	27-06-2023	4.34%
AMP - Laminar Capital	\$ 3,000,000	18-07-2023	4.45%
AMP - Curve	\$ 1,000,000	06-09-2023	4.35%
MyState - IAM	\$ 3,000,000	20-09-2023	4.30%
MyState - Laminar	\$ 2,000,000	27-09-2023	4.63%
Macquarie	\$ 40,486	At Call	3.25%

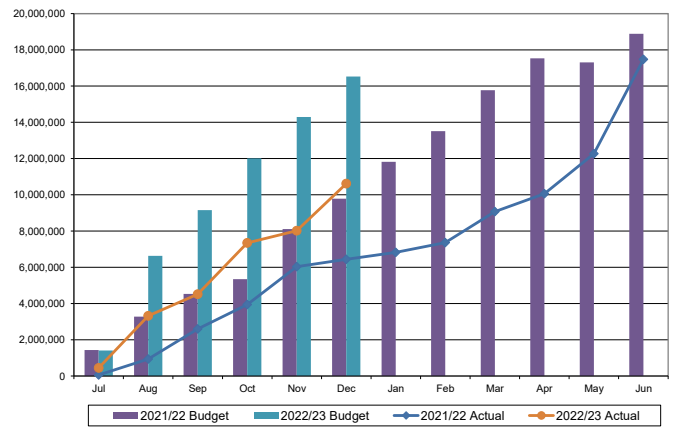
Total \$ 44,040,486

RESS AND CAPITAL WORKS

WORKS IN PROGRESS BALANCE



CAPITAL EXPENDITURE - BUDGET vs. ACTUAL



REPORT DATE: 4 January 2023 **REPORT NUMBER:** CCS 002/23
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: n/a
REPORT TITLE: **Review of Street Stall Permits Policy GRC-0078**
PREPARED BY: Director Community and Corporate Services, Mr Jason Quinnell

SUBJECT:

A review of Council's Street Stall Permits Policy GRC-0078 has been undertaken. The revised policy is attached for endorsement.

REPORT:

A review of Council's Street Stall Permits Policy GRC-0078 has been undertaken and the following changes have been made to the conditions of approval.

Rewording of 2.16 (to identify need for temporary food licence)

If the operation of the street stall involves sale of food, you may need to apply for a temporary food license at least 5 days prior to the event. Food for sale at a street stall shall be prepared, manufactured, packed and labelled in accordance with the provisions of the Food Act 2006 and the Australia New Zealand Food Standards Code and any relevant Council Policy, prior to being offered for sale at the stall.

New Condition Added (2.17)

If the conduct of the street stall involves a sausage sizzle, suitable precautions need to be implemented to protect the public from personal injury such as burns.

Rewording of 2.20

Parking spaces will not be provided as part of an approved permit.

A table explaining when a Food Licence may be required is also included.

Council's endorsement of the revised Policy is sought.

ASSOCIATED RISKS:

Low

CONSULTATION:

GRC Environmental Health Officer

LEGISLATION/LLEGAL/POLICY:

- *Local Government Regulation 2012*
- Food Act

OFFICER'S RECOMMENDATION:

That Council resolves to endorse the revised Street Stall Permits Policy GRC-0078.
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ATTACHMENTS:

Attachment 1 Revised Street Stall Permits Policy GRC-0078

STREET STALL POLICY

Adopted Date:	28 January 2015
Policy Number:	GRC 0078
Policy Type:	Strategic
Responsible Officer:	Executive Manager Administration & Community Services
Department:	Community & Corporate Services

Version	Decision Number or CEO Approval	Decision Date	History
1	OM 007/15	28 January 2015	Review December 2015
2	OM 005/17	25 January 2017	Review December 2017
3	Reviewed	24 November 2017	Review December 2020
4	Reviewed	December 2020	Review December 2023
4	Reviewed	January 2023	Review December 2025

1. BACKGROUND

This policy sets out the eligibility criteria for community organisations and businesses applying for a street stall permit and the conditions all permitted stallholders must abide by when conducting a stall or busking in the regions town centres.

Council recognises that street stalls can be a useful tool for community groups to raise awareness of their initiatives and undertake fundraising events. To ensure that Council is consistent in its provision of Street Stall Permits it must ensure that all permit holders operate appropriately and meet the requirements under the *Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government controlled Areas and Roads) 2011*.

DEFINITIONS

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

Busk To play music or perform entertainment in a public place, usually while soliciting money.

Charitable purpose means a purpose which is exclusively charitable according to the law (other than statute law) of Queensland.

Private Business / Individual the activity of making, buying, or selling goods or providing services in exchange for money.

2. POLICY STATEMENT

Types of Applicants

Not for profit organisations:

- Local Community Organisations
- Non local Organisations

Profit oriented applicants:

- Buskers
- Businesses
- Fundraising Agents

Assessment Criteria

- 2.1. Requests for Street Stall Permits will only be accepted if a completed application is received. **Note:** This includes the Declaration by the "Shop Owner/Manager of the Proposed Street Stall Location".
- 2.2. Applications must be received no later than seven (7) working days prior to the proposed first date.
- 2.3. Approval will only be provided for fixed location permits. Roaming / walking permits will not be approved.
- 2.4. The maximum number of sites that will be approved per applicant per day is two (2).
- 2.5. Council reserves the right to restrict the number of stallholder permits / sites per day.
- 2.6. A copy of the organisation's or individual's public liability insurance certificate of currency must be sighted by Council and be current for the duration of the activity. The insurance policy must provide indemnity in an amount not less than \$5,000,000.

The following are exempt from the requirement to provide a copy of a certificate of currency for public liability insurance :
 - Charity Craft & Sewing Ladies Group – Goondiwindi
 - Those making application to undertake busking.
- 2.7. Council requires written authorisation from the charity confirming that the Fundraising Agent is conducting the activity on their behalf.
- 2.8. Fundraising Agents conducting activities on behalf of charitable organisations will be limited to four (4) permits per year. *Note: one visit for three consecutive days will be considered a single permit.*
- 2.9. If it is considered that an application received from a private business / individual will compete against a local business the application will be refused.
- 2.10. Applications received from private businesses / individuals, who are not competing against local businesses, must be accompanied by the payment of the appropriate Fees and Charges.

Conditions of Approval

- 2.11. A clear, unobstructed pedestrian corridor of 1.5m is to be provided and maintained on the footpath between the street stall and adjacent car parks; however, a larger distance may be required where pedestrian traffic density is assessed by Council as requiring an increased footway.
- 2.12. Advertising devices shall not be placed on the footpath.
- 2.13. All fixtures, fittings and devices placed on the footpath (1 table and 2 chairs maximum) shall be of sound construction and design, aesthetically acceptable to Council and maintained in a proper state of repair.
- 2.14. A person who conducts a street stall shall not accost passers-by to encourage the purchase of their goods or services.
- 2.15. The footpath area shall be kept at all times in a clean, tidy and orderly condition.

- 2.16. If the operation of the street stall involves sale of food, you may need to apply for a temporary food license at least 5 days prior to the event (See table below). Food for sale at a street stall shall be prepared, manufactured, packed and labelled in accordance with the provisions of the *Food Act 2006* and the *Australia New Zealand Food Standards Code* and any relevant Council Policy, prior to being offered for sale at the stall.
- 2.17. If the conduct of the street stall involves a sausage sizzle, suitable precautions need to be implemented to protect the public from personal injury such as burns.
- 2.18. Council will provide approval for a street stall permit in specific locations and times as deemed appropriate.
- 2.19. The stall holder is required to hold a hard copy of the permit in their possession for the duration of the activity
- 2.20. **Parking spaces will not be provided as part of an approved permit.**
- 2.21. Bookings cannot be made for more than three (3) consecutive day's #, each request will be considered on its merits.
In the case of busking, the three (3) days do not have to be consecutive.
- 2.22. The organiser is responsible for ensuring that any money collection undertaken for charitable purposes is in full compliance with the requirements of the Office of Fair Trading and all associated legislation.
- 2.23. Council reserves the right to cancel or amend the Permit and / or conditions at any time.
- 2.24. The Permit is subject to the provisions of the Council's Local Laws and is only issued in respect of the approved dates and locations.

Cancellation of Permit

- 2.25. Should Council receive any complaints from businesses or members of the public regarding the operation of the stall, including impeding traffic or the harassment of the general public; or should the stallholder fail to comply with any of the conditions outlined above Council reserves the right to immediately revoke the permit.

In the event that a permit is revoked, Council reserves the right to implement a suspension period and may refuse to issue future permits.

Fees & Charges

- Local Community Organisations are not required to pay a fee for a street stall permit application.
- Applications received from an organisation or individual whose purpose is profit making is required to pay the applicable fee when lodging the application.

When is a Food Licence Required

No Licence Required	A Licence is Required
Selling whole fruit only	Cutting fruit or vegetables
Handling of packaged food only	Fruit or vegetable juice processed at the place of sale
Selling unpackaged non-potentially hazardous croissants, friands, doughnuts, muffins, churros, biscuits or cakes	Sausage sizzle
Selling unpackaged non potentially hazardous carob, chocolates, confectionary or muesli bars	Cakes or biscuits with dairy fillings
Selling unpackaged non potentially hazardous dried vegetable chips, corn chips, potato chips, popcorn, crackers or nuts	Unpackaged food including, pizza, pasta, hamburgers, kebabs, hot dogs, curry, chips, yoghurt or ice cream
Selling unpackaged non potentially hazardous pretzels, puffed rice, soy chips or toasted corn chips	Manufacturing any food product (including products listed opposite) and selling at a place other than where the product is manufactured

	eg. For wholesale distribution or for retail from a market stall.
Selling unpackaged non potentially hazardous meat jerky, dried or glazed fruit	
Selling unpackaged non potentially hazardous whole, crushed, puffed or toasted nuts, grains and seeds	
Selling unpackaged non potentially quinoa, spices, dried herbs, tea leaves, coffee beans, cereals or cocoa	
Selling unpackaged non potentially coconut, couscous, edible oil, flour, legumes, lentils, noodles, oats or pasta	
Selling unpackaged non potentially preparations for spreading on bread such as honey, peanut butter, hazelnut spread, vegemite, marmalade and jam	
Selling unpackaged non potentially sugar and syrups such as golden syrup, maple syrup, rice syrup, malt syrup glucose syrup and coconut syrup	
Grinding of coffee beans	
Selling drinks only (other than fruit or vegetable juice processed at the place of sale), including tea, coffee, soft drinks or alcoholic drinks	
Primary produce such as seafood not sold by retail; meat and dairy produced under an accreditation granted under the Food Production (Safety) Act 2000, part 5.	
Selling ice or flavoured ice	

3. PURPOSE

This policy has been developed to ensure that community organisations have a venue to fundraise in their community and buskers have the ability to perform in the town centres without impeding upon or harassing the public or local businesses.

By using this policy and the guidelines within it, Council can ensure that all applications for a permit are assessed in an open and fair manner.

4. POLICY OBJECTIVE

- 4.1. To provide corporate guidelines and criteria on the provision of permits to community organisations and individuals in accordance with Local Law No. 1.14 (undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011.
- 4.2. Support community initiatives.
- 4.3. Encourage the ongoing social, cultural, recreational, sporting and environmental development of Goondiwindi Regional Council.
- 4.4. To ensure that local businesses are not disadvantaged by the activities of street stall permit.
- 4.5. To provide guidance and standards when assessing applications for permits.
- 4.6. To facilitate a safe venue for permit holders and pedestrians.

5. REVIEW DATE

December 2025

6. Attachments

Nil

Revised

REPORT DATE: 10 January 2023 **REPORT NUMBER:** CCS 003/23
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: n/a
REPORT TITLE: **Community Grants and Donations Annual Allocations and Exemptions**
PREPARED BY: Community & Economic Development Manager, Mrs Megan Boyd

SUBJECT:

Council to consider amendments to the annual Community Grants and Donations recipients.

REPORT:

Council supports local community groups with financial and in-kind support under the Community Grants and Donation program, which operates within the criteria established in GRC 0005 – Community Grants Policy.

The policy provides criteria and conditions for the management of the grants program, and allows for annual allocations where the recipient does not need to submit an application. There is also provision for Councillor approved exemptions for acquittal reports, where the exemptions best serve the needs of the community.

The proposed annual allocations for Community Grants and Donations is attached (Attachment 1) and will continue for the foreseeable future or until otherwise determined by Council, which can occur at any time.

The actual dollar amount allocated to each recipient will be confirmed through the annual budget process.

ASSOCIATED RISKS:

- *Nil*

FINANCIAL IMPACTS:

- *All grants listed above are approved through Council's annual budget process.*

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 the annual Community Grants and Donations recipients and exemptions effective immediately.

ATTACHMENTS:

Nil

Project	Cash Amount	in-kind alternate	Acquittal Required	JC Code	Notes
Annual School Awards Night					
Border Rivers Christian College	\$100		N/A	5350-2100-0001	
Bungunya State School	\$100		N/A	5350-2100-0001	
Goondiwindi State High School	\$100		N/A	5350-2100-0001	
Goondiwindi State Primary School	\$100		N/A	5350-2100-0001	
Inglewood State School	\$100		N/A	5350-2100-0001	
Kindon State School	\$100		N/A	5350-2100-0001	
Kioma State School	\$100		N/A	5350-2100-0001	
St Maria Goretti School	\$100		N/A	5350-2100-0001	
St Mary's School	\$100		N/A	5350-2100-0001	
Talwood State School	\$100		N/A	5350-2100-0001	
Texas State School	\$100		N/A	5350-2100-0001	
Yelarbon State School	\$100		N/A	5350-2100-0001	TOTAL = \$1,200
Remote School Swimming Program					
Kindon State School	\$2,000		No	5350-2100-0009	
Bungunya State School	\$2,000		No	5350-2100-0009	
Kioma State School	\$2,000		No	5350-2100-0009	
Talwood State School	\$2,000		No	5350-2100-0009	
Yelarbon State School	\$2,000		No	5350-2100-0009	TOTAL = \$10,000
Management of Council Facilities					
Gilbert Recreation Association	\$30,000		Yes	5350-2100-0020	increase from \$25,000 to \$30,000
Goondiwindi Botanical Gardens	\$18,000		Yes	5350-2100-0022	
Goondiwindi PCYC – PCYC Building	\$65,000		N/A	5350-2100-0026	
Goondiwindi Sport & Rec (Riddles)	\$30,000		Yes	5350-2100-0028	increase from \$25,000 to \$30,000
Inglewood Community Rec Centre	\$7,500		Yes	5350-2100-0031	
Texas Art Council - Gallery	\$10,000		Yes	5350-2100-0042	conditions - audited financials
Business Chambers					
Goondiwindi Chamber of Commerce	\$35,000		Yes	5350-2100-0045	conditions - audited financials + KPI
Texas QLD Inc.	\$5,000		Yes	5350-2100-0041	conditions - audited financials
Events					
Goondiwindi Apex Eisteddfod	\$4,000		Yes	5350-2100-0021	
Goondiwindi Lions Club		\$100 in-kind	N/A	5350-2150-0005	
Goondiwindi Lions Club- xmas eve	\$2,000		Yes	5350-2100-0033	
Goondiwindi P & A Society	\$10,600		No	5350-2100-0025	
Goondiwindi Pony Club	\$0	\$1,000 in-kind	Yes	5350-2150-0003	
Goondiwindi Rotary - Gourmet	\$2,000		Yes	5350-2100-0034	
Inglewood Show Society	\$2,500		No	5350-2100-0032	incorrectly recorded in 2022-23 budget
Talwood Race Club	\$500	\$2,000 in-kind	Yes	5350-2150-0006	
Texas Jockey Club - hire Sports Complex	\$250		No	5350-2100-0039	
Texas Jockey Club - use of Council plant on Race day	\$0	\$250 In-kind	No	5350-2150-0007	
Texas QLD Inc. - Country Music	\$2,000		Yes	5350-2100-0040	
Texas Show Society	\$2,500		No	5350-2100-0043	incorrectly recorded in 2022-23 budget
Torture on the Border	\$500		Yes	5350-2100-0049	incorrectly recorded in 2022-23 budget
Weengallon Show - campdraft/ rodeo	\$500	\$2,000 in-kind	Yes	5350-2150-0009	incorrectly recorded in 2022-23 budget
Other					
Goondiwindi Race Club - water	\$1,000		No	5350-2100-0027	
Goondiwindi Scout Group - water	\$1,820		No	5350-2100-0052	
Goondiwindi SHS Bursary	\$2,000		Yes	5350-2100-0008	
Heart of Australia	\$2,000		No	5350-2100-0051	
Inglewood Fish Restocking	\$500		Yes	5350-2100-0048	

Inglewood Historical Society	\$0	\$1000 in-kind	Yes	5350-2150-0010	
Life Flight/ Care Flight	\$2,000		No	5350-2100-0016	
Qld Scripture Union	\$15,000		Yes	5350-2100-0037	Council is seeking further advice and will reassess amount at time of budget of allocation
Royal Flying Doctors	\$2,000		No	5350-2100-0035	
Texas Jockey Club - water	\$1,000		No	5350-2100-0038	
Yelarbon SS - water	\$1,500		No	5350-2100-0015	

Recommend remove the following from the annual allocation

Project	Cash Amount	in-kind alternate	Acquittal Required	JC Code	Notes
Lundavra State School	\$100		N/A	5350-2100-0001	school not operating
Lundavra State School	\$2,000		No	5350-2100-0009	school not operating
Goondiwindi B & S Ball	\$0	\$500 in-kind	Yes	5350-2150-0001	has not been utilised for numerous years
Goondiwindi Motorsports	\$3,000		Yes	5350-2100-0024	moved to Tourism Grant - 3 year agreement
Goondiwindi PCYC - Riverjam	\$2,000		Yes	5350-2100-0017	Event not proceeding
Toobeah Rodeo	\$500	\$2,000 in-kind	Yes	5350-2150-0008	has not been utilised for numerous years
Vern Klienschmidt - Easter on Mac	\$2,500		Yes	5350-2100-0053	event not proceeding
Goondiwindi SILO	\$500		Yes	5350-2100-0047	event not proceeding
RSL Legacy Fund	\$100		N/A	5350-2100-0036	no longer meets Policy criteria
Macintyre Ag Alliance	\$1,200		Yes	5350-2100-0044	change in program delivery has narrowed focus
TOTAL	\$11,900	\$2,500			

Recommend adding the following from the annual allocation

Project	Cash Amount	in-kind alternate	Acquittal Required	JC Code	Notes
MAPR towards maintenance and volunteer costs	\$1,000		Yes	TBC	
Bigambul Native Title Aboriginal Corporation hire of Cultural Centre for board meetings	\$1,120		No		8 days per year \$310 for meeting room, plus audio visual \$140 x 4.
Border Rivers Christian College Bursary	\$2,000		Yes	TBC	\$2,000 to match bursary offered to Goondiwindi SHS
Goondiwindi Kindegarten event	\$1,500		Yes	TBC	annual request to Council
Kaloma Golf Charity Day	\$500		Yes	TBC	annual request to Council
Landscape event	\$2,000		Yes	TBC	aligns to the likes of Gourmet in Gundy, Christmas Eve Fireworks, Texas Races
Goondiwindi Christmas Markets	\$500				hire of hall - annual request
Texas Police Golf Charity Day	\$500		Yes	TBC	annual request to Council
Texas Junior Rugby League - seasons hire	\$0	\$500 in-kind	Yes	TBC	
Goondiwindi Fish restockers	\$500		Yes	TBC	aligns to Inglewood Fish Restockers
Inglewood Welfare Group - seasonal hire	\$0	\$1,500 in-kind	Yes	TBC	annual request to Council for waive of hire for 60s and better and seniors luncheon
Goondiwindi Line Dancing - seasonal hire	\$0	\$1,000 in-kind	Yes	TBC	annual request to Council
TOTAL	\$9,620	\$3,000			

REPORT DATE: 13 January 2023 **REPORT NUMBER:** CCS 004/23
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: Cr Susie Kelly
REPORT TITLE: **Cinema Donation Guidelines**
PREPARED BY: Director Corporate and Community Services – Mr Jason Quinnell

SUBJECT:

Adoption of Goondiwindi Cinema Donation Guidelines.

REPORT:

In 2020, Council received legal advice that the *Local Government Regulation 2012 s195*, only allows for one Community Grants Policy.

To reflect this, Council simplified the Community Grants Policy GRC 005 and has created a number of user-friendly guidelines to provide the terms and conditions of each grant program, including financial delegations and eligibility criteria.

Officers have formalised a new Cinema Donation Guidelines – Attachment 1, for your approval.

ASSOCIATED RISKS:

- Nil

FINANCIAL IMPACTS:

- \$xx budget has been allocated for Cinema Donations in 2022-23.
- Already spent/committed in 2022-23 is \$xx.

CONSULTATION:

- n/a

LEGISLATION/LLEGAL/POLICY:

- *Local Government Regulation 2012*
- GRC 0005 Community Grants Policy

OFFICER'S RECOMMENDATION:

That Council resolves to adopt the Cinema Donation Guidelines:

ATTACHMENTS:

Attachment 1: Cinema Donation Guidelines

GOONDIWINDI CINEMA DONATIONS PROGRAM



Council's Cinema Donations Program supports community organisations in the Goondiwindi region community.

DONATION OBJECTIVES

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

- support community initiatives
- encourage the ongoing social, cultural, recreational, sporting and environmental development
- promotes active volunteerism
- supports active, vibrant communities

ELIGIBLE ORGANISATIONS

The criteria for eligible organisations are, organisations:

- must operate within the local government boundaries or demonstrate that services are provided to a significant percentage of members, clients or residents from the Goondiwindi Regional Council area
- objective must be solely non-profit making
- are incorporated or auspiced by an incorporated body, except where there is a direct benefit to the Goondiwindi Regional Council community e.g. School, Church group, Rural Fire Brigade and the like.

INELIGIBLE ORGANISATIONS

The following applications will not be considered:

- Applications from individuals/businesses
- Applications from political parties
- Organisations that operate licenced gaming machines

PROJECT FUNDING

What funding is available?

- Cinema gift cards up to a maximum of \$65.
- Only one (1) application per event/activity
- Organisations who are seeking funds/support of more than \$65 will be required to make an application under Council's **Community Donations or Grants Program**

ASSESSMENT PROCESS

- Applications are open all year round unless annual budget allocation for Cinema Donations is exhausted
- Request is to be made in writing with the applicable organization letterhead and signed by the relevant party
- Additional documents may be requested by Council if needed
- Council's Chief Executive Officer or delegate has authority to approve Cinema Donations, as long as the request meets the criteria in these Guidelines.
- Notification – Contact will be made within two weeks of application to advise if successful/unsuccessful. Details will be provided on next steps.

CONDITIONS OF APPROVAL

All Cinema Donations are subject to the following conditions:

- The donation money should not be used for any other purpose than that for which the donation is awarded.
- Funds that cannot be used for the specified purpose must be returned to Council
- The donation recipient will obtain the appropriate permits/ approvals, insurance covers etc. relating to the project for which the donation is awarded
- Applicants give permission for Council to use the donation information for promotional and public information
- Successful applicant's details, including name of the community organisation, amount and purpose of donation, will be published on Council's website
- A register of donations to community organisations will be kept for disclosure in accordance with Section 189 of the *Local Government Regulation 2012*
- Council's Cinema Donation program is subject to Goondiwindi Regional Council's Community Grant Policy GRC 0005

ACKNOWLEDGEMENT CONDITION

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

REPORT DATE: 13 January 2023 **REPORT NUMBER:** CCS 005/23
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: Cr Phil O'Shea
REPORT TITLE: **Opera Queensland 2023 Performance**
PREPARED BY: Director Community and Corporate Services, Mr Jason Quinnell

SUBJECT:

Budget amendment is required for the 2023 Opera Queensland performance.

REPORT:

The Goondiwindi Region is to host the Opera Queensland performance of *The Lady Sings Maroon* on Thursday 1st June 2023.

The Councillors as a group have proposed to undertake the event management for this performance and use the proceeds of bar and food towards the Dolly Parton Imagination Library initiative.

The cost of the performance is \$7,500 excl GST, plus \$1,265 for the hire of the Goondiwindi Waggamba Community Cultural Centre.

It is proposed that tickets be sold for \$10 per seat, with a maximum of 550 to be seated in the hall. The proceeds from the sale of performance tickets will be offset against the cost of the performance. Reasonable estimates of the proceeds is 250 tickets, equalling \$2,500 income.

Profits made from the purchase of food or alcohol will be allocated to the Dolly Parton Imagination Library initiative.

ASSOCIATED RISKS:

- A number of local community groups were invited to use this performance as a fundraiser and declined.

FINANCIAL IMPACTS:

- A budget amendment of \$6,135 will be required for the event. Based on \$2,500 ticket sales, the amount may be slightly more or less.

CONSULTATION:

- n/a

LEGISLATION/LLEGAL/POLICY:

- n/a

OFFICER'S RECOMMENDATION:

That Council resolves to approve \$6,135 towards the 2023 Opera Queensland performance.

ATTACHMENTS: Nil

REPORT DATE: 16 January 2023 **REPORT NUMBER:** CCS 006/23
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: n/a
REPORT TITLE: **Texas Queensland Inc Community Grant KPIs**
PREPARED BY: Community Development and Events Coordinator, Mrs Megan Boyd

SUBJECT:

Council to approve the Key Performance Indicator's (KPIs) identified by Texas Queensland Inc as agreed terms for Council's \$5,000 Community Grant allocation in 2022-23 financial year.

REPORT:

Goondiwindi Regional Council has already approved in the 2022-23 budget, an allocation of \$5,000 to Texas Queensland Inc (TQI), subject to both parties agreeing on KPIs for this period.

Goondiwindi Regional Council invited TQI to submit KPIs for endorsement.

TQI have identified the following KPIs to be achieved in 2022/23:

- Further upgrades to the TQI website to provide more feedback to people inquiring about Texas and the services (local businesses) available. In addition more information about the Texas Council Music Festival and the Rabbit Works is needed on the website.
- Undertake another membership drive to increase membership above existing levels – grow by an additional 20 members.
- Host business information nights to keep business members informed of key issues and opportunities impacting the local community. TQI have already delivered the housing development information night in Texas in October 2022.

TQI also reported on the KPIs for 2021/22, as outlined below:

- Re-establish a TQI website to promote TQI, the Rabbit Works and the Texas Country Music Festival, as well as local businesses – website is back up and running
- Amend the existing TQI model rules/ by-laws to incorporate business membership and better reflect the groups purpose - completed
- Increase paid business membership by at least 20 members – TQI now has 20 fully financial business members.

ASSOCIATED RISKS:

Nil identified.

FINANCIAL IMPACTS:

- The allocation of \$5,000 has already been approved by Council in the 2022-23 budget as part of Community Grants and Donations funding.

CONSULTATION:

N/A

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*
- GRC 0005 Community Grants Policy

- Council's Community Grants Guidelines

OFFICER'S RECOMMENDATION:

That Council resolves to accept the Key Performance Indicator's proposed Texas Queensland Inc as agreed terms of their 2022-23 Goondiwindi Regional Council Community Grant allocation.

ATTACHMENTS:

- Nil

REPORT DATE: 17 January 2023 **REPORT NUMBER:** CCS 007/23
DEPARTMENT: Community and Corporate Services
PORTFOLIO HOLDER: Cr Susie Kelly
REPORT TITLE: Amendment to Memorandum of Understanding with Yelarbon RSL Memorial Hall Restoration Committee Incorporated
PREPARED BY: Economic and Community Development Officer, Ms Samantha Noon

SUBJECT:

Council to consider amending the current Memorandum of Understanding (MOU) with Yelarbon RSL Memorial Hall Restoration Committee to include management provisions for land and building located on Lot 106 on Y5691 only. The current MOU includes provisions for management of land on both lots 106 and 107 on Y5691.

REPORT:

Goondiwindi Regional Council is the owner of the Yelarbon Memorial Hall located at 12 Taloom Street, Yelarbon. The purpose of the hall is to provide activities for public use by residents. The management of the hall is a partnership arrangement between the Goondiwindi Regional Council and the Yelarbon RSL Memorial Hall Restoration Committee incorporated, and is formalised through a Memorandum of Understanding (MOU) that is reviewed every four years.

The current MOU, which was due for renewal on the 6th of January 2023 defines the management area to include both lots 106 and 107 on Y5691. The hall building is located on lot 106 while the Memorial Park is located on lot 107. Please refer to Attachment 1 and section 1.1 of the existing MOU (Attachment 2).

Council currently completes all maintenance in the Memorial Park as part of its existing parks and gardens program.

Through the Yelarbon Community Consultative Committee and other contact with the community, there is sentiment to have management of the Memorial Park modified from the existing responsibility of the Yelarbon RSL Memorial Hall Restoration Committee to the responsibility of Council. .

Council is required to make a decision whether to keep the MOU agreement with the Yelarbon RSL Memorial Hall Committee for management of both lots 106 and 107, or to amend the agreement to reflect management of Lot 106 only (land on which hall is located) when the MOU is renewed this month.

ASSOCIATED RISKS:

As owners of both parcels of land, Council is responsible for the management of relationships with the Yelarbon community and ensuring that any decision made is in the best interest of the community.

FINANCIAL IMPACTS:

No additional financial impacts outside of the existing maintenance schedule.

CONSULTATION:

The issue was raised by Chair of the Yelarbon Community Consultative Committee (The Honourable Cr Mayor Springborg) at the December meeting, at which a representative of the Yelarbon RSL Memorial Hall Committee (Mr Trevor Cole) was in attendance, however the Yelarbon RSL Memorial Hall Restoration Committee are yet to be consulted for further input into the issue. .

LEGISLATION/LEGAL/POLICY:

- *Local Government Regulation 2012*

OFFICER'S RECOMMENDATION:

That Council resolves to amend/not amend the Memorandum of Understanding with the Yelarbon RSL Memorial Hall Restoration Committee to reflect management of Lot 106 on Y5691 only, and remove Lot 107 on Y5691 from the agreement to be consistent with arrangements for other Council parks.

ATTACHMENTS:

Attachment 1: ARGGIS Lot and Plan Image for Lots 106 and 107 on Y5691.

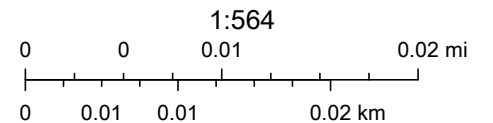
Attachment 2: Memorandum of Understanding between Goondiwindi Regional Council and Yelarbon RSL Memorial Hall restoration Committee Incorporated dated 6th January 2019.

Yelarbon Memorial Hall Lot and Plan



18/01/2023, 9:31:49 am

- DCDB (Nov 2022)
- DCDB - Lotplan Label
- Qld Globe Aerial Imagery
- Red: Band_1
- Blue: Band_3
- Green: Band_2



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community. Includes material © State of Queensland (Department of Resources); © Commonwealth of Australia (Geoscience)

ArcGIS Web AppBuilder

12-11-18 ORIGINAL SENT TO JOHN WOODS IN MAIL BOX



Memorandum of Understanding

Between

Goondiwindi Regional Council

And

**Yelarbon R.S.L. Memorial Hall Restoration
Committee Incorporated**

**Management of
Yelarbon Memorial Hall
12 Taloom Street, YELARBON**

Date of effect : 6th January 2019

THIS MEMORANDUM OF UNDERSTANDING is made:

BETWEEN: GOONDIWINDI REGIONAL COUNCIL
AND: YELARBON R.S.L. MEMORIAL HALL RESTORATION COMMITTEE
INC.

BACKGROUND

Goondiwindi Regional Council is the owner of the Yelarbon Memorial Hall located at 12 Taloom Street, Yelarbon.

The purpose of the Yelarbon Memorial Hall is to provide activities for public use by Goondiwindi Regional Council residents.

The management of the Yelarbon Memorial Hall will be a partnership arrangement between the Goondiwindi Regional Council and the Yelarbon R.S.L. Memorial Hall Restoration Committee Inc.

PURPOSE

The purpose of this Memorandum of Understanding (MOU) is to recognise Council's commitment to providing community facilities and to clarify the relationship between the Council and the Yelarbon R.S.L. Memorial Hall Restoration Committee Inc in respect to the management of the Yelarbon Memorial Hall.

This MOU will identify the roles and responsibilities of each party to this agreement. This MOU is not intended to be a legally binding document.

OBJECTIVES

- To provide a management framework for the promotion of recreation opportunities conducted from the Yelarbon Memorial Hall.
- To meet the Goondiwindi Regional Council Community Strategic Actions – "Encourage cooperation and maximise benefits to all sporting, public and recreation facilities within the region."
- To provide suitable recreation facilities in partnership with community groups.
- To provide an outlet for the sale of local crafts and produce, with such pursuits seen as beneficial to the community.

DEFINITIONS

"Occupier" means Yelarbon R.S.L. Memorial Hall Restoration Committee Inc.

"Council" means Goondiwindi Regional Council.

"Centre" means Yelarbon Memorial Hall.

"Chief Executive Officer" means the Chief Executive Officer of Goondiwindi Regional Council.

1. BUILDING ACCESS

- 1.1. The Occupier shall have uninterrupted access to the Centre located on land described as Lots 106 & 107 on Y5691.
- 1.2. The Occupier shall allow Council, reasonable access to the Centre subject to prior notification.
- 1.3. Management of access to the Centre by user groups will rest with the Occupier.

2. INSURANCE

- 2.1. The Council will arrange and maintain General Insurance for the Centre.
- 2.2. The Council will arrange and maintain Contents Insurance for all furnishings, fittings and equipment in the Centre which is the property of Council.
- 2.3. The Council will arrange and maintain Public Liability Insurance with respect to the Centre and grounds.
- 2.4. The Occupier will arrange and maintain Contents Insurance for all furnishings and equipment in the Centre which is not the property of Council.
- 2.5. The Occupier will arrange and maintain Public Liability Insurance, to a minimum of \$20 million, to cover claims arising from the operation of the Centre as organised by the Occupier. Council is to be noted as an insured and interested party on the policy.
- 2.6. A Copy of the Certificate of Currency for Public Liability Insurance is to be forwarded to Council on an annual basis.
- 2.7. The Occupier will be responsible for determining the requirement for each third party conducting activities in the Centre, to provide evidence of appropriate Public Liability Insurance cover and also Workers Compensation Insurance cover (if applicable), based on the following :
 - 2.7.1. Council's Public Liability Insurance includes "Casual Hirers Liability" cover which provides cover for the liability of individual hirers of Council facilities in certain circumstances.

Casual hirers are defined as third parties who hire Council facilities for no more than a total of 10 days over a 12 month period and includes any non-commercial, not incorporated and irregular user of Council facilities. (An example would be parents hiring the hall for an 18th birthday celebration).
 - 2.7.2. The cover outlined in 2.7.1 above does not extend to incorporated bodies, sporting clubs or associations of any kind, as these entities should hold Public Liability Insurance cover in their own right, and therefore should provide evidence of their Public Liability Insurance cover prior to the use of the Centre.
 - 2.7.3. Any commercial users or those hirers that do not fall within the "Casual Hirers Liability" guidelines in 2.7.1 above, should provide evidence of their Public Liability Insurance cover, and those users that do not fall into the "not-for-profit" category should also provide evidence of Workers Compensation Insurance cover prior to the use of the Centre.

3. CONSUMABLES & SERVICES

- 3.1. The Council will pay for all electricity charges.
- 3.2. The Council will pay all local authority charges i.e. rates, garbage removal, sewerage and water charges.

4. MAINTENANCE

- 4.1. The Occupier will be responsible for the cost of maintenance and repairs to all furniture and portable equipment, and for general maintenance of the premises including but not limited to the following:
 - 4.1.1. Cleaning services including the entrance area, building surrounds and grounds;
 - 4.1.2. Leaking taps in the Centre;
 - 4.1.3. Replacement of blown light bulbs and tubes;
 - 4.1.4. Doors and windows – handles, locks, hinges etc.;
 - 4.1.5. Annual servicing of air conditioners;
- 4.2. The Council will be responsible for the cost of maintenance and repairs to the premises including but not limited to the following:
 - 4.2.1. Cleaning and maintenance of toilets including leaking taps, cisterns, etc;
 - 4.2.2. Mowing of the grounds;
 - 4.2.3. Pruning and maintenance of gardens;
 - 4.2.4. Trimming of trees;
 - 4.2.5. Watering system;
 - 4.2.6. Fences;
 - 4.2.7. Structural maintenance of Centre;
 - 4.2.8. Maintenance of the play equipment and other structures;
 - 4.2.9. Services and associated fittings, e.g. electrical and plumbing (corroded/damaged pipes); and
 - 4.2.10. Fitting and fixture repair and replacement, e.g. hot water systems, air conditioners (subject to annual service being undertaken), stoves, etc.
- 4.3. The Council will provide an annual pest control treatment with the registered contractor to liaise directly with the Occupier to arrange treatment.
- 4.4. The Council will allocate funds in its annual budget for maintenance of the building.
- 4.5. The Occupier will provide an annual pre-budget building maintenance report to Council to assist in calculating the budget allocation. This report must be submitted to Council annually by 1st January.
- 4.6. All requests for maintenance of the building (e.g. painting) are to be submitted to Council in writing.
- 4.7. Any alterations to the building must be approved by Council prior to any work being commenced. All requests for building alterations are to be submitted to Council in writing.
- 4.8. Requests to paint, erect or affix any signage to any part of the exterior of the Building or at any location at the Centre are to be submitted in writing to Council for consideration.

5. SECURITY & FIRE SAFETY

- 5.1. The Occupier will ensure that the Centre is securely locked when unattended to prevent unauthorised access.
- 5.2. The Council will provide sufficient fire safety equipment i.e. extinguishers, blankets and hoses to meet regulations and ensure that regular maintenance checks on equipment are completed by a qualified contractor.

- 5.3. The Occupier will develop and display a suitable evacuation plan for the Centre. The plan is to be submitted to Council for approval.
- 5.4. The Occupier will ensure all users are familiar with the fire evacuation plan and maintain all fire exits free of obstruction.

6. FINANCIAL MANAGEMENT

- 6.1. Council will provide the premises to the Occupier for management rights subject to review on an annual basis.
- 6.2. The Occupier will be responsible for administration of bookings for the use of the building.
- 6.3. The Occupier will retain all funds received for the hire of the building.
- 6.4. The Occupier will provide Council with a schedule for proposed fees for facility hire at the beginning of each financial year.
- 6.5. The Occupier must seek approval from Council prior to submitting any applications for grant funding that will be used to improve the building.
- 6.6. The Occupier must provide Council with statistics on the usage of the Centre preferably on a monthly basis, otherwise quarterly at the end of March, June, September and December.

7. TELEPHONE

- 7.1. The Occupier will ensure that facility users provide access to a mobile phone for contact and emergency purposes.

8. ACTIVITIES

- 8.1. The Occupier will be responsible for scheduling activities conducted in the building.
- 8.2. The Occupier will develop and display in a prominent position on the premises a timetable of activities that are conducted on a regular basis at the premises.
- 8.3. The Occupier will be responsible for all costs associated with any promotion and/or advertising of activities.

9. CONTACTS

- 9.1. The Occupier shall provide Council with the names, addresses, telephone contact numbers and email addresses of at least two (2) representatives who shall be the initial point of contact for any matters in relation to the premises. The Occupier contacts at the commencement of this MOU shall be:

Name: Esther Murphy
Position: President
Address: Kaboon Street, YELARBON QLD 4388
Phone: 4675 1203
Email: n/a

Name: Margaret Siddons
Position: Secretary
Address: PO Box 101, YELARBON QLD 4388
Phone: 4675 1187 or 0414 652 661
Email: margaretsiddons@bigpond.com

Name: Margaret Bremner
Position: Treasurer
Address: 32 Kaboon Street, YELARBON QLD 4388
Phone: 0428 751 006 or 4675 1210
Email: r.mbremner@hotmail.com

9.2. The Council shall provide the Occupier with the name, telephone number and email address of the officer who shall be the initial point of contact for any matters in relation to the premises. The Council contact at the commencement of this MOU shall be:

Name: John Woods
Phone: 4671 7435
Mobile: 0488 223 191
Email: jwoods@grc.qld.gov.au

* If unable to contact the above named officer, the alternative contact is:

Phone: 4671 7400
Email: mail@grc.qld.gov.au

10. IMPLEMENTATION

- 10.1. The parties agree that the life of this MOU is for an initial period of four (4) years from 6th January 2019.
- 10.2. The MOU can only be amended with the agreement of both parties.
- 10.3. The parties undertake to formally review this agreement no later than three (3) months from its expiry date or at any other time during the life of the MOU at the request of either party, provided three (3) months notice of intention to review is given to the other party.
- 10.4. Upon signing any new or amended MOU, both parties will undertake a joint inspection to determine and document the existing condition of the building. The inspection report will be signed by both parties and be held as an attachment to the MOU.

Signed on behalf of)
The Yelarbon R.S.L. Memorial Hall)
Restoration Committee Incorporated)
on this 5th Day of 11 / 2018)

Esther Murphy

President



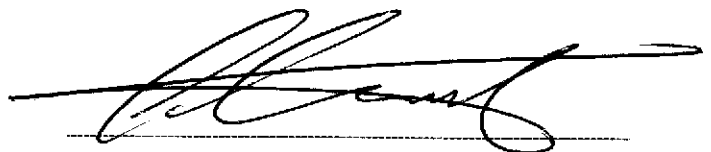
Position Held

Margaret Siddons

Secretary

Position Held

Signed on behalf of)
Goondiwindi Regional Council,)
on this 31st Day of October 2018)



Carl Manton

Chief Executive Officer

Position Held

Graeme Scheu

Mayor

Position Held