



## **SCENIC RIM REGIONAL COUNCIL**

### **Corporate & Community Services Committee**

# **Agenda**

Meeting to be held in the Council Chambers

82 Brisbane Street

Beaudesert

Monday, 21 August 2017

Commencing at the conclusion of the  
Finance Committee Meeting



**SCENIC RIM REGIONAL COUNCIL**  
**CORPORATE & COMMUNITY SERVICES COMMITTEE**  
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## CORPORATE & COMMUNITY SERVICES COMMITTEE

### AGENDA

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#### ATTENDANCE

Cr V A West, Chair  
Cr G R Christensen, Mayor  
Cr N O'Carroll, Deputy Mayor  
Cr N J Waistell  
Cr M J Enright  
Cr R J Stanfield  
Cr D A McInnes

#### APOLOGIES

#### DECLARATIONS OF INTEREST BY MEMBERS

#### Reception of Deputations by Appointment / Visitors

Nil

**Please note:** Agenda Items where Subject Headings are followed by [CLOSED] are to be discussed in closed session in accordance with Section 275(1) of the Local Government Regulation 2012.

**Section 275(1)** A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss-

- (a) the appointment, dismissal or discipline of employees; or
- (b) industrial matters, affecting employees; or
- (c) the local government's budget; or
- (d) rating concessions; or
- (e) contracts proposed to be made by it; or
- (f) starting or defending legal proceedings involving it; or
- (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- (h) other business for which public discussion would be likely to prejudice the interests of local government or someone else, or enable a person to gain financial advantage.

**1. EXECUTIVE**

**1.1 Local Government Association of Queensland's 121st Annual Conference**

**Executive Officer:** Chief Executive Officer

**Item Author:** Councillor Support Officer

**File Reference:** 02/05/002

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**Executive Summary**

The Local Government Association of Queensland's (LGAQ) 121<sup>st</sup> Annual Conference will be held in Gladstone from 16-18 October 2017.

**Previous Council Considerations / Resolutions**

Not applicable.

**REPORT**

The LGAQ 121<sup>st</sup> Annual Conference will be held in Gladstone from 16-18 October 2017.

The theme of the Conference is "Waves of Change, Oceans of Opportunity".

Council is entitled to be represented at the Conference by two delegates (pursuant to conference fees paid by Member Councils) and other Elected Members and Officers are able to attend as observers.

**Strategic Implications**

*Community Plan*

Sustainable and Prosperous Economy

Outcome: A diverse economy built upon localisation principles.

Open and Responsive Government

Outcome: Government services and supports the community.

Levels of government work together and with others in the community interest.

*Corporate Plan / Operational Plan*

Sustainable and Prosperous Economy - Strategy 1

Encourage local investment and sustainable business practices and provide appropriate tools, opportunities, incentives and support to our business sector to build capacity, expertise, broaden the region's economic base and enhance innovation.

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**Sustainable and Prosperous Economy - Strategy 3**

Ensure we operate in a way that recognises and supports business needs and aspirations while protecting broader community and environmental interests.

**Organisational Sustainability - Strategy 1**

Implement and maintain an integrated strategic planning framework across Council, which embeds performance, financial and asset management principles.

**Organisational Sustainability - Strategy 5**

Build effective leadership and management capabilities across the organisation, encourage teamwork and innovation.

*Budget Implications*

Provision has been made in Council's 2017/18 Budget.

*Legal / Statutory Implications*

Not applicable.

*Risks***Strategic Risks**

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- PO1 Poor relationships with other Councils, State and/or Federal governments, resulting in reduced efficiency in key areas, limitations in accessing funding opportunities or devolution of responsibility.

**Risk Assessment**

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Political  Missed opportunity to progress Council's interests	Minor	Likely	Medium	Represent Council's interests by attending and participating in the Conference.	Low

**Conclusion**

The elected members are invited to express interest in attending the LGAQ 121<sup>st</sup> Annual Conference to be held in Gladstone from 16-18 October 2017.

**Consultation**

Not applicable.

**Chief Executive Officer's Recommendation**

**That:**

1. Council note the Local Government Association of Queensland 121<sup>st</sup> Annual Conference information; and
2. The Mayor and Deputy Mayor be nominated as Council's delegates at the Conference, and other interested Councillors be endorsed as observers.

**Attachments**

Nil.

## 1.2 Local Government Association of Queensland 2017 Conference Motions

**Executive Officer:** Chief Executive Officer

**Item Author:** Chief Finance Officer

**File Reference:** 14/06/001

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### Executive Summary

The purpose of this report is to provide Council with final draft wording for motions that are proposed to be submitted to the Local Government Association of Queensland (LGAQ) 2017 Annual Conference.

### Previous Council Considerations / Resolutions

Nil

### REPORT

The LGAQ has advised that Council may submit motions to the 2017 Annual Conference by Friday, 25 August 2017.

At the Councillor and Executive Workshop held on 3 July 2017, Council determined that it would like to submit motions based on:

1. Betterment funding under the Natural Disaster Relief & Recovery Arrangements; and
2. Financial Assistance Grants.

Motions must be endorsed by a Council Meeting and submitted on the Motion Template.

Draft motions in the required format are contained at Attachment 1.

### Strategic Implications

#### *Community Plan*

Theme: Open and responsive government  
Outcome: Government is transparent, invites participation and encourages constructive debate  
Priority: Streamlined, form and fair regulation of issues that matter with incentives for good practice

#### *Corporate Plan / Operational Plan*

#### Corporate Sustainability

Implement an integrated strategic planning framework across Council, which embeds performance, financial and asset management principles (including long term financial modelling and whole of life costing).



*Budget Implications*

Not Applicable.

*Legal / Statutory Implications*

Not Applicable.

*Risks*Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

CE3 - Failure to respond to local government environmental and sustainability obligations.

PO1 - Poor relationships with other Councils, State and/or Federal Governments, resulting in reduced efficiency in key areas, limitations in accessing funding opportunities or devolution of responsibilities.

Risk Assessment

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Political  Council does not take the opportunity to make submissions on policy positions relevant to the region.	Minor	Likely	Medium	Council makes submissions on relevant matters to the conference to advance Scenic Rim as a region.	Low

**Conclusion**

Council is requested to resolve the draft motions at Attachment 1 to be submitted to the 2017 LGAQ Annual Conference.

**Consultation**

Council  
Executive  
Manager Works

**Chief Finance Officer's Recommendation**

That Council resolve the motions to be submitted to the Local Government Association of Queensland 2017 Annual Conference.

**Attachments**

1. Final draft LGAQ Motions (attached separately).

**1.3 2017 Asia Pacific Cities Summit and Mayors' Forum**

**Executive Officer:** Chief Executive Officer

**Item Author:** Executive Personal Assistant - Office of Mayor & CEO

**File Reference:** 02/05/002; 14/06/002

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**Executive Summary**

Council is requested to consider the participation of Cr Christensen in the Lord Mayoral Business Mission to the 2017 Asia Pacific Cities Summit and Mayors' Forum (2017APCS), to be held in Daejeon, Korea from 10-13 September 2017.

**Previous Council Considerations / Resolutions**

At the Ordinary Meeting held on 25 June 2013, Council resolved to endorse the registration of the Mayor to attend the 2013 Asia Pacific Cities Summit and Mayors' Forum held in Kaohsiung, Taiwan in September of that year.

**REPORT**

2017APCS will bring delegates from over 100 cities and municipalities, along with leaders from business and government across the Asia Pacific to focus on the theme "Shaping the Future of the Asia Pacific".

As a member of the Council of Mayors (SEQ), Council has been invited to a complimentary place on the Lord Mayoral Business Mission to the 2017APCS. Registration, economy class airfares and accommodation will be provided for via the Council of Mayors (SEQ).

This biennial event, a Brisbane City Council initiative, is held alternately in Brisbane and in a foreign country, generally within South East Asia. Since its establishment in 1996, over 9,000 delegates from more than 500 cities have participated. The 2015APCS was attended by over 90 mayors and civic leaders from 135 cities, representing more than 130 million of the world's population.

As well as the opportunity to showcase the Scenic Rim as part of the interactive exhibition and presentation centre, the 2017APCS also provides the opportunity for targeted discussions with business interested in, and of interest to, the region. The Scenic Rim has been identified as having high potential for inbound tourism to experience the stunning environmental resources and the emerging high provenance agricultural, horticultural and value-added experiences. As well, the products of the region are continuing to grow a strong reputation for being of international standard.

Recent presentations to international representatives have verified a strong interest across a number of Asia Pacific countries to experience the Scenic Rim and the fruit of the region.

Attendance at 2017APCS will facilitate the continued development of the regional brand and cement further relationships for continued economic development in the areas of inbound tourism (ecological, experiential and agri-tourism), outbound high-provenance regional product markets, and inbound investment relationship development.

### **Strategic Implications**

#### *Community Plan*

Theme: Sustainable and Prosperous Economy  
Outcome: Our region captures the opportunities that arise from our place in SEQ  
Priority: Developing opportunities to export our products and services

#### *Corporate Plan / Operational Plan*

Theme: Sustainable and Prosperous Economy  
Strategy 1: Encourage local investment and sustainable business practices and provide appropriate tools, opportunities, incentives and support to our business sector to build capacity, expertise, broaden the region's economic base and enhance innovation.

#### *Budget Implications*

Not applicable

#### *Legal / Statutory Implications*

Not applicable

#### *Risks*

#### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

PO1 - Poor relationships with other Councils, State and/or Federal Governments, resulting in reduced efficiency in key areas, limitations in accessing funding opportunities or devolution of responsibilities.

#### Risk Assessment

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Political  Missed opportunity to progress Council's interests	Minor	Likely	Medium	Represent Council's interests by participating in the Business Mission	Low

**Conclusion**

Cr Christensen has expressed interest in accepting the offer to join the Lord Mayoral Business Mission to the 2017APCS at minimal cost to Council (incidental expenses only).

**Consultation**

External consultation with the Council of Mayors (SEQ) and Brisbane City Council International Relations and Multicultural Affairs Unit.

**Chief Executive Officer's Recommendation**

That Council endorse the participation of Cr Christensen in the Lord Mayoral Business Mission to the 2017 Asia Pacific Cities Summit and Mayors' Forum, to be held in Daejeon, Korea from 10-13 September 2017.

**Attachments**

Nil.

## **1.4 Policy Framework Review**

**Executive Officer:** Chief Executive Officer

**Item Author:** Coordinator Governance and Corporate Policy

**File Reference:** 03/04/006

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### **Executive Summary**

Policies play a strategic role for Council. Governance has conducted a review of Council's existing policy development framework. A new policy management framework is proposed for Council.

This report proposes that Council adopt the attached Council Policy - Policy, Guideline and Procedure Development.

### **Previous Council Considerations / Resolutions**

Not Applicable

### **REPORT**

Policies play a strategic role for Council. They are developed in light of Council's Community and Corporate Plans and set out Council's and management's plans, rules, intents and business processes. There are also a number of Council policies which are required under State legislation.

Clear and standardised policy documents (policies, guidelines and procedures) improve the effectiveness and efficiency of an organisation. The consistent use and interpretation of policy documents enhances corporate governance. Regular reviews reduce risks from out-of-date policy documents.

Governance has conducted a review of Council's existing policy development framework. The review included interviews with management to look at the strengths and deficiencies of the system and opportunities for improved effectiveness and efficiency. The aims of this review were to update the policy development framework to:

1. Reduce red tape, while maintaining high levels of responsibility and accountability in policy management;
2. Ensure appropriate involvement of Elected Representatives in the development of Council policies;
3. Improved assistance to officers involved in the development of policy documents;
4. Update the administrative system for the regular review and update of policy documents; and
5. Reduce Council's risks by ensuring policy documents are reviewed regularly and remain contemporary.

The proposed policy management framework involves:

1. A new Council Policy: Policy, Guideline and Procedure Development;
2. An updated Policy, Guideline and Procedure Development Guideline (including Policy Development Manual);
3. Guidelines to be positioned as stand-alone documents, rather than be attached as appendices to policies.
4. An extension of the review period for administrative policies, guidelines and procedures;
5. Increased efficiency in the processes for the approval of new and reviewed policy documents;
6. Policy development training for officers;
7. Greater involvement of Governance in the provision of advice and assistance where needed to officers involved in policy document development and review; and
8. Greater security of the policy register.

### **Strategic Implications**

#### *Community Plan*

Theme: Open and Responsive Government  
Outcome: Government is transparent, invites participation and encourages constructive debate  
Priority: Building understanding and trust between community and government through information, honesty and transparency

#### *Corporate Plan / Operational Plan*

Open and Responsive Government

#### *Budget Implications*

There are no Council budget implications associated with this report.

#### *Legal / Statutory Implications*

This report is in accordance with the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

#### *Risks*

##### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

CF6 - Failure to comply with statutory obligations and responsibilities

**Risk Assessment**

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Business Continuity & Business Systems  Policies play a strategic role for Council.	Minor	Unlikely	Low	Council has an appropriate policy framework, which is followed.	Low
Legal Compliance and Liability  A number of Council's policies are required under State Legislation.	Moderate	Unlikely	Medium	Council has an appropriate policy framework, which is followed.	Low

**Conclusion**

That Council adopt the attached Council Policy - Policy, Guideline and Procedure Development.

**Consultation**

Management Team

**Chief Executive Officer's Recommendation**

That Council resolve to adopt the attached Council Policy - Policy, Guideline and Procedure Development.

**Attachments**

1. Council Policy - Policy, Guideline and Procedure Development.



**Attachment 1 - Council Policy - Policy, Guideline and Procedure Development**



**COUNCIL POLICY  
POLICY, GUIDELINE AND PROCEDURE DEVELOPMENT**

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**OBJECTIVES**

The objectives of this policy are to ensure that:

1. Council has appropriate policy documents (policies, guidelines and procedures) to support the operation of Council; and
2. Council's policy documents are developed and written consistently and reviewed regularly.

**POLICY STATEMENT**

Council is committed to:

1. Having appropriate policy documents to support the operations of Council;
2. Consistency in the development and drafting of policy documents;
3. Clear and transparent policy documents, in plain language;
4. Ensuring appropriate consultation in the development of policy documents;
5. Ensuring policy documents are up-to-date, through regular reviews; and
6. Ensuring all officers responsible for the development of policy documents support and deliver the objectives of this policy and develop policy documents in accordance with the Policy, Guideline and Procedure Development Guideline (CM.02.06.GL.01).

**RELATED DOCUMENTS**

1. *Local Government Act 2009*; and
2. Policy, Guideline and Procedure Development Guideline (CM.02.06.GL.01).

This policy supports the Scenic Rim Regional Council Corporate Plan 2013-2018, in particular Theme - Organisational Sustainability.

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Policy Reference Number: CM02.06.CP  
Directorate: Regional Services  
Branch: Governance

Adoption/Approval Date:  
Review Date:

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Approved By:  
SCENIC RIM REGIONAL COUNCIL  
Adopted XX/YY/ZZ

Version Information

Version No.	Date	Key Changes
3	xx/yy/zz	Corporate and Community Services Committee Item No. Y.yy Full Review

Draft

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Policy Reference Number: CM02.06.CP  
Directorate: Regional Services  
Branch: Governance

Adoption/Approval Date:  
Review Date:

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## 1.5 Quarter 4 Operational Plan Report 2016-17

**Executive Officer:** Chief Executive Officer

**Item Author:** Coordinator Governance & Corporate Policy

**File Reference:** 04/12/007

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### Executive Summary

A report reviewing Council's progress in delivering the 2016/17 Operational Plan for the period 1 April 2017 to 30 June 2017 has been prepared and is presented for consideration.

### Previous Council Considerations / Resolutions

The 2016/17 Operational Plan was adopted by Council at the Special Meeting held on 23 June 2016.

### REPORT

The attached report has been prepared during July 2017 to report on Council's progress towards the implementation of the 2016/17 Operational Plan.

The 2016/17 Operational Plan is divided into eight themes that align with Council's Corporate Plan. Each theme is split into project and program components which are designed to progress the implementation of the five year Corporate Plan as required by section 175 of the *Local Government Regulation 2012*.

The Operational Plan outlines projects and programs for Council to deliver across a financial year. A project is a discrete body of work that occurs within a nominated time frame and programs represent the ongoing/recurrent operational activities of Council.

Key Performance Indicators (KPIs) are nominated for the majority of programs and they provide a process for the measurement of Council's performance. KPIs outlined in the 2016/17 Operational Plan are presented at the end of the attached report.

A large number of projects were continued and finalised in Quarter 4 and programs progressed. Key highlights for the quarter include:

#### *Spectacular Scenery and Healthy Environment*

- New projects were investigated involved partnerships with SEQWater and Logan City Council for catchment management projects
  - Council has commenced a partnership with Ipswich City Council to implement improvements to the Bremer Catchment
  - All fire trails in Council Reserves were inspected and works identified
  - The year to date 45,503 trees have been planted across private and public land under Council's Community, Habitat and Rural Trees initiatives
  - Restoration works commenced on waterways being revegetated following damage from Ex Tropical Cyclone Debbie
-

*Sustainable and Prosperous Economy*

- Eat Local Week attendances were projected to be record for the event
- Scenic Rim recipe books are almost sold out and development is starting for the next book
- \$750,000 in flood emergent work was completed due to Ex Tropical Cyclone Debbie for the Department of Transport and Main Roads
- Key Local Government Infrastructure Plan components were completed

*Open and Responsive Government*

- Council's social media following on Facebook and Twitter continued to grow

*Relaxed Living and Rural Lifestyle*

- The first Boonah Writers Festival was held
- The In Cabaret program commenced providing performance opportunities and skill building opportunities
- Attendance at the Centre Beaudesert increased by 4.28% and attendance at the Boonah Cultural Centre decreased by 19.3.%
- Gallery Walk public art works were installed and ready for the official opening on 21 July 2017
- Building applications grew by 7% as compared to Q4 2015/16
- Plumbing approval requests grew by 6% as compared to Q4 2015/16

*Vibrant Towns and Villages*

- Over 2016/17 Council awarded \$100,000 Sport and Recreation Grants to 11 clubs
- \$49,755 in Regional Arts Development Fund (RADF) grants were awarded to seven successful applicants
- A \$5,000 RADF grant was awarded to the Storymaker Project
- \$20,000 in RADF funding was provided by Council to the Fires on Top of Mountains Project
- The Centre's rigging upgrade was approved for delivery in 2017/18

*Accessible and Services Regions*

- The Asset Management Strategy Project was completed
- Flagstone Creek Road Black spot works are complete with only minor service relocation works remaining
- The replacement of Tramway Bridge including approaches was completed and opened to traffic
- Churchbank Bridge, Adams Bridge and Camp Creek Bridges were completed with approach roadwork continuing and finalisation delayed due to Ex Tropical Cyclone Debbie
- Footpaths and bikeways capital works were delivered at Waters Bridge and the associated footpath link

*Healthy, Engaged and Resourceful Communities*

- Volunteer training occurred at Council's libraries
- Interactive School Holiday events were held at the libraries
- Libraries obtained successful grant funding to provide ongoing computer training for seniors and to purchase a 3D printer
- The School Immunisation Program was finalised effectively
- The Local Disaster Coordination Centre was officially activated on Thursday, 30 March in response to Ex-Tropical Cyclone Debbie and in this quarter performance was reviewed and a debrief was held

*Organisational Sustainability*

- Customer requests increased over the year by 7.2%
- A number of corporate training programs were conducted, including Presentation Skills, Dealing with Conflict and Aggression, Time Management, Customer Service Training, MS Word, Excel and Outlook

The attached report has been prepared to satisfy the Chief Executive Officer's reporting obligations and to provide details on Council's progress towards the implementation of the 2016/17 Operational Plan.

**Strategic Implications**

*Community Plan*

The 2016/17 Operational Plan was developed with themes linked directly to the Community Plan.

*Corporate Plan / Operational Plan*

Organisational Sustainability - Strategy 1

Implement and maintain an integrated and strategic planning framework across Council which embeds performance, financial and asset management principles.

*Budget Implications*

The 2016/17 Operational Plan was prepared in conjunction with the Annual Budget.

*Legal / Statutory Implications*

The Chief Executive Officer is required to provide a quarterly report on the Operational Plan to a local government meeting under section 174(3) of the *Local Government Regulation 2012*.

*Risks*

Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- CF2 Adoption of unrealistic corporate objectives that are beyond the financial resources of the organisation to deliver.
- CF4 Ineffective, inefficient or poorly integrated strategic planning and monitoring.
- CF6 Failure to comply with statutory obligations and responsibilities.

Risk Assessment

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Reputation  Negative perception from community in failing to meet statutory obligations and corporate objectives.	Moderate	Unlikely	Medium	Community engagement, Integrated operational and budgetary planning processes; Risk management framework, staff training, adequate corporate governance to ensure adherence to responsibilities.	Low
Legal Compliance and Liability  Nonfulfillment of statutory obligations and overlooking unrealistic corporate objectives prior to adoption.	Moderate	Unlikely	Medium	Given high priority by the Executive Team; Integration of Council Plans and Planning Processes; Regular and effective monitoring/ review of strategic planning documents; Executive Team Strategic Review Framework; Corporate Planning & Performance Management system; reports of compliance within legislative timeframes.	Low
Political  Adverse political impact on Council due to inattention to statutory obligations and corporate objectives.	Major	Likely	High	Adequate Corporate Governance to ensure adherence to responsibilities; Corporate policies and procedures; Internal and External Audit; Regular review/implementation of continuous improvement principles; Regular team meetings with these items open for discussion; Monitor legislation changes through subscription; Participation in Regional Forums; reports of compliance within legislative timeframes Familiarity with legislative change	Medium
Financial and Economic  Adverse financial impact on Council due to inattention.	Major	Likely	High	Financial policies; External Audit; Regular review/implementation of continuous improvement principles; Monitor legislation changes through subscription; reports of compliance within legislative timeframes	High

### **Conclusion**

Council has performed satisfactorily in the final quarter of 2016/17 in working towards achieving the goals outlined in the 2016/17 Operational Plan.

### **Consultation**

Consultation has been undertaken with the Executive Team, Management Team and other key stakeholders in Council.

### **Chief Executive Officer's Recommendation**

That Council endorse the Quarter 4 Report on Council's progress in implementing the 2016/17 Operational Plan.

### **Attachments**

1. Quarter 4 Operational Plan Report (attached separately).

**2. CHIEF FINANCE OFFICER**

Nil

**3. REGIONAL SERVICES**

**3.1 Community Grants 2017-2018 Round 1**

**Executive Officer: Director Regional Services**

**Item Author: Coordinator Community Development**

**File Reference: 15/04/003**

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**Executive Summary**

The purpose of this report is to advise Council of applications made to the Community Grants Program administered by the Community & Culture Department and to make recommendations to Council on the distribution of funds for Round 1 (2017/2018).

**Previous Council Considerations / Resolutions**

Not applicable.

**REPORT**

Council revised the Community Grants Program in 2017 to ensure that it continues to provide a fair and equitable process for community groups within the Scenic Rim region to undertake projects and events that benefit the local community. The program has transitioned from quarterly rounds to biannual rounds and this is the first round of the new format for 2017/2018.

In accordance with the revised guidelines, applications were called from the community for Round 1, closing on 28 July 2017. Forty-one applications were received from all parts of the region to deliver a wide range of projects and programs for the benefit of the community. The number of applications received is consistent with previous programs and the quality of the applications have improved, which demonstrates that the grants program is still meeting a community need but more importantly, community groups are embracing the reforms.



## Strategic Implications

### *Community Plan*

- Theme: Healthy, Engaged and Resourceful Communities.
- Outcomes: Strong social interaction and a sense of connectedness.  
A community that celebrates its identity, culture and diversity.  
A community where individuals demonstrate commitment to the vision through their personal choices and actions.
- Priority: Strengthening social interaction, building partnerships and connectedness through activities and infrastructure.  
Creating a sense of identity and belonging.

### *Corporate Plan / Operational Plan*

#### Relaxed Living and Rural Lifestyle

- Strategy: Assist the community to build capacity to respond to their needs and aspirations while also delivering programs and supporting events that promote active participation across all sections of the community.

### *Budget Implications*

\$191,500 has been allocated by Council to the Community Grants Program for the 2017/2018 financial year. Recommendations listed below will allocate \$75,099.79 of this amount for Round 1.

### *Legal / Statutory Implications*

Given the high levels of participation and involvement by Councillors in community groups and the potential for perceived or real conflict of interest associated with their decision making on these matters, reference is made to s.173 of the *Local Government Act 2009* which states:

- (1) When considering this item Councillors should be aware of their obligations to deal with any conflicts of interest – whether real or perceived. Section 173(3) of the *Local Government Act 2009* provides that a Councillor does not have a conflict of interest in a matter:
  - (a) merely because of -
    - (i) an engagement with a community group, sporting club or similar organisation undertaken by the councillor in his or her capacity as a councillor; or
    - (ii) membership of a political party; or
    - (iii) membership of a community group, sporting club or similar organisation if the councillor is not an office holder for the group, club or organisation; or
    - (iv) the councillor's religious beliefs; or

- (v) the councillor having been a student of a particular school or the councillor's involvement with a school as parent of a student at the school; or
- (b) if the councillor has no greater personal interest in the matter than that of other persons in the local government area.

### *Risks*

#### Strategic Risks

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

CF5 - Failure to deliver identified service levels.

#### Risk Assessment

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Reputation  Negative perception from unsuccessful applicants	Minor	Unlikely	Low	Grants Panel assessment. Transparent documentation and reporting of assessments.	Low
Legal Compliance and Liability  Misappropriation of grant funds.	Minor	Unlikely	Low	Acquittal reports required for all grants and Register maintained for all funded projects.	Low
Infrastructure & Assets  Funding used to create or acquire assets where future maintenance is not adequate.	Moderate	Unlikely	Medium	Community Works on Council Land Policy. Consultation between departments.	Low

The applications were administratively assessed by a panel made up of the following officers:

- Debra Moore, Manager Community and Culture;
- Kathy Forrest, Coordinator Community Development;
- Lacey Sawtell, Community Development Officer.

The following applications were not successful:

Name	Project Title	Amount Requested	Rationale
Lions Club of Beaudesert Incorporated	Swimming Shirts	\$2,749.00	Considered as uniforms under the new guidelines
Beechmont Recreation Arts & Sports Assoc Inc	Annual Christmas Carols	\$1,050.00	Application withdrawn by Club
Tamborine Mountain Chamber Of Commerce & Industry Incorporated	Tamborine Mountain Scarecrow Festival	\$5,000.00	Forwarded for Councils Event Grants Program for consideration
Tamborine Mountain Sports Association Limited	Playing Field Top Dressing Sprays & Fertilizing	\$5,000.00	Forwarded to Council's Sport & Recreation Grants Program for consideration
Beechmont State School P & C	Supply & Install Rangehood & Oven at Hall on Graceleigh	\$4,991.89	Needs approval from the Hall Committee before consideration
Rotary Club of Fassifern Valley Incorporated	Upgrade Cunningham's Lookout Facility	\$5,000.00	Already on future Capital Works budget and would need a site development plan
Beaudesert & District Horse & Pony Club	Purchase Dressage arena bases	\$1,556.00	Incorrect paperwork. Opportunity to resubmit in future round
Canungra State School P&C	Purchase a Fairy Floss Machine	\$500.00	Application withdrawn by Club

In accordance with the Community Grant Guidelines, In Kind support to the value of \$1,000 can be approved outside of grant rounds. The following support has been provided during Round 1 of the grants program to the value of \$7,268.60:

Organisation	Project	Value
Beaudesert Show Society	Bins	\$860.00
Beaudesert Soccer Club	Bins	\$484.00
Beaudesert Soccer Club	Bins	\$484.00
Boonah State School	Bins	\$208.00
Tamborine Equestrian Group	Bins	\$220.00
Tamborine Mountain Chamber of Commerce	Bins	\$160.00
Tamborine Pony Club	Bins	\$132.00
Tamborine Pony Club	Bins	\$132.00
QLD Moto Park	Marquee	\$500.00
Beaudesert Soccer Club	Tents	\$100.00

Organisation	Project	Value
Beaudesert Soccer Club	Tents	\$125.00
Boonah State School	Tents	\$100.00
Tamborine Mountain Chamber of Commerce	Tents	\$125.00
All Saints Primary School	Venue	\$1,000.00
Beaudesert Cancer Council	Venue	\$560.60
Beaudesert Masonic Lodge	Venue	\$414.40
Beaudesert State High School	Venue	\$1,000.00
Boonah Arts Society	Venue	\$87.00
Inner Wheel of Boonah	Venue	\$586.60

### Conclusion

The aim of the Community Grants Program is to provide assistance to local community groups and organisations who make a positive contribution to the quality of life in the Scenic Rim. Council recognizes that supporting community organisations through financial and in-kind assistance is essential in helping develop and deliver programs, activities and projects that provide cultural, recreational and community development opportunities in the region. These projects ultimately help develop resilient, adaptive and vibrant communities while contributing to the social wellbeing of its residents, workers and visitors.

### Consultation

Property and Operations, Planning and Building were consulted regarding community project works on Council land, leasing obligations and other planning and building compliance matters.

### Director's Recommendation

That Council approve the allocation of grants under the Community Grants Program 2017/2018 Round 1 for a total of \$75,099.79 as follows:

Name	Project Title	Amount Requested	Amount Approved
Beaudesert Branch Genealogical Society Queensland	Purchasing of Desktop Computer & Wi-Fi Modem	\$1,546.50	\$1,306.50
Beaudesert District Orchid & Foliage Society Incorporated	Autumn & Spring Orchid Show	\$1,850.00	\$1,470.00
Boonah & District Family Day Care	Computer Upgrade	\$5,000.00	\$2,500.00
Boonah & District Kindergarten Association Incorporated	Construction of Deck	\$5,000.00	\$5,000.00
Boonah Community Garden Inc	Spring Garden Festival 2017	\$1,800.00	\$700.00

<b>Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
Boonah District Chamber of Commerce Inc	Annual Community Christmas Street Festival	\$5,000.00	\$5,000.00
Boonah District Garden Club Incorporated	Garden Information Session	\$600.00	\$500.00
Boonah Shire Disability Support Group Incorporated	Replacing Existing Flooring with Nonslip	\$5,000.00	\$4,000.00
Boonah Sports Complex Incorporated	Upgrade Table & Chairs	\$3,000.00	\$3,000.00
Canungra Hang Gliding Club Incorporated	Host Two National Sporting Competitions & Turfing	\$5,000.00	\$4,000.00
Harrisville & District Historical Society Incorporated	Walkway, Replacement Fence & Electricity to Shed	\$5,000.00	\$5,000.00
Harrisville School of Arts Incorporated	Modify Street Sign	\$1,188.00	\$1,188.00
Kooralbyn Valley Sub-Branch RSL of Australia	Purchase of BBQ and Cover	\$969.90	\$969.90
Lions Club of Boonah	Upgrade & Maintenance of Equipment	\$5,000.00	\$5,000.00
Logan & Albert Fish Management Association Inc	Office Equipment	\$3,823.00	\$3,000.00
Moogerah Passion Play Association Incorporated	Replacement Water Tank	\$1,053.00	\$1,053.00
Moriarty Park Community Sporting Centre Incorporated	Christmas Community Function	\$1,000.00	\$1,000.00
National Servicemen's Assn Of Aust QLD - Beaudesert	Printer Replacement	\$357.00	\$357.00
Rathdowney Area Development & Historical Association Incorporated	Purchase of Balinese Flags Poles & Ground Stakes	\$450.00	\$450.00
Rathdowney Memorial Bowls Club Incorporated	Purchase Laptop, TV, HDMI Cable & Hard Drive	\$1,270.00	\$1,270.00
Rotary Club of Beaudesert Inc	Christmas Carols in the Park	\$1,500.00	\$1,500.00
Scenic Rim Motor Sports Assn Inc	Purchase Marquees & BBQ	\$4,900.00	\$2,300.00
Scenic Rim Wildlife Rescue Rehabilitation & Rescue	Vehicle Upgrades/Signage and New Computer	\$4,998.00	\$4,000.00
Tamborine & District Riding Club Incorporated	Equipment and Catering	\$3,390.00	\$2,500.00

<b>Name</b>	<b>Project Title</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
Tamborine Mountain Arts Collective	Bethlehem Trail and Musical Concert	\$5,000.00	\$2,500.00
Tamborine Mountain Garden Club Incorporated	Artwork & Printing of Promotional Brochures	\$2,355.00	\$2,000.00
Tamborine Mountain Historical Society Incorporated	Four Mannequins & Boxes for Vintage Wedding Dresses	\$1,329.46	\$1,329.46
Tamborine Mountain Orchestral & Choral Society Inc	2 Orchestral Concert Events	\$1,780.00	\$1,780.00
Tamborine Mountain Tennis Club Inc	Supply & Install 6 Windbreaks to Fence	\$1,009.93	\$1,009.93
Tamborine Pony Club Inc	Additional Show Jumping Wings	\$2,400.00	\$2,400.00
Tamborine Village Lions Club Inc	Supply & Install Tactile Rumble Strips	\$1,224.00	\$1,224.00
The Baptist Union of Queensland - Carinity Fassifern	Early Education & Therapeutic Play Area	\$5,000.00	\$5,000.00
U3A Tamborine Mountain Incorporated	Replace Existing Sign in Main Street & Pull Up Banner	\$792.00	\$792.00
		<b>Total</b>	<b>\$75,099.79</b>

**Attachments**

Nil.

#### **4. INFRASTRUCTURE SERVICES**

##### **4.1 Provision of Road Network - Four Mile Lane**

**Executive Officer:** Director Infrastructure Services

**Item Author:** Manager Works

**File Reference:** 12/03/003; 04/14/008; 28/01/010; 28/08/001; St Id 40500

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#### **Executive Summary**

Council has been contacted by a resident who resides at 229 Four Mile Lane, Boyland who has raised an issue with the maintenance of a section of this road, a 500 metre length situated at the end of the maintained section of road. The subject area had previously been gated off by the resident, however, Council requested these gates be removed back in 2013, which request was adhered to. The resident is now requesting that this extension of the road, a distance of 500 metres, be maintained by Council and added to the Council's road register.

#### **Previous Council Considerations / Resolutions**

Not Applicable.

#### **REPORT**

Four Mile Lane is accessed off Boyland Road, Boyland; with Council currently maintaining a 2,251 metre segment from its intersection with Boyland Road. Beyond this point is a 500m section of road which is utilised to access the property located at 229 Four Mile Lane. This road is currently not maintained by Council and it is proposed to have this 500 metre length of road added to the Council's road register and maintained accordingly.

This length of the road was originally gated off by the land owner without a permit and was also maintained by the land owner. The gates were requested to be removed by Council following a request for action as they were restricting access to the road reserve corridor. As a result of the removal of the gates, the length of road is now being utilised by the public and the land owner is now requesting that Council be responsible for the maintenance of such.

The attached plan shows the extent to which Council may wish to maintain the road to a 5d road standard. A class 5d road is a rural unsealed road with a minimum acceptable service standard of 5.5 metre formation with pavement; typical traffic counts for this road classification is between 2 - 4 vehicles per day.

The extension of the road register for an additional 500 metres of Four Mile Lane is proposed to provide suitable maintained access to the land owner situated at 229 Four Mile Lane, however, it should be noted that the current service standard may not be improved in the short term.

**Strategic Implications***Community Plan*

Theme: Accessible and Serviced Region  
Outcome: A well-maintained road network that meets community needs  
Priority: Maintaining and upgrading the existing State and local road network

*Corporate Plan / Operational Plan*

Accessible and Serviced Region - Strategy 2  
Promote a sustainable infrastructure network which provides adequate accessibility across the region.

*Budget Implications*

Future budgetary provision will be required for ongoing maintenance, and asset renewal.

*Legal / Statutory Implications*

*Local Government Act 2009*  
*Local Government Regulations 2012*

*Risks***Strategic Risks**

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- IA4 - Transport network not maintained to an acceptable standard causing economic impacts or injury/death to public
- IA5 - Creating or acquiring assets (including through donation) where future maintenance is not adequately funded

**Risk Assessment**

Category	Consequence	Likelihood	Inherent Risk Rating	Treatment of risks	Residual Risk Rating
Infrastructure & Assets  Short to medium term loss of key assets and infrastructure	Moderate	Likely	High	Core Asset Management Plans; Road Strategy; Road Maintenance Management System developed and implemented; Review of pre-determined service standards; monitor and inspect road network and prioritise repairs to suit limited funds	Medium



### **Conclusion**

In accordance with Council's Provision of Road Network Policy, Council may accept an extension of a road or new section of the road onto its road register for ongoing control and maintenance. It is proposed that Four Mile Lane is extended for an additional 500 metres, as a 5d standard enabling constructed road access to one residence; and that Council's road register be updated to reflect this proposed extension providing continued conformance with Council's Provision of a Road Network Policy.

### **Consultation**

Manager Works  
Works Engineer

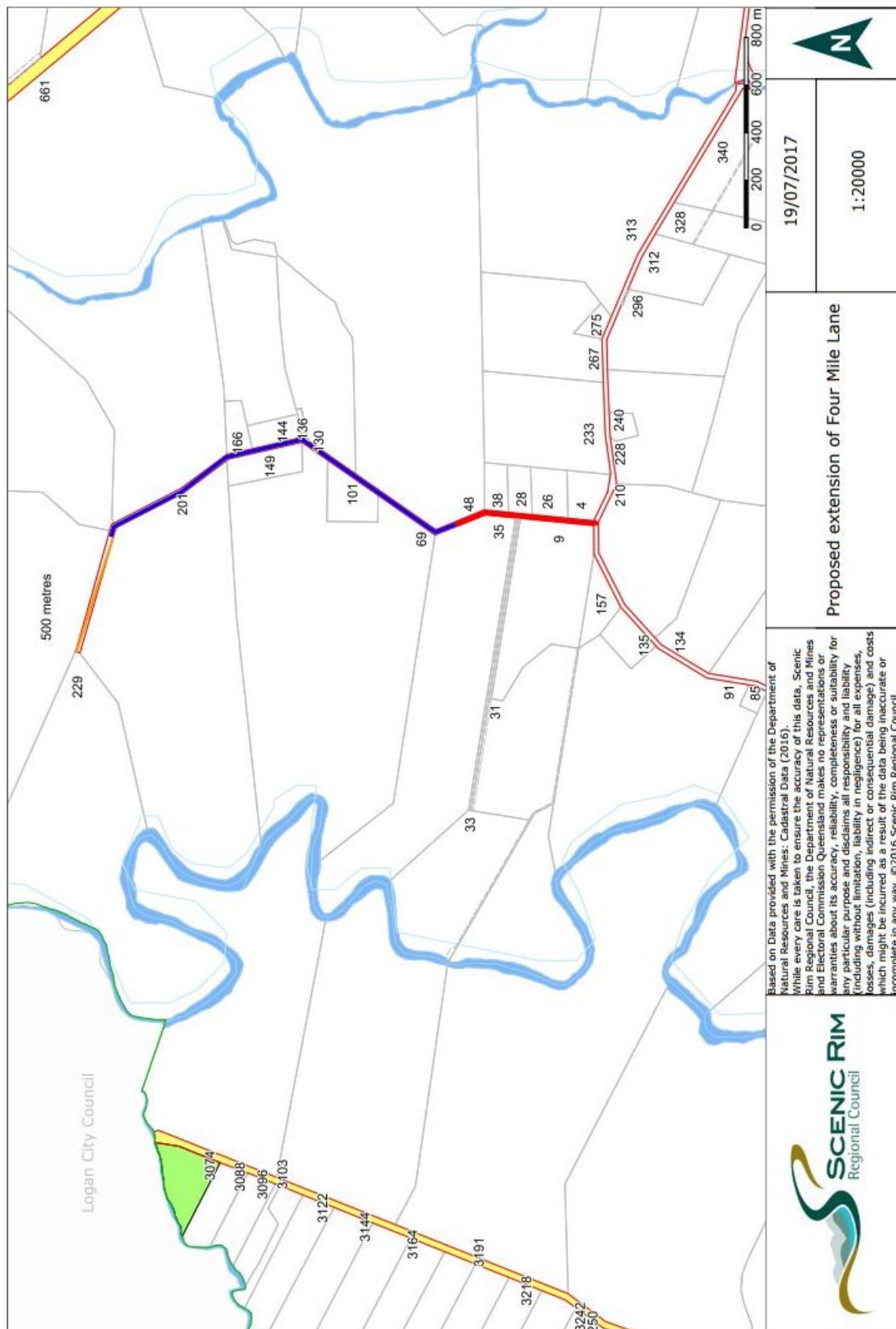
### **Director's Recommendation**

That Council amends its road register to extend Four Mile Lane to a length of 2,751 metres from its intersection with Boyland Road, in accordance with Council's Provision of Road Network Policy, comprising of an unsealed standard.

### **Attachments**

1. Proposed extension of Four Mile Lane.

## Attachment 1 - Proposed extension of Four Mile Lane



#### **4.2 Lease Renewal Broken Paddle Canoe Club Inc**

**Executive Officer:** Director Infrastructure Services

**Item Author:** Manager Property and Operations

**File Reference:** PL/TL12/0001; 05/06/001; SP140084 L329

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#### **Executive Summary**

The Broken Paddle Canoe Club Inc (BPCCI) has expressed an interest in renewing its lease over part Reserve 842 in Lot 329 on SP140084 located at Boonah-Rathdowney Road, Boonah.

#### **Previous Council Considerations / Resolutions**

Corporate & Community Services Committee held on 14 June 2011 Item 2.1. The Committee recommended that Council resolve to enter into a lease agreement with the Broken Paddle Canoe Club Inc and delegate authority to the Chief Executive Officer to negotiate lease boundaries with both the club and the Department of Environment and Resources Management.

This recommendation was adopted at the Ordinary Meeting held on 21 June 2011.

#### **REPORT**

BPCCI is seeking to renew its lease over property situated at Boonah-Rathdowney Road, Boonah. The lease commenced on 20 June 2012 and expired on 19 June 2017. The club has been utilising part of the land since 2012.

Council received correspondence from BPCCI deciding to relinquish the lease on this property. After a verbal discussion and written correspondence from BPCCI, the club requested to renew the lease over part Lot 329 on SP140084, situated at Boonah-Rathdowney Road, Boonah.

#### **Strategic Implications**

##### *Community Plan*

Theme: Healthy, Engaged and Resourceful Communities

Outcome: Healthy and active people

Priority: Building an active and healthy community through sport, parks community gardens and recreation.

*Corporate Plan / Operational Plan***Relaxed Living and Rural Lifestyle - Strategy 2**

Identify, plan and respond to the sport, recreation and leisure needs of our region by providing appropriate facilities and open space, and supporting a range of programs that will foster a healthy and active community.

*Budget Implications*

Not applicable.

*Legal / Statutory Implications*

Council will be required to enter into a formal agreement with the Broken Paddle Canoe Club Inc. The lease terms will be consistent with Council's Community Leasing Policy.

*Risks***Strategic Risks**

The following Level 1 and Level 2 (strategic) risks are relevant to the matters considered in this report:

- CE8 - Failure to identify, plan, deliver and review appropriate community and cultural services and programs that align with community needs and expectations.

**Risk Assessment**

<b>Category</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Inherent Risk Rating</b>	<b>Treatment of risks</b>	<b>Residual Risk Rating</b>
Reputation  Adverse impacts to the community due to failure to identify, plan, deliver and review appropriate community cultural services and programs that align with community needs and expectations	Minor	Possible	Medium	Strategic documents, ongoing promotions of services	Low

### **Conclusion**

Given the Broken Paddle Canoe Club Inc have satisfactorily managed part of the reserve for a period of five years, Council should consider allowing BPCCI to continue to operate as a community club providing canoeing/kayaking activities for all ages.

### **Consultation**

Broken Paddle Canoe Club Inc

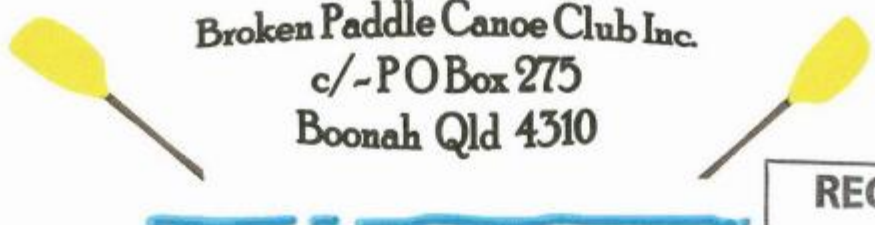
### **Director's Recommendation**

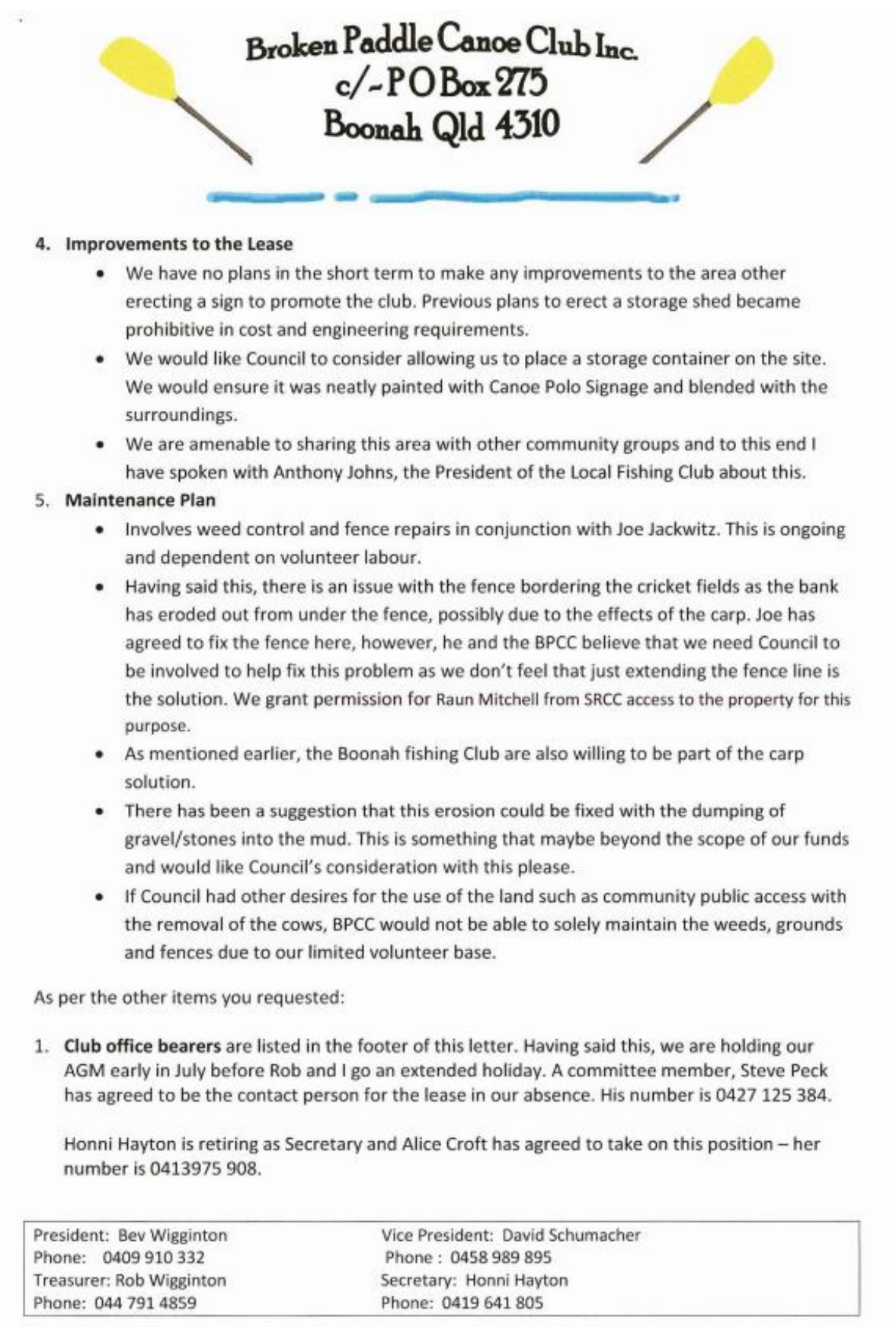
That Council enter into a five year lease agreement with the Broken Paddle Canoe Club Inc over premises situated at Boonah-Rathdowney Road, Boonah described as Reserve 842 on part Lot 329 on SP140084 with a commencement date of 1 August 2017, subject to Land Management Plan and in-principal approval by the Department of Natural Resources and Mines and an expiry date of 31 July 2022.

### **Attachments**

1. Correspondence from Broken Paddle Canoe Club Inc dated 26 May 2017.
2. Locality Map.
3. Lease Plan.

## Attachment 1 - Correspondence from Broken Paddle Canoe Club Inc dated 26 May 2017

 <p><b>Broken Paddle Canoe Club Inc.</b> c/- PO Box 275 Boonah Qld 4310</p>	<p><b>RECEIVED</b> 29 MAY 2017 BOONAH CUSTOMER SERVICE CENTRE</p>			
<p>Mr. HF Dunne Manager Property and Operations Scenic Rim Regional Council PO Box 25 Beaudesert QLD 4285</p>	<p>RECEIVED: 29.05.17 FILE: PL/TL12/0001 05/06/001 LETTER: ..... REFERRED TO: PROP ADM Xref: 33551 L329 SP140084</p>	10		
<p>26.5.17</p> <p>Dear Mr. Dunne,</p> <p style="padding-left: 40px;">Re: Lease Renewal Part Lot 329 on SP140084 Boonah-Rathdowney Road Boonah</p>				
<p>With regard to your letter dated 20<sup>th</sup> April 2017 and our conversation on Tuesday 16<sup>th</sup> May, the Broken Paddle Canoe Club's Management Plan for the lease is listed below.</p>				
<p><b>1. Details on expected hours and days the land will be used.</b></p> <ul style="list-style-type: none"> <li>• To continue using the duck pond for canoe polo training when the pool is not available. In previous years we used it for training Club members who had made it into the Qld Canoe Polo Teams.</li> <li>• When we have a team in training we would use the lagoon several times per week usually late afternoon and/or on a weekend day.</li> <li>• This use is an as needed arrangement and we do not charge members for its use.</li> </ul>				
<p><b>2. Association planning to hire the land</b></p> <ul style="list-style-type: none"> <li>• We do not hire the land out to a third party. We do allow Joe Jackwitz to run cattle on the land which helps keep the land cleared. There is no financial arrangement between the club and Joe. He has agreed to maintain fences and do weed control on the property. More on this will be discussed in maintenance at point 5.</li> </ul>				
<p><b>3. Broken Paddle Canoe Club's long term objectives</b></p> <ul style="list-style-type: none"> <li>• To continue to operate as a community club providing: canoeing/kayaking activities, for all ages, at the Boonah Aquatic Centre and recreation opportunities on local and other waterways.</li> <li>• To continue the partnership with Council and their Get Active Campaigns as well as be a community presence at such events as the annual Boonah Street Parade.</li> </ul>				
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"> <p>President: Bev Wigginton Phone: 0409 910 332 Treasurer: Rob Wigginton Phone: 044 791 4859</p> </td> <td style="width: 50%;"> <p>Vice President: David Schumacher Phone : 0458 989 895 Secretary: Honni Hayton Phone: 0419 641 805</p> </td> </tr> </table>			<p>President: Bev Wigginton Phone: 0409 910 332 Treasurer: Rob Wigginton Phone: 044 791 4859</p>	<p>Vice President: David Schumacher Phone : 0458 989 895 Secretary: Honni Hayton Phone: 0419 641 805</p>
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#### 4. Improvements to the Lease

- We have no plans in the short term to make any improvements to the area other erecting a sign to promote the club. Previous plans to erect a storage shed became prohibitive in cost and engineering requirements.
- We would like Council to consider allowing us to place a storage container on the site. We would ensure it was neatly painted with Canoe Polo Signage and blended with the surroundings.
- We are amenable to sharing this area with other community groups and to this end I have spoken with Anthony Johns, the President of the Local Fishing Club about this.

#### 5. Maintenance Plan

- Involves weed control and fence repairs in conjunction with Joe Jackwitz. This is ongoing and dependent on volunteer labour.
- Having said this, there is an issue with the fence bordering the cricket fields as the bank has eroded out from under the fence, possibly due to the effects of the carp. Joe has agreed to fix the fence here, however, he and the BPCC believe that we need Council to be involved to help fix this problem as we don't feel that just extending the fence line is the solution. We grant permission for Raun Mitchell from SRCC access to the property for this purpose.
- As mentioned earlier, the Boonah fishing Club are also willing to be part of the carp solution.
- There has been a suggestion that this erosion could be fixed with the dumping of gravel/stones into the mud. This is something that maybe beyond the scope of our funds and would like Council's consideration with this please.
- If Council had other desires for the use of the land such as community public access with the removal of the cows, BPCC would not be able to solely maintain the weeds, grounds and fences due to our limited volunteer base.

As per the other items you requested:

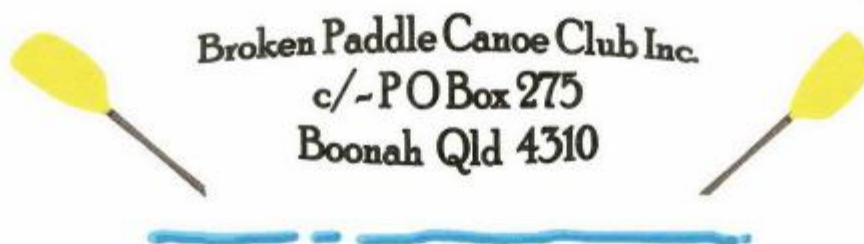
1. **Club office bearers** are listed in the footer of this letter. Having said this, we are holding our AGM early in July before Rob and I go on an extended holiday. A committee member, Steve Peck has agreed to be the contact person for the lease in our absence. His number is 0427 125 384.

Honni Hayton is retiring as Secretary and Alice Croft has agreed to take on this position – her number is 0413975 908.

President: Bev Wigginton  
Phone: 0409 910 332  
Treasurer: Rob Wigginton  
Phone: 044 791 4859

Vice President: David Schumacher  
Phone : 0458 989 895  
Secretary: Honni Hayton  
Phone: 0419 641 805





2. **Audited financial statements** As a small club we are not required to have audited financial statements completed for our club or in relation to the use of the Premises. We do not receive an income from the lease. In previous financial years we have spent money improving the property in the way of a gravel driveway and a new gate. Volunteer man hours have been spent weeding and other property maintenance such as flood debris off the fences.
3. A copy of the Club's **Public Liability Insurance** is attached and I will forward the Club's **Rules of Operations** via email.

Thanking you for your consideration of renewal for the lease.

Yours truly,

A handwritten signature in blue ink, appearing to read 'B Wigginton'.

Mrs Bev Wigginton

President: Bev Wigginton Phone: 0409 910 332 Treasurer: Rob Wigginton Phone: 044 791 4859	Vice President: David Schumacher Phone : 0458 989 895 Secretary: Honni Hayton Phone: 0419 641 805
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## LIU Certificate of Currency



## Primary Liability Insurance Certificate of Currency

## This Certificate:

- Is issued as a matter of information only and confers no rights upon the holder.
- Does not amend, extend or alter the coverage afforded by the Policy(ies) listed.
- Is only a summary of the cover provided.
- Reference must be made to the current Policy wording for full details.
- Is current at the date of issue only.

This certificate confirms that the under mentioned Policy is effective in accordance with the details shown:





<b>Insured:</b>	Australian Canoeing Limited, Canoeing Clubs, the following State associations, SA, ACT, TAS, QLD, VIC, NT, NSW and WA, registered members, instructors, coaches, (including any business name and associated with an individual coaches canoe coaching activities) guides, observers, judges, office bearers, members, voluntary workers, medical officers, announcers, appointed sub-committees, development officers, approved event managers and race directors, and/or subsidiary and/ or related Corporation as defined under Australian Corporates Law and / or financiers and all parties for whom the insured undertakers to insure for their respective rights, interests and liabilities.
<b>Club:</b>	<b>Broken Paddle Canoe Club Inc.</b>
<b>Policy Number:</b>	SYCAS15417821A
<b>Business Description:</b>	<p>The principal activities of Australian Canoeing Limited are to administer, co-ordinate, promote and develop the sports affiliated with Australian Canoeing Limited, Risk Management and governance of sanctioned events and individual and official training sessions and any other activity incidental thereto.</p> <p>Activities authorised and sanctioned by the Insured also include;</p> <ol style="list-style-type: none"> <li>1) Administration, meetings, official functions, events and competitions</li> <li>2) Participating in organised social or fundraising activities of the Insured</li> <li>3) Authorised voluntary work on behalf of the Insured</li> <li>4) Members canoeing on a 24/7 basis, including solo or individual canoeing or participating in an organised canoeing event (including races), regardless of size, and travel to and from these activities.</li> </ol>
<b>Period of Insurance:</b>	<p>From: 30<sup>th</sup> June 2016 at 4pm local standard time</p> <p>To: 30<sup>th</sup> June 2017 at 4pm local standard time</p>



LIU THE PEOPLE, THE PRODUCTS, THE COMPANY™

Liberty LIU Liberty Mutual

This Certificate and the documents which it includes by reference are provided solely for the prospective insured named in this Certificate and may not be relied on in whole, or in part, by any other person or entity. The information in this Certificate is confidential and is intended for the use of the individual or entity named above. If you have received this communication in error, please notify us immediately by telephone 02 8298 5800 and return or securely destroy the Certificate and any enclosed documents. Thank you.

<div style="text-align: right;">  </div>	
<b>LIU</b> Certificate of Currency	<div style="text-align: center;"> <h2>LIU Certificate of Currency</h2> </div> <p><b>Limit of Indemnity:</b> \$20,000,000 any one Occurrence in respect of public liability and in the aggregate during the Period of Insurance in respect of Product liability.</p> <p><b>Errors &amp; Omissions</b> \$5,000,000 any one Claim and in the aggregate for all Claims made during the Period of Insurance.</p> <p><b>Property in Care, Custody or Control</b> \$100,000 each and every Occurrence and in the aggregate for any one Period of Insurance.</p> <p><b>Deductible:</b> \$1,000 each and every Occurrence (costs inclusive).</p> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">             For and on behalf of            Liberty International Underwriters         </div> <div style="text-align: center;">   <small>LIBERTY MUTUAL INSURANCE COMPANY A.B.N. 611 086 083 605</small> </div> <div style="text-align: center;"> <u>8 September 2016</u>            Date         </div> </div> <p style="margin-top: 20px;">Liberty International Underwriters is a trading name of Liberty Mutual Insurance Company (ABN 086 083 605). Incorporated in Massachusetts, U.S.A. (The liability of members is limited).</p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 40px;"> <div>    </div> <div style="text-align: center;"> <b>LIU</b> THE PEOPLE. THE PRODUCTS. THE CAPACITY™         </div> <div>           Liberty    LIU    Liberty Mutual         </div> </div> <p style="margin-top: 20px; font-size: small;">This Certificate and the documents which it includes by reference are provided solely for the prospective insured named in this Certificate and may not be relied on in whole, or in part, by any other person or entity. The information in this Certificate is confidential and is intended for the use of the individual or entity named above. If you have received this communication in error, please notify us immediately by telephone 02 8298 5800 and return or securely destroy the Certificate and any enclosed documents. Thank you.</p>



## Attachment 2 - Locality Map





<b>714517769</b> <b>\$324.40</b> 19/06/2012 11:23 <b>GC 403</b>		<b>WARNING : Folded or Mutilated Plans will not be accepted.</b> <b>Plans may be rolled.</b> <b>Information may not be placed in the outer margins.</b>	
Registered		5. Lodged by Scenic Rim Regional Council PO Box 25 BEAUDESERT QLD 4285 (07) 5540 5111 BH60 <small>(Include address, phone number, reference, and Lodger Code)</small>	

1. Certificate of Registered Owners or Lessees. I/We <u>SCENIC RIM REGIONAL COUNCIL</u> <u>GAZETTED ON 20/05/1961 PAGE 333</u>  (Names in full) * as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994. * as Lessees of this land agree to this plan.  Signature of  Delegate Signature of *Registered Owners *Lessees		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">6. Existing</th> <th colspan="5">Created</th> </tr> <tr> <th>Title Reference</th> <th>Description</th> <th>New Lots</th> <th>Road</th> <th>Emts</th> <th>Cov.</th> <th>Profit or Prejudice</th> </tr> <tr> <td>49028658</td> <td>Lot 329 on SP140084</td> <td>Lease A</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </table>		6. Existing		Created					Title Reference	Description	New Lots	Road	Emts	Cov.	Profit or Prejudice	49028658	Lot 329 on SP140084	Lease A	-	-	-	-
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Title Reference	Description	New Lots	Road	Emts	Cov.	Profit or Prejudice																		
49028658	Lot 329 on SP140084	Lease A	-	-	-	-																		

2. Local Government Approval. * <u>Scenic Rim Regional Council</u> hereby approves this plan in accordance with the: % Sustainable Planning Act 2009  Dated this ..... day of .....  ..... # ..... #  <small>* Insert the name of the Local Government. % Insert Integrated Planning Act 1997 or          # Insert designation of signatory or delegation. Local Government (Planning &amp; Environment) Act 1990</small>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">7. Portion Allocation :</th> </tr> <tr> <th>Lots</th> <th>Orig</th> </tr> <tr> <td colspan="2">8. Map Reference : 9441-41411</td> </tr> <tr> <td colspan="2">9. Locality : BOONAH</td> </tr> <tr> <td colspan="2">10. Local Government : SCENIC RIM R.C.</td> </tr> <tr> <td colspan="2">11. Passed &amp; Endorsed : By : Date : Signed : Designation :</td> </tr> </table>		7. Portion Allocation :		Lots	Orig	8. Map Reference : 9441-41411		9. Locality : BOONAH		10. Local Government : SCENIC RIM R.C.		11. Passed & Endorsed : By : Date : Signed : Designation :	
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10. Local Government : SCENIC RIM R.C.															
11. Passed & Endorsed : By : Date : Signed : Designation :															

3. Plans with Community Management Statement : CMS Number : Name :	4. References : Dept File : RES10698 Local Govt : Surveyor : CW2775	12. Building Format Plans only. I certify that : * As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road. * Part of the building shown on this plan encroaches onto adjoining * lots and road Certified Surveyor/Director * Date * Select words not required
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13. Lodgement Fees : Survey Deposit \$ ..... Lodgement \$ ..... ..... New Titles \$ ..... Photocopy \$ ..... Postage \$ ..... TOTAL \$ .....		14. Insert Plan Number <b>SP253773</b>
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