

# BUSINESS PAPER

## Special Meeting

**Friday 21 December 2018**

Council Chambers

### NOTICE OF MEETING

Date: 18 December 2018

Mayor:

Councillor T D Golder

Deputy Mayor:  
Councillors:

Councillor J L Chambers  
Councillor N H Chandler  
Councillor P J Flynn  
Councillor G B McMullen  
Councillor W M Newman  
Councillor C J O'Neil  
Councillor D J Schefe  
Councillor J M Stanford

Chief Executive Officer:

Ms Julie Reitano

Senior Management:

Mr Rob Hayward (Deputy Chief Executive Officer/Director  
Corporate, Community & Commercial Services)  
Ms Sharon Frank (Director Corporate, Community & Commercial  
Services)

Please find attached agenda for the **Special Meeting** to be held at the Council Chambers on **December 21, 2018 at 11.00AM**



Julie Reitano  
**Chief Executive Officer**

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	Prepared by: Chief Executive Officer	

**Confidential Items**

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items that it's Councillors or members consider it necessary to close the meeting.

**C Confidential Items**

**C.1 Internal Review - Bottle Tree Development**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**C.2 Verbal Update - Flood Mitigation**

**Classification:** Closed Access

Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

**Closure**

**OFFICER REPORT**

**Meeting:** Special 21 December 2018

**Date:** 18 January 2019

**Item Number:** 6.1

**File Number:** D19/3623

**SUBJECT HEADING:** Verbal Update - Annual Report

**Classification:** Open Access

**Officer's Title:** Chief Executive Officer

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**Executive Summary:**

An update was provided to Council following **Resolution No. GM/12.2018/65** at its meeting on 12 December 2018.

Following the internal feedback period, Council's permission was sought to further refine the design and contents.

**Officer's Recommendation:**

That Council approve the graphical design with the standardisation of layout of each function and refinement of content with the completed information available for Councillors prior to loading onto the Council website.

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**Individuals or Organisations to which the report applies:**

***Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?***

(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Nil

**Acronyms:**

**Are there any industry abbreviations that will be used in the report?**

*Note: This is important as particular professions or industries often use shortened terminology where they refer to the matter on a regular basis. However, for individuals not within the profession or industry it can significantly impact the readability of the report if these aren't explained at the start of the report).*

Acronym	Description
Nil	Nil

**Context:**

***Why is the matter coming before Council?***

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

**Resolution No. GM/12.2018/65**

**That Council:**

1. **Adopt the 2017/18 Annual Report for Maranoa Regional Council allowing for a brief internal feedback period for fine tuning prior to publication.**
2. **Publish the report on Council's website within two (2) weeks of adopting the Annual Report, in compliance with s182(4) of the Local Government Regulation 2012.**
3. **Endorse the submission of the 2017/18 Annual Report to the Australasian Reporting Awards.**
4. **Make the 2017/18 Annual Report available for sale at cost price for those wishing to purchase the document.**

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:**

**What does the legislation and other statutory instruments include about the matter under consideration?** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

<Provide details>

**Council Policies or Asset Management Plans:**

**Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?**

(Quote/insert the relevant section's wording / description within the report)

<Provide details>

**Input into the Report & Recommendation:**

**Have others' views or input been sourced in developing the report and recommendation to Council? (i.e. other than the report author?) What did each say?** (Please include consultation with the funding body, any dates of critical importance or updates or approvals required)

<Provide details>

**Funding Bodies:**

**Is the project externally funded (or proposed to be)? If so, are there any implications in relation to the funding agreement or grant application.** (Please do not just include names)

<Provide details>

**This Financial Year's Budget:**

**Will the matter under consideration impact how much Council collects in income or how much it will spend? How much (\$)?? Is this already included in the budget? (Include the account number and description).**

**If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) What will not be done as a result?**

<Provide details>

**Future Years' Budgets:**

**Will there need to be a change in future years' budgets to cater for a change in income or increased expenditure as a result of Council's decision? How much (\$)??** (e.g. estimate of additional maintenance or operating costs for a new or upgraded project)

<Provide details>

**Impact on Other Individuals or Interested Parties:**

*Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns?*

(Interested Parties Analysis - IS9001:2015)

<Provide details>

**Risks:**

*What could go wrong if Council makes a decision on this matter? (What is the likelihood of it happening and the consequence if it does)* (List each identified risk in a table)

Risk	Description of likelihood & consequences
<Insert Risk>	<Provide details>

**Advice to Council:**

*What do you think Council should do, based on your skills, qualifications and experience, your knowledge of this and related matters, and the facts contained in the report?*

(A summary of what the employee thinks Council needs to hear, not what they think individual Councillors want to hear – i.e. employees must provide sound and impartial advice – the employee’s professional opinion)

<Provide details>

**Recommendation:**

*What is the ‘draft decision’ based on the advice to Council?*

*Does the recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?*

(Note: recommendations if adopted by Council become a legal decision of government and therefore must be clear and succinct about the action required by employees (unambiguous)).

*Does this recommendation suggest a decision contrary to an existing Council policy? If so, for what reason?*

<Provide details>

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Measure and report on what we've done

2.5.2 Measure and communicate our financial performance on a monthly, quarterly and annual basis to the community and other stakeholders.

**Supporting Documentation:**

Nil

**Report authorised by:**

Chief Executive Officer