



# **ATTACHMENTS TO MINUTES ORDINARY COUNCIL MEETING**

**27 JANUARY 2021**



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**Southern Downs Regional Council  
2020/21 Operating Budget**

Current Actual as at January 2021	Description	Adopted Current Budget 2020-21	Proposed Budget 2020-21	Change \$ (Proposed less Current)	Change % (Proposed less Current)	Notes
\$		\$	\$	\$	%	
<b>Revenue</b>						
<b>Operating revenue</b>						
<b>Rates and Utility Charges</b>						
16,731,214	General rates	32,699,270	33,003,080	303,810	0.9%	Removal of 1.9% COVID Concession from 1st January 2021.
136,378	Rural fire brigade levy	275,000	275,000	0	0.0%	
5,715,749	Water	11,709,206	11,827,920	118,714	1.0%	Removal of 1.9% COVID Concession from 1st January 2021.
4,755,486	Waste water	9,552,206	9,643,346	91,140	1.0%	Removal of 1.9% COVID Concession from 1st January 2021.
2,355,437	Waste management	4,612,884	4,657,554	44,670	1.0%	Removal of 1.9% COVID Concession from 1st January 2021.
(1,924)	Invasive Pest Control Separate Rate	0	0	0		
<b>29,692,340</b>	<b>Total rates and utility charges</b>	<b>58,848,566</b>	<b>59,406,900</b>	<b>558,334</b>	<b>0.9%</b>	
<b>(1,088,146)</b>	<b>Less: Discount</b>	<b>(1,998,000)</b>	<b>(2,106,456)</b>	<b>(108,456)</b>		Increase due to removal of 1.9% COVID concession from 1st January 2021.
<b>28,604,194</b>	<b>Net rates and utility charges revenue</b>	<b>56,850,566</b>	<b>57,300,444</b>	<b>449,878</b>	<b>0.8%</b>	
<b>Other Operating Revenue</b>						
3,170,535	Fees and charges	5,204,796	5,251,315	46,519	0.9%	See Note 1
383,411	Interest income	1,209,310	1,059,310	(150,000)	-12.4%	Reduction on Interest Charged on Overdue Rates due to Covid-19
296,132	Leasing and rent	335,044	525,024	(10,020)	-1.9%	See Note 2
7,954,061	Operating grants and subsidies	20,208,727	20,613,864	405,137	2.0%	See Note 3
1,107,746	Recoverable works	2,241,500	2,564,940	323,440	14.4%	See Note 4
547,646	Other revenue	922,192	1,018,105	95,913	10.4%	See Note 5
2,781,682	Internal Revenue	5,563,362	5,563,362	0	0.0%	
0	CSO	161,646	161,646	0	0.0%	
<b>44,615,407</b>	<b>Total operating revenue</b>	<b>92,897,143</b>	<b>94,058,010</b>	<b>1,160,867</b>	<b>1.2%</b>	
<b>Operating expenses</b>						
14,254,467	Employee costs	26,333,994	26,384,275	50,281	0.2%	Employee costs re-assessed at 31 December based on current FTE numbers
(541,136)	Employee oncosts / (recoveries)	(1,275,900)	(1,278,337)	(2,437)	-0.2%	Employee costs re-assessed at 31 December.
400,721	Councillors' Expenses	809,312	816,312	7,000	0.9%	Councillor's expenses re-assessed at 31 December - increase training costs
614,839	Community Grants	989,500	993,689	4,189	0.4%	Increase budget per grants approved at General Council Meeting 25th November 2020.
9,402,926	Contracts and Services	23,401,857	22,907,235	(494,622)	-2.1%	See Note 6
8,383,660	Materials	17,353,344	17,913,182	559,838	2.0%	See Note 7
341,757	Finance Costs	1,382,248	1,382,248	0	0.0%	
2,512,083	Other Expenses	3,282,358	3,725,938	443,580	13.5%	See Note 8
7,389,377	Depreciation	16,848,421	16,848,421	0	0.0%	
(1,008,580)	Plant Hire / (recoveries)	(2,016,322)	(2,028,056)	(11,734)	-0.6%	Budget adjusted to reflect estimated full year actuals.
297,654	Rates on Council Properties	589,917	595,612	5,695	1.0%	Removal of 1.9% COVID Concession from 1st January 2021.
2,781,682	Internal Charges	5,563,362	5,563,363	1	0.0%	
0	CSO	161,646	161,646	0	0.0%	
<b>45,028,848</b>	<b>Total operating expenses</b>	<b>93,623,737</b>	<b>93,985,529</b>	<b>361,791</b>	<b>0.4%</b>	
<b>(383,442)</b>	<b>Operating Surplus / (Deficit)</b>	<b>(726,394)</b>	<b>72,481</b>	<b>799,076</b>	<b>-110.0%</b>	
<b>Capital amounts</b>						
6,343,154	Capital grants	23,150,440	20,171,385	(2,979,055)	-12.9%	Details are contained in the Capital Works notes attached
0	Capital contributions	630,000	630,000	0	0.0%	
56,780	Developer contributions	403,500	403,500	0	0.0%	
(336,093)	Profit / (Loss) on disposal	(2,346,000)	(2,346,000)	0	0.0%	
<b>6,063,841</b>	<b>Total of capital amounts</b>	<b>21,837,940</b>	<b>18,858,885</b>	<b>(2,979,055)</b>	<b>-13.6%</b>	
<b>5,680,400</b>	<b>Net result surplus / (Deficit)</b>	<b>21,111,346</b>	<b>18,931,366</b>	<b>(2,179,980)</b>	<b>-10.3%</b>	

**Notes to Quarter 2 Proposed Operating Budget for 2020/21**

Note	Change \$	Change %
<b>Note 1: Fees and charges</b>		
Washpool Reserve	40,000	57%
Rate Searches Application Fees	50,000	25%
Planning Application Fees	73,000	24%
Building Application Fees	50,000	25%
Water Sales	(195,000)	-41%
Animal Registration	25,300	19%
<b>Note 2: Leasing and rent</b>		
Allora Racecourse	(10,020)	-50%
<b>Note 3: Operating grants and subsidies</b>		
Stanthorpe Fires	136,830	100%
Flood Event February 2020	304,432	60%
Traineeship Subsidies	(60,000)	-11.35%
Cluster Fencing	27,000	25%
<b>Note 4: Recoverable works</b>		
Private Works	65,000	34%
Road Maintenance and Performance Contracts	258,440	13%
<b>Note 5: Other Revenue</b>		
Warwick Shire River Improvement Trust	100,000	34%



**Note 6: Contracts and Services**

Changes by Department

	Change \$	Change %	
Community and Cultural Services	(193,468)	-38%	Transfer of Contractor Expense for Potable Water to Rural Landowners to Reimbursement Expenses \$200,000.
Corporate and Commercial Services	(25,882)	-2%	Reduce legal expenses- Asbestos Contamination Issues \$(25,000) Increase contractor expenses for Stanthorpe, Killarney and Allora Pools \$38,209 Insurance- reduce hire expenses and contractor expenses \$(30,000)
Finance & Information Technology	26,600	3%	Increase lease fees- Information Technology \$10,000 Increase legal fees and contractors- Accounting Services \$16,600
CEO Office	34,050	63%	Increase legal fees- Councillor Expenses \$32,500
Infrastructure Services	43,227	4323%	Increase professional fees \$38,000 - budget adjusted to reflect estimated full year actuals.
Water	(255,082)	-3%	Reduce contractors- road repairs that will be required after water carting \$(175,000) Reduce contractors- riverbank stabilisation works \$(130,000) Increase hire expenses- standby pump at Leslie Dam \$19,938 Increase hire expenses- scaffolding re WHS at Killarney Water Treatment Plant \$10,000
Works	(158,000)	-12%	Reduce RMPC Contractor expense \$158,000 - per Manager Works
Sustainable Development Directorate	70,000	612%	Increase professional fees- Emu Swamp Dam Expenses \$70,000.
Environmental and Regulatory Services	26,563	3%	Increase in Toowoomba to Warwick Pipeline peer review by GHD \$38,000
Waste Services	(65,030)	-1%	Increase hire expenses- Stanthorpe Waste Management Facility - replacement when drott broke down \$50,000 Reduce contractors- Stanthorpe Waste Management Facility \$(135,000) Increase contractors- Glen Aplin Bin Compound- Cleanaway - \$20,000

**Note 7: Materials**

	Change \$	Change %	
Expensing of WIP	271,000	300%	WIP items expenses YTD
Flood Event February 2020	117,000	1559%	Increase costs associated with flood event

**Note 8: Other Expenses**

	Change \$	Change %	
Cluster Fencing	111,099	38%	Increase contributions paid \$111,099
Potable Water to Rural Landowners	200,000	300%	Increase reimbursements paid - Potable Water to Rural Landowners \$200,000 (reclassified from Contractor Expense).
Covid-19 Economic Recovery Package Concessions	104,357	58%	Increase concessions provided - Covid-19 Economic Recovery Package Concessions YTD



# Community Engagement Policy

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<b>Policy Number:</b>	PL-CS059
<b>Directorate:</b>	Corporate and Community Services
<b>Section:</b>	Community and Cultural Service
<b>Responsible Manager:</b>	Manager Community and Cultural Services
<b>Date Adopted:</b>	27 January 2021
<b>Date to be Reviewed:</b>	24 August 2021
<b>Date Reviewed:</b>	25 August 2020
<b>Date Rescinded:</b>	N/A

## REVISION RECORD

Date	Version	Revision description
18 May 2017	1	Policy Review
25 August 2020	2	Policy Review

**Community Engagement Policy**

Policy no: PL-CS059

Updated: 27 January 2021

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## **1 Policy Background**

Community engagement is a way of including the views of the community in our planning and decision making processes. Meaningful and effective community engagement has benefits for Council and community. It allows Council to draw on wider sources of information, perspectives and possible solutions. This in turn results in better outcomes for Council and the community alike.

As engagement is a two way process it also allows for the effective communication of information by Council which can encourage changes in community attitude as they have better access to complex information.

## **2 Purpose**

The purpose of the Community Engagement Policy is to define Council's commitment to community engagement and the principles and processes that Council will follow to encourage active participation by the community in Council's decision making.

The objectives that Council is seeking to achieve through this policy are:

- Outline Council's commitment to engaging the community in ways that fit the circumstances;
- Provide a range of engagement opportunities to encourage maximum participation;
- Develop Council's skills and capacity to undertake effective community engagement;
- Ensure Council decisions are better informed from community input and sharing of information;
- Coordinate community engagement activities where possible to avoid duplication and over consultation;
- Develop a greater understanding of issues and potential cost of initiatives;
- To foster good communication and build relationships and trust; and
- To understand the community sentiment around the issue/s.

## **3 Scope**

Community engagement is the responsibility of all staff and elected representatives. The Policy applies to all Councillors, Council Officers, Contractors and Consultants of the Southern Downs Regional Council ("The Southern Downs Regional Council") when making decisions that impact on people's lives.

The Directorate responsible for a project will establish the most appropriate engagement techniques at the project planning stage and will be responsible for providing information on the issue and facilitating the community engagement.

As each situation is different, Council and staff will use their judgment to ensure that the community is appropriately engaged as necessary.

## 4 Legislative Context

– *Local Government Act 2009*

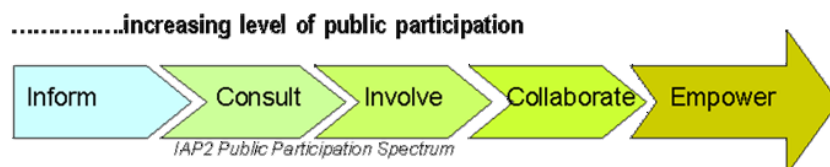
## 5 Policy Details

The Southern Downs Regional Council commits to the following:

- Undertaking meaningful community engagement with the Southern Downs communities;
- Clearly communicating the purpose of the engagement and the extent to which the outcome will be guided by the community input;
- Using an appropriate level of engagement for the purpose;
- Encouraging maximum participation; which includes using on-line approaches where feasible (refer to the Online community engagement guidelines, Final, December 2010, v1.01 (<https://www.qgcio.qld.gov.au/documents/online-community-engagement-guideline>))
- Building engagement skills and knowledge across Council;
- Continue to utilise the report format which includes the section titled “community engagement” which details the proposed engagement strategy to be taken;
- Reporting on community engagement activities; and
- Being transparent in our processes and honest in our communication.

### 5.1 Engagement Methodology

The Southern Downs Regional Council, where practical and appropriate, will adopt the framework and techniques for public participation as identified by IAP2 for community engagement activities. IAP2 is internationally accredited and promotes best practice in the engagement of communities.



The level of engagement will depend on the particular circumstances of the issue or project.

### 5.1.1 Inform

At inform level 'one-way' methods of engagement are used to provide information to the community. This information often explains "why" a decision has been made or the processes used for making a decision.

**Examples** of informing are media releases, fact sheets, newsletters, websites and notification letters.

### 5.1.2 Consult

Consulting involves the exchange of information between Council and the community. At consult level 'two-way' methods of engagement are used to allow community members the opportunity to express their opinions on a particular issue or proposal.

**Examples** of consulting include surveys, focus groups, staffed public displays, on-line comments and public meetings.

### 5.1.3 Involve

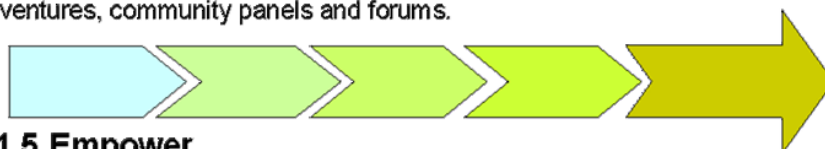
At involve level engagement requires Council to actively seek the involvement of the community as part of the planning and decision-making process.

**Examples** of involving the community include advisory committees, community workshops, on-line social media and deliberative polling.

### 5.1.4 Collaborate

Engagement at a collaborative level provides the community with a high level of involvement in Council's decision-making. This type of community engagement encourages community members to be involved in identifying solutions to local issues.

**Examples** of collaborative methods include community reference groups, joint ventures, community panels and forums.



### 5.1.5 Empower

Empowering places the final decision-making in the hands of the community.

Examples of empowering are citizen juries, ballots and delegated decision-making.

## 5.2 Consultation Plan

Prior to undertaking any form of engagement on an activity, Council and/or its officers will identify:

1. What it wants to achieve;
2. Who are the key stakeholders;
3. How these key stakeholders are identified and engaged;
4. How often key stakeholders will be engaged;
5. The format by which stakeholders will be engaged;
6. How the outcomes will be communicated back to the stakeholders and the greater community; and
7. The engagement format must be simple and time efficient to ensure maximum response rates.

An example of a suggested template can be located at Annexure A.

For further information, refer to Program Evaluation and Evaluating Community Engagement ([https://www.atsdr.cdc.gov/communityengagement/pdf/pce\\_report\\_chapter\\_7\\_shef.pdf](https://www.atsdr.cdc.gov/communityengagement/pdf/pce_report_chapter_7_shef.pdf))

## 5.3 Policy Outcomes

The Community Engagement Policy will deliver the following outcomes:

- Effective and efficient community engagement that supports quality decision making;
- Greater understanding of Council undertakings; and
- Communities working with to improve services and find solutions to local and regional issues.

## 5.4 Measurement and Reporting

Each Council department will be required to provide the Community and Cultural Services department at the end of each quarter (March, June, September, December) the activities that required engagement, the type and format of engagement used, the outcome achieved and how the outcome was communicated.

The Community and Cultural Services department will collate all departmental reports and report these as a Council wide overview of engagement.

## 6 Definitions

Term	Meaning
Communication	<i>Communication</i> is the process through which a message is passed from a person or group of people external or internal to Southern Downs Regional Council.
Community	<i>Community</i> refers to individuals and organisations that have a stake or interest in the Southern Downs Regional Council. Council recognises that all community members have the right to access and participate in community engagement activities regardless of their abilities, age, gender, cultural and linguistic diversity, and geographic location.
Community Engagement	<i>Community engagement</i> is any process where Council involves the community in decision making and uses community input to make a decision. Within Council most engagement will be about providing information to the community, seeking information from the community, listening and creating opportunities for the community to participate in decisions.
Effective Community Engagement	<i>Effective community engagement</i> does not necessarily mean that there will be agreement, or that every aspect of Council's activities is open to comment or control. Council is ultimately responsible for making decisions that are in accordance with legislative requirements and best represent the current and future interests of residents and the region.
Project	<i>Project</i> is a planned undertaking (including strategy and policy development) that builds, enhances and maintains Council assets or enhances Council services in order to achieve a desired outcome, within a defined scope and funding requirements.



## **7 References**

- SDRC Community Engagement Policy 59 – Adopted 20 December 2011
- Brisbane City Council Community Engagement Policy
- Cairns Regional Council Community Engagement Policy
- Cassowary Coast Regional Council Community Engagement Policy
- Central Highlands Regional Council Community Engagement Policy
- Fraser Coast Regional Council Community Engagement Policy
- Lockyer Valley Regional Council Community Engagement Policy
- Moreton Bay Regional Council Community Engagement Policy
- Redland City Council Community Engagement Policy
- Scenic Rim Regional Council Community Engagement Policy
- Sunshine Coast Council Community Engagement Policy
- City of Townsville Community Engagement Policy
- Western Downs Regional Council Community Engagement Policy
- NSW Department of Primary Industries

## **8 Annexure A Guide to assist help prepare the Community Engagement Plan**

<b>A. Introduction</b>	
Plan name	
Engagement purpose (objective, results, performance indicators)	
Name(s) of community / communities participating in CEP activities	Add a row for each community
Type(s)/description(s) of community / communities participating in CEP activities, e.g. large or small; community of place and/or interest and/or culture	

<b>B. Activity schedule</b>		
Activity type	Responsibility (specify person responsible for implementation of each activity)	Timeline
1.		
2.		
3. add rows as required		

<b>C. Resources &amp; tools – list resources and tool(s) needed for each activity in section B</b>					
Activity 1 Resource or tool required	Purpose	Source	When needed	Cost	Comments
a.					
b.					
c. add rows as required					

Activity 2 Resource or tool required	Purpose	Source	When needed	Cost	Comments
a.					
b.					
c. add rows as required					

#### Overall budget

Staff hours

Capital expenditure

Recurrent expenditure

Prepared by	Date prepared	Authorised by	Date authorised



## Arts and Culture Policy

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<b>Policy Number:</b>	PL-CS053
<b>Directorate:</b>	Corporate and Community Services
<b>Section:</b>	Community and Cultural Services
<b>Responsible Manager:</b>	Manager Community and Cultural Services
<b>Date Adopted:</b>	28 June 2017
<b>Date to be Reviewed:</b>	24 August 2021
<b>Date Reviewed:</b>	25 August 2020
<b>Date Rescinded:</b>	N/A

### REVISION RECORD

Date	Version	Revision description
1 March 2017	1	Policy Review
28 March 2017	2	Policy Review
10 April 2017	3	Policy Review
13 April 2017	4	Policy Review
24 April 2017	5	Final Draft
25 August 2020	6	Review
27 January 2021	7	Review

**Arts and Culture Policy**

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## **1 Policy Background**

Arts and cultural development is an integral part of community definition, and contributes to the growth, wellbeing and cohesion of communities in the Southern Downs. It enriches our built and natural environment and our knowledge of cultural heritage. It creates a sense of place, identity and belonging and provides visitors to the Region with an enhanced experience.

## **2 Purpose**

The purpose of the Arts and Cultural Policy is to establish Council's role in arts and cultural development in the region by providing:

- a vision and framework identifying key opportunities and strategies for implementation, which drive arts and cultural development in the Southern Downs Region; and
- a "blue print" used by the Council to guide the decision-making on where to strategically best allocate the available resources.

The policy applies to the cultural programs and facilities of Council, the Regional Arts Development Fund program and the broader community arts, culture and heritage sector programs and activities.

Council is committed to:

- working in partnership with community members and organisations to achieve shared arts and cultural policy objectives; and
- engaging with federal and state government funding bodies to secure adequate resources and investment in regional projects and programs.

Policy objectives include (but are not limited to):

- creation of appropriate public arts and culture infrastructure and a public environment that encourages art in the public environment;
- strengthened arts, culture and heritage organisations and cultural institutions;
- vibrant community festivals, celebrations and events; and
- Active development of the creative and expressive potential of individuals and communities.

Council will adopt a whole-of-government approach through the integration of cultural issues and development, including art and design opportunities, into key result and program areas, within public infrastructure, planning and environmental management policy.

## **3 Scope**

This policy applies to and informs Councillors and all Council employees in the implementation of arts and cultural activities. It is linked with Council's Corporate Plan, providing a guide for the Southern Downs Regional Arts Development Fund Committee and a platform for Council to determine priorities for funding for grants and support to communities and events in accordance with the Council's Corporate Plan and Shaping Southern Downs Vision document.

**Arts and Culture Policy**

Policy no: PL-CS053

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This policy provides a strategic framework for the development of a range of cultural and creative opportunities involving Council, strategic partners and the broader communities of the Southern Downs Region and recognises that Art, Culture and Heritage play an important part in creating and maintaining a livable, healthy and happy community.

This policy will inform Council's planning process when offering Operational Funding assistance to the region's art galleries, through the establishment of transparent, fair and equitable opportunities and outcomes as set out in the Memorandum of Understanding with the galleries.

## **4 Legislative Context**

– *Local Government Act 2009*

## **5 Policy Details**

The Southern Downs Regional Council commits to the following principles:

- ***Celebrating Cultural Diversity:*** Council recognises and respects the social and cultural diversity of the Region, in terms of lifestyle, background, beliefs and creative expression, and supports the use of arts and cultural programs to explore, understand and celebrate the differences and commonalities across the Region, including young people, Indigenous people, people with a disability and those people from culturally and linguistically diverse backgrounds;
- ***Participation and collaboration:*** Council recognises that collaborative and participatory arts and cultural activities provide opportunities for shared cultural experiences, which can generate a sense of community belonging and pride and can make significant contributions to a unique and distinctive cultural environment;
- ***Equity, Access and Social Justice:*** Council recognises the rights of all residents to equal opportunity and aims to eliminate barriers that affect people's ability to access and participate in Council services, programs and facilities. The basic social justice principles to be applied throughout this policy include access, equity, right and participation; and
- ***Growth and Prosperity:*** Council recognises that arts and cultural skills, resources and creative endeavour are valuable attractors and contributors to the social and economic life and wellbeing of the community.

### **5.1 Goals and Strategies**

The Arts and Cultural Policy is underpinned by the following key goals and strategies.

### 5.1.1 Infrastructure

**Goal:** Appropriately developed, maintained and enhanced community infrastructure, facilities and spaces driven by the cultural aspirations of the users and the real needs of the programs and services delivered within these spaces.

**Strategies:**

- Encourage the integration of public art and design, which reflects the communities' cultural heritage and future aspirations into infrastructure developments in the Region, including encouraging private developers to incorporate in their developments art which contributes to the public domain (NB: This will be incorporated into an Art in Public Spaces Policy);
- Undertake an audit and develop a database of all facilities used for the creation and presentation of arts and cultural activity throughout the Region, to determine the location, nature, and use of existing assets, and where relevant the different models of management and financing, to inform maintenance, enhancement and future development plans for such facilities;
- Develop an Art in Public Spaces Policy, Strategies and Processes, based on best practice and the experience of others, to reflect Council's recognition of the added value that an accessible, culturally diverse program of public art can bring for public benefit;
- Support existing, or develop strategic guidelines for the systematic acquisition of artworks which reflect the priorities of the Art in Public Spaces Policy (when developed); and
- Connect communities with bike paths and walking trails that celebrate creativity through forms of public art and the art of landscaping.
- Recognise and enhance the heritage values provided by the built environment, through the acknowledgement and preservation of our local building heritage.



### 5.1.2 Community and Lifestyle

**Goal:** An environment where arts and cultural activities can flourish and contribute to the Region as a great place to live, work and play.

**Strategies:**

- Ensure the Arts and Cultural Policy is understood across all Council Departments and culture is integrated into relevant policies and programs, to create artful, liveable communities through partnerships and collaboration;
- Continue to invest in and appropriately resource the Regional Arts Development Fund (RADF) partnership with Arts Queensland, to support professional artists and arts workers to practise and develop their art, for and with communities;
- Build community capacity by facilitating and supporting programs involving mentorship and artist residencies to enhance the professional practice of individuals and community organisations;
- Investigate skills and training requirements for the arts, museum, gallery and heritage sector:
  - facilitate professional assistance and training (e.g. in grant writing, governance, project management) for individuals and community organisations.
- Ensure events including arts are incorporated in Council's wider event program.
- Explore the possibility of enhancing the impact of local events by facilitating complementary arts activities at local arts and community venues, such as: libraries, galleries, town halls, community centres, pools and local retail precincts;
- Work with local communities in identifying their cultural needs, local cultural planning and opportunities for cultural expression, to develop and promote the Region's unique artistic and cultural diversity both in terms of heritage and contemporary cultural issues;
- Assist with identifying opportunities for (and where appropriate facilitate) the sharing of resources between arts and cultural groups to maximise the usage of resources;
- Support activities which provide young people, people with a disability and ageing residents with access to arts and cultural opportunities; and

- Identify and implement effective communication channels between the arts, culture and heritage sector and the broader community, e.g. through the development of an online portal to arts, culture and heritage in the Region to provide information on arts and cultural projects and events, a cultural directory of local artists and arts workers, creative and heritage organisations and resources.

### **5.1.3 Growth and Opportunity**

**Goal: Development of the arts and cultural sector, within broader regional economic development activities, including promotion and cultural tourism, and enhancement of the economic viability of individuals and creative businesses working in the Region.**

**Strategies:**

- The development of creative businesses facilitated by the Council's Economic Development Strategy (as adopted and amended);
- Investment in tourism, major events, arts and cultural activities which will be facilitated through Council's Economic Development Strategy (as adopted and amended); and
- The development of cultural tourism through the Economic Development, Customer Service and Community Development Strategies (as adopted and amended).

## **5.2 Measurement and Reporting**

Departments across Council will report quarterly on considerations provided to this policy. This reporting will be provided to the Community and Cultural Services department for collation and reporting through to Council.

## 6 Definitions

Term	Meaning
Arts and Culture	The words 'arts' and 'culture' are used in the broadest sense. The arts are how we express, both individually and collectively, the values and history of the diverse community. Culture is a way of life for a group of people or a time; the representation of customs, traditions, a set of common understandings, shared beliefs and values, which can include associations with land, language, ways of living and working, artistic and creative expression, relationships and identity. When we consider these tangible expressions alongside people's ideas, values, memories and attitudes – this creates an expression of the unique culture. The arts can be variously categorised. Broadly they include: Visual Arts, Craft and Design (drawing, photography, paintings, pottery, printmaking, 3D); Writing; Film, Video, New Media and Digital Arts; Performing Arts (Theatre, Dance and Music); Festivals and Events; Indigenous Arts; Creative Industries (Arts Businesses involving any of the art forms, Cottage Industries and in some definitions Architecture). The sector also includes cultural groups, facilities and venues, galleries, libraries and museums.
Artist	An artist in this community is any person who creates arts and cultural product. Emerging artists are just beginning and have not yet placed art-making at the centre of their lives, whereas professional artists have done so. Professional artists are experienced and their work is recognised by their peers.
Community Capacity	This is the ability of a community to manage its own concerns. With strong community capacity, members of a community can work together to develop and sustain strong relationships, solve problems and make group decisions, and collaborate effectively to identify goals and implement them.
Community Cultural Development	Community Cultural Development affirms the community and its members as the creators and owners of their cultural practices. In collaboration with professional artists and cultural workers, communities can express their inherent creativity, celebrate their unique culture and generate activities with social and economic benefits. Cultural development therefore involves numerous Council functions, not only arts, entertainment and cultural programs, but also community services and facilities, urban and landscape design, heritage conservation, parks and recreation, planning and development controls.
Cultural Heritage	Includes the legacy of physical artefacts and materials and intangible practices or traditions that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations. In the context of this document the natural heritage is included as part of the region's cultural heritage.
Cultural Tourism	Cultural tourism relates to travel directed toward experiencing the arts, heritage, and special character of unique places. It includes arts (such as galleries, studios, performing and visual arts), cultural activities (festivals, celebrations, rituals, events), and physical heritage (buildings and environments).

Public Art	Artistic works or activities created for, located in, or part of an unsupervised public space or facility, and/or the conceptual contribution of artists to the design of public spaces and facilities. Public art involves contemporary art practice that occurs outside of the traditional gallery or museum system, and may cover a wide range of art forms and materials, including but not limited to: permanent three-dimensional and two-dimensional works such as sculptures, murals, mosaics and unique street furniture elements, temporary and ethereal works such as projection works, lighting, multimedia and performance based work.
Strategic Planning	A continuous and systematic process where people make decisions about intended future outcomes, how outcomes are to be accomplished, and how success is measured and evaluated.

## **7 Related Documents**

- Arts Queensland – Regional Arts Development Fund Guidelines

## **8 References**

- Arts and Culture Policy 53 – Adopted 27 April 2011



# Procurement Policy

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<b>Policy Number:</b>	PL-FA010
<b>Department:</b>	Finance, Assets and Special Projects
<b>Section:</b>	Contracts and Procurement
<b>Responsible Director:</b>	Director Finance, Assets and Special Projects
<b>Date Adopted:</b>	26 May 2009
<b>Date to be Reviewed:</b>	26 January 2022
<b>Date Reviewed:</b>	27 January 2021
<b>Date Rescinded:</b>	N/A

## REVISION RECORD

Date	Version	Revision description
31 July 2013	2.0	Schedule of Procurement Delegations and associated references removed.
25 May 2016	3.0	Annual Review - minor amendments
12 June 2017	4.0	Annual Review – minor amendments
28 February 2018	5.0	Complete review of policy
26 April 2018	5.1	Minor amendments to Attachment 1 Delegation Limits
23 July 2019	6.0	Annual Review – minor amendments to 5 and 5.2 Quoting & Tender Requirements and Attachment 1 Delegation Limits
5 November 2019	7.0	Amendments to Attachment 1 Delegation Limits
18 May 2020	8.0	Amendments to the Quoting and Tender Requirements
22 July 2020	9.0	Amendments to the Quoting and Tender Requirements
27 January 2021	10.0	Amendments to Attachment 1 Delegation Limits

**Procurement Policy**

Policy no: PL-FS010

Updated: 27 January 2021

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## **1 Policy Background**

A Procurement Policy is required under the *Local Government Regulation 2012*.

## **2 Purpose**

This document sets out the Council's policy for the acquisition of goods and services and carrying out of the procurement principles.

This policy is supported by the SDRC Procurement Handbook which establishes sound procurement practices based on the prudent use of public resources in order to achieve Council's objectives as outlined in the Corporate Plan, Operational Plan and other prescribed requirements.

## **3 Scope**

This policy applies to the procurement of all goods, equipment and related services, construction contracts and service contracts (including maintenance) undertaken by the Southern Downs Regional Council.

## **4 Legislative Context**

*Local Government Regulation 2012*, s198

*Local Government Regulation 2012*, Chapter 6 - Contracting

## **5 Policy Details**

Southern Downs Regional Council will carry out all procurement activities in accordance with the prescribed legislative framework and the Southern Downs Regional Council Procurement Procedures Handbook.

The Local Government Act 2009 prescribes five (5) sound contracting principles. These principles are to ensure fairness, responsible financial management, legislative compliance and opportunities for business growth and development are adhered to. Equal consideration of each principle is not required. The sound contracting principles are as follows:

- value for money
- open and effective competition
- the development of competitive local business and industry
- environmental protection
- ethical behavior and fair dealing.

Additionally, Council will apply the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government, and accountability and transparency in undertaking its procurement activities.

## 5.1 Disposal of Land and Non-Current Assets

Under section 224 of the Regulations, Council specifies that a valuable non-current asset is a non-current asset that has an apparent value equal to, or more than, the following amounts:

- (a) for land - \$1
- (b) for plant and equipment - \$5,000
- (c) for another type of non-current asset - \$10,000.

Council can enter into a contract for the sale of a valuable non-current asset if Council invites written tenders for the sale, or Council offers the valuable non-current asset for sale by auction. This section also applies to leasing land. Exceptions under the *Local Government Regulations* may apply.

## 5.2 Quoting and Tender Requirements

The following are the requirements for purchasing by all Council employees.

The sound contracting principles always apply and all of the suppliers invited must always be able to reasonably supply the goods and services at competitive prices.

Contracts at Council		Administrative Requirements
Less than \$5,000 per year with one supplier and/or over the life of the contract.	No requirements.	No requirements.
Between \$5,000 and \$15,000 per year with one supplier and/or over life of the contract.	Minimum 2 verbal or written quotes required <b>unless</b> purchaser can demonstrate that obtaining quotes would be so difficult or unnecessary that it would result in poor value for money or not generally comply with sound contracting principles. See the Procurement Handbook for further information.	All documentation related to the quotes must be recorded in Purchase Order unless Exception form is completed and attached to Purchase Order. Please see the Procurement Handbook for correct procedures for obtaining quotes.



Between \$15,000 and \$200,000 per year with the supplier and/or over the life of the contract.	Minimum invitation of 3 <b>written</b> quotes from suppliers. <b>Contract no. required</b> unless a Purchasing Arrangement has been utilised and an exceptions form completed. See the Procurement Handbook for further details.*	Quotes are to be released via VendorPanel only. Invitation by email will only be sent via procurement in extenuating circumstances. The Contract Number must be recorded on the Purchase Order. Where a Local Buy arrangement is used, an exceptions form must be attached and the Local Buy Contract Number recorded on the purchase order. See Procurement Handbook for further information.
Over \$200,000 paid to one supplier for like goods/services per year and/or over the life of the contract.	Tender Process <b>Contract no. required</b> unless a Purchasing Arrangement has been utilized and an exceptions form completed.* See Procurement Handbook for further details.	Tenders are to be released via LG Tenderbox. The Contract Number must be recorded on the Purchase Order unless an exceptions form is completed. Contact Procurement.

\*Complete Tender and RFQ Request Form (available on The Pulse) and forward to Procurement for a Contract Number.

The Local Government Regulation requires you to get quotes or tenders depending on the value of the “contractual arrangement”. The expected value of a “contractual arrangement” with a supplier for a financial year, or over the proposed term of the contractual arrangement, is the total expected value of all of the local government’s contracts with the supplier for goods and services of a similar type under the arrangement.”

The Exceptions form is a form found on the intranet for Council employees and includes exceptions to inviting quotes or tenders under the Local Government Regulations.  
Managers must sign off on all exceptions.

Unless otherwise stated within a quotation or tender document, a "local supplier" is a supplier which:

- (a) Is beneficially owned by persons who are residents or rate payers of the local government area of Council;
- (b) Has its principal place of business within the local government area of Council; or
- (c) Otherwise has a place of business within the local government area of Council which solely or primarily employs persons who are residents or rate payers of the local government area of Council.

### **5.3 Tender Evaluation Panel**

Three suitably qualified people must be on the tender evaluation panel and evaluation must be supervised by a non-scoring member from the procurement team. Please see the Procurement Handbook for further requirements.

## **6 Related Documents**

- Council staff must refer to the Procurement Handbook for all other procurement enquiries or contact the Procurement team;
- Suppliers may refer to the legislation or can contact the Procurement team at Council with any questions.

## 7 Attachment 1 - Delegation Limits

Purchasing			Purchase Cards		
Position	Expenditure Limit	Order	Purchase Card	Monthly Limit	Transaction Limit
Chief Executive Officer	5,000,000	✓	✓	20,000	10,000
Directors	1,000,000	✓	✓	20,000	10,000
Director Finance, Assets and Special Projects	5,000,000	✓	✓	20,000	10,000
Manager Works	750,000	✓	✓	20,000	10,000
Manager Water	750,000	✓	✓	20,000	10,000
Managers, Senior Finance Coordinator	200,000	✓	✓	20,000	10,000
Local Disaster Coordinator (as per Manager level)	200,000	✓	✓	20,000	10,000
Contracts & Procurement Coordinator	100,000	✓	✓	5,000	1,000
Principal Engineer – Capital Delivery	500,000	✓	✓	10,000	5,000
Principal Engineer – Maintenance	100,000	✓	✓	10,000	5,000
Principal Engineer - Water	100,000	✓	✓	10,000	5,000
Fleet & Workshops Coordinator	100,000	✓	✓	10,000	5,000
Coordinators	50,000	✓	✓	10,000	2,000
Overseers	50,000	✓	✓	10,000	2,000
Disaster Management Officer	50,000	✓	✓	10,000	2,000
Workshop Supervisor	15,000	✓	✓	15,000	5,000
Procurement and Supply Officer	15,000	✓	✓	5,000	1,000
Executive Assistants	10,000	✓	✓	10,000	5,000

Purchasing			Purchase Cards		
Position	Expenditure Limit	Order	Purchase Card	Monthly Limit	Transaction Limit
Fitness Centre Team Leader	15,000	✓	✓	10,000	2,000
Outside School Hours Care (OSHC) Team Leader		x	✓	10,000	2,000
Information Technology Coordinator	50,000	✓	✓	10,000	2,000
Facilities Maintenance Officer	5,000	✓	✓	7,000	1,000
Apprentice Diesel Fitter		x	✓	3,000	500
Regional Events Officer	10,000	✓	✓	5,000	1,000
Expenditure and Payroll Team Leader		x	x		
Expenditure Officers		x	x		
Admin Level 8	25,000	✓	✓	10,000	2,000
Admin Levels 6 to 7	15,000	✓	✓	10,000	2,000
Admin Levels 3 to 5	10,000	✓	✓	5,000	1,000
Admin Levels 1 to 2		x	✓	3,000	500
Field Levels 5 to 9	10,000	✓	✓	5,000	1,000
Field Levels 1 to 4		x	✓	3,000	500
Engineering C7 & C8	10,000	✓	✓	15,000	5,000
Engineering C9 & C10		x	✓	5,000	1,000
Mayor		x	✓	10,000	5,000
SES Local Controller		x	✓	5,000	1,000
SES Deputy Group Leader		x	✓	2,000	1,000
Casual Employees		x	x		

**Procurement Policy**

Policy no: PL-FS010

Updated: 27 January 2021

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## Roads and Places Naming Policy

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<b>Policy Number:</b>	PL-IS092
<b>Department:</b>	Infrastructure Services
<b>Section:</b>	Infrastructure Services
<b>Responsible Manager:</b>	Director Infrastructure Services
<b>Date Adopted:</b>	27 January 2021
<b>Date to be Reviewed:</b>	27 January 2022
<b>Date Reviewed:</b>	Insert Date reviewed (if applicable)
<b>Date Rescinded:</b>	Insert Date rescinded (if applicable)

### REVISION RECORD

Date	Version	Revision description
27/01/2021	0	Adopted by Council

**Roads and Places Naming Policy**

Policy no: *PL-IS092*

Updated: 27 January 2021

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## **1 Purpose**

The purpose of this policy is to provide guidelines for the naming or renaming of roads, streets, parks, bridges, pathways, places & other assets within the jurisdiction of Southern Downs Regional Council. The key objectives of this policy are:

- To provide a consistent policy for naming or renaming of Council assets.
- To increase the use of names which have a locally relevant historical, flora or fauna theme.
- To provide staff, community and developers with clear information on Council's requirements for the naming or renaming of Council assets.

## **2 Scope**

This policy applies to the naming or the renaming of any asset for which Council is the custodian.

This policy does not apply to –

- Towns and place names; or,
- Roads and bridges under State Government control.

## **3 Legislative Context**

*Local Government Act 2009, s 60(c) and (d)*  
*Human Rights Act 2019*

## **4 Policy Details**

### **4.1 Common principles for naming an asset**

#### **4.1.1 A proposed name must adhere to one or more of the following principles:**

- a. Be appropriate to the local, indigenous, geographical, environmental or physical character;
- b. Be of verifiable historical or cultural significance;
- c. Relate to the local flora, fauna, landscape;
- d. Be named after a benefactor, eminent person, pioneer or long-term land holder of verifiable significance;

#### **4.1.2 A proposed name must:**

- a. Be unique in nature;
- b. Be sensitive to diverse cultures and in accordance with community standards and values;
- c. Contain less than 35 characters;
- d. Be concise and easy to pronounce;

- e. Be spelt using contemporary Australian English;
- f. Be the correct spelling; and,
- g. Be referred to and approved by the relevant traditional owners/custodians of the land on which the asset is located if the name is indigenous in origin or of indigenous cultural significance.

**4.1.3 A proposed name must not:**

- a. Be a duplication of another name;
- b. Generally contain abbreviations;
- c. Cause confusion;
- d. Be offensive or likely to give offence;
- e. Be interpreted as advertising for a commercial or industrial enterprise; and,

**4.1.4 A proposed name must conform to the requirements of:**

- a. This policy;
- b. Any other relevant Council policies;
- c. Department of Transport and Main Roads' Manual of Uniform Traffic Control Devices; and,
- d. Australian/New Zealand Standard AS/NZS 4819:2011 Rural and Urban Addressing Section 4.

**4.1.5 Council reserves the right to:**

- a. Adopt or decline any name proposed by an individual, group, or organisation;
- b. Adopt an alternative name

**4.2 Naming/renaming of roads and bridges**

A road may be named or renamed as a result of one of the following circumstances:

- Change of name for an existing road;
- Previously unnamed road; or
- Road extension.

A road name will be defined by the area of the formed road. Unformed roads will not be named unless a name is required for addressing purposes.

For renaming of roads, where a road crosses a Council boundary, consultation will be held with the relevant Council.

Wherever practicable, roads will have a single and unique name and be continuous from the designated start to the designated end of the road asset, irrespective of Council boundaries, terrain and intersecting roads.

Road names are intended to be enduring, and should only be changed if and where necessary.



#### **4.3 Naming of road in new subdivisions**

Developers should propose three (3) suggested names, in order of preference and including a reason for the preferred names, for each road within the new subdivision at the time of submitting their Operational Works Application.

#### **4.4 Naming/renaming of parks and infrastructure within a park**

The primary purpose of a park is for recreation, not as a memorial, and naming after persons will only be considered under circumstances relating to benefaction or bequest; or where there has been substantial and verifiable community contribution made to the local community by the nominated person and there is broad and extensive community support.

A park may be named or renamed as a result of one of the following circumstances:

- Change of name for a previously unnamed or default named park; or,
- Overwhelming and verifiable change in community attitude and support.

Park names should be unique within the locality and have general appeal and relevance to the community in which they are located. Parks shouldn't have the same name as other parks within the region and if existing, should be distinguished additionally by their location.

#### **4.5 Submitting a request to Council**

All requests relating to the naming of an asset must be submitted to Council in writing or on the relevant application form. Requests should contain all relevant details, including supporting documentation, background for the request and contact details for the applicant.

#### **4.6 Assessment of a request**

Upon receipt of a request Council officers will undertake the following assessment process:

1. An analysis will be made of the request.
2. If none of the proposed names are in accordance with the Policy, the application will not be approved and the applicant advised accordingly.
3. If there is a proposed name/s in accordance with the Policy then a report will be presented to Council putting forward a proposed name (based on the applicable criteria) to go out for official public consultation.
4. The proposed name will then be available for public comment for a minimum period of 21 calendar days and shall include:
  - a) Advertising in the relevant media;
  - b) Written advice to all adjacent landholders;
  - c) Written advice to any other stakeholders for input; and
  - d) Input from internal departments.
5. After the end of the consultation period, a report will be prepared for submission to the next available Council meeting. The report shall advise of the details of the application, together with any correspondence

- received. At this meeting a suitable name should be adopted based on both the applicable criteria and the outcomes of the public consultation.
6. The applicant and relevant stakeholders will be advised of the outcome.

**4.7 Adoption of new name**

After adoption of the new name, correspondence will be forwarded to the applicant, any respondents, adjacent landholders and stakeholders advising of the decision.

All relevant departments, including but not limited to, the Department of Resources, the Department of Fire and Emergency Services, Telstra, Ergon Energy and Australia Post are to also be advised of any road or place name changes.

## **5 Related Documents**

Nil.

## **6 References**

AS/NZS 4819-2011 Rural and Urban Addressing

**2020/2021 Local Events Funding Program - Round One**

App ID	Organisations Name	Project Title	Mod Score	Total Amount Requested	Awarded	Comments
R1-006	Warwick Chamber of Commerce	Warwick Opera	4.48	\$13,110.00	\$ 13,110.00	
R1-008	Granite Belt Wine Tourism	Stanthorpe Opera	4.24	\$16,991.70	\$ 16,991.70	
R1-026	Granite Belt Weddings & Events	Strategy / Berries, Brews and the Aussie BBQ	3.88	\$20,600.00	\$ 12,000.00	Part funding approved. Strategy approved. Feedback to applicant to apply for marketing plan and advertising spend in Round Two and/or other eligible grants.
R1-018	Granite Belt Art and Craft Trail Inc	Granite Belt Art and Craft Trail	3.75	\$30,000.00	\$ 30,000.00	
R1-012	Granite Belt Wine and Tourism	Grapes of Mirth	3.72	\$17,230.00	\$ 17,230.00	
R1-002	Granite Belt Wines Pty Ltd	Uke and Folk at the Winery	3.6	\$30,000.00	\$ 12,325.00	Part funding approved. Excluded hire of equipment and elevated marketing spend from low to high with approval for marketing manager to ensure best outcomes for region.
R1-010	Jumpers and Jazz in July Inc	Strategy / Jumpers n Jazz 2021 to 2025.	3.4	\$14,850.00	\$ 14,850.00	
R1-004	Granite Belt Weddings & Events	Granite Belt Wedding Trail	3.32	\$8,080.00	\$ 8,080.00	
R1-017	The Warwick Caledonian Society	150th Scottish Celebration and Pipe Band Muster	3.28	\$22,171.00	\$ 16,471.00	Part funding approved. Excluded cost of catering which will be offset by ticket sales and reduced amount of pavillion hire as the quote included a refundable bond.
R1-023	Stanthorpe Festival Association Inc	Tastes of the Granite Belt + Australian National Busking Competition	2.88	\$28,377.60	\$ 10,849.60	Part funding approved. New event with good regional potential. Excluded quotes for catering, local advertising, and part Civic Centre Hall fee (Council already discounts 50%).