

MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 31 MAY 2018 COMMENCING AT 11.40AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with Deputy Mayor J L Chambers, Cr. N H Chandler (Until 12.01PM), Cr. P J Flynn (Until 5.15PM), Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil (Until 5.16PM), Cr D J Scheffe, Cr. J M Stanford and Chief Executive Officer – Julie Reitano in attendance.

AS REQUIRED

Director Infrastructure Services – Cameron Castles, Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, Community & Commercial Services – Sharon Frank

WELCOME

The Mayor welcomed all present and declared the meeting open at 11.40AM.

APOLOGIES

It was noted that Cr Chandler would attend the first part of the meeting by teleconference and would be an apology for the remainder of the meeting.

BUSINESS

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items it has deemed to be of a confidential nature and specifically pertaining to the following sections:-

- (c) the local government budget;

Resolution No. BUD/05.2018/101

Moved Cr Chambers

Seconded Cr Scheffe

That the Committee close the meeting to the public at 11.40AM

CARRIED

9/0

Resolution No. BUD/05.2018/102

Moved Cr O'Neil

Seconded Cr Chambers

That the meeting be adjourned at 12.01PM, to enable a Special Meeting to occur.

CARRIED

9/0

Resolution No. BUD/05.2018/103
Moved Cr O'Neil
Seconded Cr McMullen
That the Committee close the meeting to the public at 2.00PM.

CARRIED

8/0

Cr O'Neil left the meeting at 2.25PM and returned at 2.40PM. He left the meeting again at 3.10PM and arrived back at 3.55PM.

Resolution No. BUD/05.2018/104
Moved Cr Chambers
Seconded Cr O'Neil
That Council open the meeting to the public at 5PM.

CARRIED

8/0

Item Number:

LC.1

File Number: D18/40022
SUBJECT HEADING:
**DEMOLITION OF NEIGHBOURHOOD CENTRE AND
CONSTRUCTION OF A CARPARK**
Officer's Title:
Manager - Facilities (Land, Buildings & Structures)
Executive Summary:

The Committee was asked to consider allocating funds in the draft budget to demolish the old Neighbourhood Centre building and the house located on Lot 1 on SP276517 (29 Bowen Street and 45-47 Hawthorne Street Roma) and to build a carpark on the site.

Resolution No. BUD/05.2018/105
Moved Cr Chambers
Seconded Cr Newman
That the Committee endorse the inclusion of the following amounts in the next stage of the budget preparations:

- **Demolition of the old Neighbourhood Centre building and house located at 29 Bowen Street and 45-47 Hawthorne Street for an estimated cost of \$120,000.**
- **Building a basic carpark on the site located at 29 Bowen Street and 45-47 Hawthorne Street for an estimated cost of \$150,000.**

CARRIED

7/1

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer
Manager - Facilities (Land, Buildings & Structures)

Item Number: LC.2 **File Number:** D18/39553

SUBJECT HEADING: DEBT (BORROWINGS) POLICY

Officer's Title: Contractor - Strategic Finance

Executive Summary:

It is a requirement of the Local Government Regulation 2012 (Section 192) that a local government prepare and adopt a debt policy for a financial year. The section defines what must be included in the policy.

(a) the new borrowings planned for the current financial year and the next 9 financial years; and

(b) the period over which the local government plans to repay existing and new borrowings.

Resolution No. BUD/05.2018/106

Moved Cr Flynn

Seconded Cr Stanford

That the Committee:

- 1. Receive and note the document titled "Debt (Borrowings) Policy".**
- 2. Endorse the draft 2018/19 Debt (Borrowings) Policy prepared in accordance with Section 192 of *Local Government Regulation 2012* to proceed to the next stage of budget preparations.**

CARRIED

8/0

Responsible Officer

Contractor - Strategic Finance

Item Number: LC.3 **File Number:** D18/39787

SUBJECT HEADING: ROMA SALEYARDS - DUMP RAMP FACILITY

Officer's Title: Manager - Saleyards

Executive Summary:

It was requested that a dump ramp facility on the southern side of the saleyards be considered as a part of the Saleyards Improvement Plan in conjunction with the Department's budget submission.

Resolution No. BUD/05.2018/107

Moved Cr McMullen

That the Committee consider investigating a dump ramp facility on the southern side of the saleyards after Stage 2 of the Saleyards Improvement Plan is completed and operational.

MOTION WITHDRAWN

Responsible Officer

Manager - Saleyards

Item Number: LC.4 **File Number:** D18/39861

SUBJECT HEADING: PEDESTRIAN FOOTPATH INSTALLATION IN FRONT OF PINAROO ROMA INC.

Councillor's Title: Cr. Tyson Golder

Executive Summary:

It was requested that the Committee consider the design and installation of a concrete pedestrian footpath in front of the Pinaroo aged care facility on Bowen Street, Roma from Whip Street to Duke Street corners.

Resolution No. BUD/05.2018/108

Moved Cr Golder

Seconded Cr McMullen

That the item be costed for inclusion in the draft budget.

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Flynn	Cr. Chambers
Cr. Golder	Cr. Scheffe
Cr. McMullen	Cr. Stanford
Cr. Newman	
Cr. O'Neil	

CARRIED

5/3

Responsible Officer

Manager - Construction

Item Number: LC.5 **File Number:** D18/39921

SUBJECT HEADING: DRAFT 2018/19 FUND BUDGET SUBMISSION - PLANT, FLEET & WORKSHOPS

Officer's Title: Operations Manager - Plant, Fleet & Workshops

Executive Summary:

Council operates a substantial fleet made up of earthmoving and speciality plant, haulage and work trucks, light vehicles and small plant. This equipment is serviced and maintained in accordance with manufacturers' recommendations and a number of regulatory bodies including the National Heavy Vehicle Regulator.

The Plant, Fleet and Workshops operational budget submission for 2018/19 was tabled at the Budget Submissions and Financial Planning Standing Committee Meeting on 8 May 2018 and the draft 2018/19 draft Plant Capital Acquisitions was tabled at the 14 May 2018 meeting. This report presents an amended and combined draft 2018/19 Plant, Fleet and Workshops Fund budget submission (including capital) and is tabled for Council's consideration and recommendation to the Mayor for inclusion in the draft budget.

Resolution No. BUD/05.2018/109

Moved Cr Newman

Seconded Cr Chambers

That the Committee recommend to the Mayor, the inclusion of the amended Plant, Fleet and Workshops fund budget submission in the draft 2018/19 budget.

CARRIED

8/0

Responsible Officer

Operations Manager - Plant, Fleet & Workshops

Item Number: LC.6 **File Number:** D18/40480

SUBJECT HEADING: CLEARVIEW RISE – BOWEN STREET ROMA

Officer's Title: **Manager - Maintenance Delivery & Works**
Associate to the Director - Infrastructure Services

Executive Summary:

Council is in receipt of correspondence from the Department of State Development, Manufacturing, Infrastructure and Planning to advise that the Economic Development Queensland (EDQ) landscape maintenance activities at Clearview Rise, located on Bowen Street, will be ceasing effective 30 June 2018.

There are a number of outstanding defects that require landscape rectification works which will need to be completed before Council accepts Clearview Rise as 'off maintenance'.

This report sought to inform Council of the outstanding defects and recommend that formal correspondence be sent to the Executive Director Regional Development advising that Council will not accept the 'off maintenance' areas until the defects have been rectified.

Resolution No. BUD/05.2018/110

That the Committee:

- 1. Authorise the Chief Executive Officer (or delegate) to formally write to the Executive Director - Regional Development, Economic Development Queensland (EDQ) to confirm that Council will not accept the Clearview Rise areas identified as 'off maintenance' until such time as the landscape rectification works (reference Number DILGP-4433-16) have been completed.**
- 2. Recommend to the Mayor, the inclusion of \$50,500 for the 2018/19 budget for maintenance of the Clearview Rise areas identified as "off maintenance" in preparation for Council accepting these areas once EDQ have completed the rectification works.**

CARRIED

7/1

Cr Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Flynn
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer	Director - Infrastructure Services
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Item Number: LC.7 **File Number:** D18/40538
SUBJECT HEADING: COUNCIL DEBT (BORROWINGS)
Officer's Title: Contractor - Strategic Finance

Executive Summary:

At the Budget Submissions and Financial Planning Standing Committee Meeting, it was resolved that modelling be undertaken to secure a loan of \$1.5 million to carry out energy upgrades to Council facilities across the Maranoa region for the next stage of budget preparations.

Queensland Treasury Corporation provided a schedule of interest & principal repayment of \$321,797 per annum for a loan term of five years.

Resolution No. BUD/05.2018/111	
Moved Cr Scheffe	Seconded Cr Newman
That the Committee recommend to the Mayor, the inclusion of the Facilities loan Interest and Principal repayment of \$321,797 in the draft budget.	
CARRIED	8/0

Responsible Officer	Contractor - Strategic Finance
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Item Number: LC.8 **File Number:** D18/40548
SUBJECT HEADING: COUNCIL DEBT (BORROWINGS) - REFINANCE
Officer's Title: Contractor - Strategic Finance

Executive Summary:

Management conducted a review of the Saleyard Precinct loan and its impact on the general fund. Based on the current schedule, the total obligation is \$456,503 per annum.

It was proposed that Council refinance the saleyard precinct loan to a maximum of twenty (20) years. The current book balance is estimated to be \$2,507,673. Please note that this amount is subject to market value adjustments which will be determined at the time of the loan drawdown date.

Queensland Treasury Corporation has provided a schedule of interest & principal repayment to the total of \$186,409 per annum.

Resolution No. BUD/05.2018/112	
Moved Cr Flynn	Seconded Cr Stanford
That the Committee recommend to the Mayor, the inclusion of the refinancing of the Saleyard Precinct loan of \$2,507,673 (this amount is subject to market value adjustments) and the inclusion of the estimated interest and principal repayment of \$186,409 in the draft budget.	
CARRIED	8/0

Responsible Officer	Contractor - Strategic Finance
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Cr. Flynn left the meeting at 5.15PM and did not return.

Item Number: LC.9 **File Number:** D18/40457

SUBJECT HEADING: REGISTER OF GENERAL COST - RECOVERY FEES AND COMMERCIAL CHARGES 2018/19

Officer's Title: Contractor - Strategic Finance

Executive Summary:

Each department has been reporting their proposed Fees and Charges to the Budget Submissions & Financial Planning Standing Committee for inclusion in the 2018/19 Budget.

This report provided the consolidation of the recommended Fees & Charges for the 2018/19 Budget year.

A description of the Local Government Act 2009 provisions relating to fees and charges was provided in Attachment 2: Legislation within the agenda report.

Resolution No. BUD/05.2018/113	
Moved Cr Chambers	Seconded Cr Newman
That the Committee:	
1. Receive and note the report.	
2. Recommend that the fees in the Register of General Cost-Recovery Fees and Commercial Charges 2018/19 be brought to the next General Meeting (13 June 2018) for adoption prior to the commencement of the financial year.	
CARRIED	7/0

Responsible Officer	Contractor - Strategic Finance
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Cr. O'Neil left the meeting at 5.16PM and did not return.

Item Number: LC.10 **File Number:** D18/40206

SUBJECT HEADING: SALE OF LAND FOR OVERDUE RATES AND CHARGES - ASSESSMENT 11003084

Officer's Title: Director - Corporate, Community & Commercial Services

Executive Summary:

Council has progressed with the sale of land for overdue rates and charges for multiple properties, including Assessment 11003084. The report proposed the inclusion of an allocation for ancillary costs that may be required to be incurred upon completion of the Sale of Land process.

Resolution No. BUD/05.2018/114	
Moved Cr McMullen	Seconded Cr Schefe
That the Committee recommend to the Mayor that \$60,000 be included in the next stage of the 2018/19 budget preparations.	
CARRIED	6/0

Responsible Officer	Director - Corporate, Community & Commercial Services
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Item Number: LC.11 **File Number:** D18/40683
SUBJECT HEADING: WILD DOG AND STATE GOVERNMENT PRECEPT LEVY
Officer's Title: Director - Corporate, Community & Commercial Services

Executive Summary:

This report presented modelling for the Wild Dog Management and State Government Precept Special Charge.

Resolution No. BUD/05.2018/115

Moved Cr Chambers

Seconded Cr Newman

That the Committee recommend to the Mayor that Scenario 3 be used to proceed to the next stage of the budget preparations with the rate in the \$ set to achieve a yield (revenue) in total of \$780,000 with two special charges as follows:

- **State Government Precept Special Charge rate in the \$ set to achieve \$465,056 revenue**
- **Pest Management Special Charge rate in the \$ set to achieve \$314,944 revenue**

CARRIED

5/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. McMullen	
Cr. Newman	
Cr. Scheffe	
Cr. Stanford	

Responsible Officer

Director - Corporate, Community & Commercial Services

Item Number: LC.12 **File Number:** D18/40895
SUBJECT HEADING: ANNUAL LEGAL COSTS
Officer's Title: Associate to the Chief Executive Officer

Executive Summary:

At the Budget Submissions and Financial Planning Standing Committee meeting on 30 April 2018, the Committee requested details of Council's legal costs over the last three years. This report tabled the information for the Committee's review.

Resolution No. BUD/05.2018/116

Moved Cr Newman

Seconded Cr Scheffe

That the Committee note Council's legal costs over the last three years.

CARRIED

6/0

Responsible Officer

Associate to the Chief Executive Officer

Item Number: LC.13 **File Number:** D18/40945

SUBJECT HEADING: REINSTATE WATER ALLOCATIONS - INFORMATION REQUEST

Officer's Title: Associate to the Chief Executive Officer

Executive Summary:

At the Budget Submissions and Financial Planning Standing Committee meeting on 16 April 2018, a submission was tabled for the consideration of water allocations being reinstated for each residence on town water.

Further information was requested in order for the Committee to consider the proposal.

Resolution No. BUD/05.2018/117	
Moved Cr Scheffe	Seconded Cr Stanford
That the Committee note the information supplied.	
CARRIED	6/0

Responsible Officer	Manager - Water, Sewerage & Gas
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Item Number: LC.14 **File Number:** D18/40984

SUBJECT HEADING: WHEELCHAIR ACCESS

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The report tabled for consideration improved wheelchair, disabled and child carrier access to main usage areas.

Resolution No. BUD/05.2018/118	
Moved Cr Golder	Seconded Cr McMullen
That this item be included in the 2018/19 Budget.	
MOTION LOST	2/4
Cr. Golder called for a division of the vote. The outcomes were recorded as follows:	
Those in Favour of the Motion	Those Against the Motion
Cr. Golder	Cr. Chambers
Cr. McMullen	Cr. Newman
	Cr. Scheffe
	Cr. Stanford

Responsible Officer	Associate to the Mayor
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Item Number: LC.15 **File Number:** D18/41131

SUBJECT HEADING: DRAFT DEPARTMENTAL OPERATIONAL BUDGET
2018/19 - OFFICE OF THE CEO

Officer's Title: Chief Executive Officer

Executive Summary:

The proposed annual operational budget for the Office of the CEO Directorate is tabled for Council's consideration.

Resolution No. BUD/05.2018/119

Moved Cr Chambers

Seconded Cr Newman

That Council endorse the Office of the CEO Directorate operational budget for 2018/19, totalling \$615,337.

CARRIED

6/0

Responsible Officer

Chief Executive Officer

Item Number: LC.16 **File Number:** D18/41144

SUBJECT HEADING: BENCHMARKING OF STAFF NUMBERS

Officer's Title: Chief Executive Officer

Executive Summary:

The report was tabled to initiate further discussion on workforce planning.

Resolution No. BUD/05.2018/120

Moved Cr Golder

Seconded Cr Scheffe

That:

1. From the perspective of the Corporate Plan, Operational Plan, Organisational Structure and Budget Council aim to reduce full time equivalent numbers by 30 for the 2018/19 financial year and achieve other savings.
2. This occur through exploring 4 options:
 - Voluntary offering of part-time work where it suits an individual's family / lifestyle commitments;
 - Continued review of vacant positions as they arise;
 - Voluntary redundancy in accordance with Council's industrial instruments;
 - Canvassing with staff and employee delegates if there would be interest in purchasing additional leave, or cashing in excess leave entitlements (where over policy);
3. This occur without reduction in service levels.
4. We ask that everyone be flexible as we adapt to the quieter times, and as we aim to achieve further productivity improvements.

CARRIED

6/0

Responsible Officer

Chief Executive Officer

Item Number: LC.17 **File Number:** D18/41235

SUBJECT HEADING: FOOTPATH UPGRADE

Councillor's Title: Cr. Tyson Golder

Executive Summary:

The initial proposal pertained to upgrade of the footpath outside Black Toyota, 73/75 Charles Street, Roma.

Resolution No. BUD/05.2018/121	
Moved Cr Scheffe	Seconded Cr McMullen
<p>That the Committee recommend the allocation of \$30,000 in the draft 2018/19 budget for upgrading of footpaths (with Council to set the standard), where a business is willing to contribute 50%.</p>	
CARRIED	6/0

Responsible Officer	Manager - Construction
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Item Number: LC.18

SUBJECT HEADING: BITUMEN SEAL PROGRAM

Councillor's Title: Cr. Tyson Golder

Executive Summary:

A proposal was tabled for a subsidy initiative to allow for variable in kind and financial contributions from residents when proposing a bitumen seal to sections of road within the region.

Resolution No. BUD/05.2018/122	
Moved Cr Golder	Seconded Cr McMullen
<p>That this item be included as a Priority 1 for the next stage of budget preparations with an amount of \$60,000.</p>	
CARRIED	4/3
<p>The Mayor exercised his casting vote in favour of the resolution.</p> <p>Cr. Golder called for a division of the vote. The outcomes were recorded as follows:</p>	
Those in Favour of the Motion	Those Against the Motion
Cr. Golder (+ Casting Vote)	Cr. Chambers
Cr. McMullen	Cr. Newman
Cr. Stanford	Cr. Scheffe

Responsible Officer	Manager - Program & Contract Management
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Item Number: C.1 **File Number:** D18/39086

SUBJECT HEADING: WATER NETWORK – 2018/19 REVENUE MODELLING

Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

The draft 2018/19 fund budget submission for the Water Network was presented to the Budget Submissions and Financial Planning Standing Committee meeting on 30 April 2018 with the Committee endorsing the draft Water Network fund budget submission to proceed to the next stage of budget preparations. The recommendation also included that revenue modelling be undertaken on the basis of the following percentage increase scenarios – 2.2%, 2.5% and 3%

This report provided the results of the revenue modelling based on the above scenarios.

Resolution No. BUD/05.2018/123													
Moved Cr Scheffe	Seconded Cr Chambers												
That the Committee:													
<ol style="list-style-type: none"> 1. Note the results of the revenue modelling and information provided in the report. 2. Recommend to the Mayor the inclusion of Option 4 (3%). 													
CARRIED	5/1												
Cr. Golder called for a division of the vote. The outcomes were recorded as follows:													
<table border="1"> <thead> <tr> <th>Those in Favour of the Motion</th> <th>Those Against the Motion</th> </tr> </thead> <tbody> <tr> <td>Cr. Chambers</td> <td>Cr. Golder</td> </tr> <tr> <td>Cr. McMullen</td> <td></td> </tr> <tr> <td>Cr. Newman</td> <td></td> </tr> <tr> <td>Cr. Scheffe</td> <td></td> </tr> <tr> <td>Cr. Stanford</td> <td></td> </tr> </tbody> </table>	Those in Favour of the Motion	Those Against the Motion	Cr. Chambers	Cr. Golder	Cr. McMullen		Cr. Newman		Cr. Scheffe		Cr. Stanford		
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Cr. Chambers	Cr. Golder												
Cr. McMullen													
Cr. Newman													
Cr. Scheffe													
Cr. Stanford													
Responsible Officer	Manager – Communication, Information & Administration Services Lead Rates and Utilities Billings Officer / System Administrator Contractor - Finance												

Item Number: C.2 **File Number:** D18/39288

SUBJECT HEADING: DRAFT 2018/19 SEWERAGE NETWORK FUND BUDGET SUBMISSION - AMENDMENT ROMA SEWER RELINING PROGRAM

Officer's Title: Manager - Water, Sewerage & Gas

Executive Summary:

The draft 2018/19 submission for the Sewerage Network fund was presented to the Budget Submissions and Financial Planning Standing Committee meeting on 30 April 2018 with the Committee endorsing the draft Sewerage Network fund budget submission to proceed to the next stage of budget preparations. The recommendation also included that modelling be undertaken for a possible loan to complete additional sewer relining of the sewerage reticulation network. Subsequently, the Budget Committee recommended modelling of a \$3,000,000 loan (including repayments) to be included in the budget model.

This report provided the amended draft 2018/19 Sewerage Network Fund Budget to accommodate the loan, the associated interest & principal repayment and the additional sewer relining capital works of \$3,000,000 and 8% increase in sewerage utility charges.

Resolution No. BUD/05.2018/124

Moved Cr Schefe

Seconded Cr Newman

That the Committee recommend to the Mayor, the inclusion of the amended Sewerage Network fund budget submission in the draft 2018/19 budget to accommodate the loan, the associated interest & principal repayment and the additional sewer relining capital works of \$3,000,000 and 8% increase in sewerage utility charges.

CARRIED

5/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. McMullen	
Cr. Newman	
Cr. Schefe	
Cr. Stanford	

Responsible Officer

**Manager - Water, Sewerage & Gas
 Manager – Communication, Information & Administration Services
 Lead Rates and Utilities Billings Officer / System Administrator
 Contractor - Finance**

Item Number:

C.3

File Number: D18/39801

SUBJECT HEADING:

PROMPT PAYMENT DISCOUNT – GENERAL RATES

Councillor’s Title:

Cr. Jan Chambers

Executive Summary:

A proposal was tabled to change the prompt payment discount on General Rates.

Resolution No. BUD/05.2018/125

Moved Cr Chambers

Seconded Cr Schefe

That the Committee recommend to the Mayor the reduction of the prompt payment discount on General Rates to 5% for inclusion in the draft 2018/19 budget.

CARRIED

5/1

Cr. Golder called for a division of the vote. The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Chambers	Cr. Golder
Cr. McMullen	
Cr. Newman	
Cr. Schefe	
Cr. Stanford	

Responsible Officer	Manager – Communication, Information & Administration Services Lead Rates and Utilities Billings Officer / System Administrator Contractor - Finance
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 5.42PM

These Minutes are to be confirmed at the next General Meeting of Council to be held on 13 June 2018, at the Roma Administration Centre .

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Mayor.

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Date.