

BUSINESS PAPER

General Meeting

Wednesday 24 July 2019

Roma Administration Centre

NOTICE OF MEETING

Date: 19 July 2019

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
Development, Facilities & Environmental Services)
Ms Sharon Frank (Director Corporate, Community & Commercial
Services)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on **July 24, 2019 at 10.00AM.**



Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Roma Administration Centre on 14 August 2019.

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 Request for Reduction in Trading Terms**
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 Rates Concession - Assessment 11004793

Classification: Closed Access

Local Government Regulation 2012 Section 275(d) rating concessions.

C.3 Atlas Lateral Project Pipeline Licence

Classification: Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.

C.4 Renewal of Lease over Lot 40 on WV1113

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.5 Offer for Council to Purchase Land

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.6 Application for Permit to Occupy over section of Road Reserve adjacent Lot 9 on SP295220

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.7 171 Alice Street - Insurance Claim

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.8 Bassett Park - Rodeo Arena Fencing and Surface Upgrade Project Report

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.9 Recommendation from Roma Saleyards Advisory Committee - Roma Saleyards Tours

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.10 Originating Application No. 3784 of 2018 and No. 69 of 2019

Classification: Closed Access

Local Government Regulation 2012 Section 275(f) starting or defending legal proceedings involving the local government.

C.11 Draft Operational Plan - Part 1

Classification: Closed Access

Local Government Regulation 2012 Section 275(c) (h) the local government budget; AND 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.

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Closure

MINUTES OF THE GENERAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 10 JULY 2019 COMMENCING AT 9.09AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. J L Chambers, Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano, and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate, Community & Commercial Services – Sharon Frank, Deputy Director Infrastructure Services/Strategic Road Management - Cameron Hoffmann, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Environment, Health, Waste & Rural Land Services – Kay Crosby, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Economic & Community Development – Ed Sims, Lead Animal Control / Community Safety Officer – Gavin (Jason) Scott, Project Officer Program & Contract Management – Luci Gunning.

GUESTS

There were no guests in attendance at the meeting.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.09am.

APOLOGIES

Resolution No. GM/07.2019/01

Moved Cr Newman

Seconded Cr Stanford

That apologies be received and leave of absence granted for Councillors O’Neil and Chandler for this meeting.

CARRIED

7/0

CONFIRMATION OF MINUTES

Resolution No. GM/07.2019/02

Moved Cr Chambers

Seconded Cr Scheffe

That the minutes of the General Meeting held on 26 June 2019 be confirmed.

CARRIED

7/0

Resolution No. GM/07.2019/03

Moved Cr Flynn

Seconded Cr Newman

That the minutes of the Budget Submissions & Financial Planning Standing Committee Meeting held on 2 July 2019 be confirmed.

CARRIED

7/0

DECLARATION OF CONFLICTS OF INTEREST

Cr. Scheffe declared a 'Conflict of Interest' with the following item:

- C.12 – Bassett Park – KD Bar Extension Project

due to his brother being 'President' of one of the groups consulted with for the project under consideration.

Cr. Scheffe foreshadowed that he would remove himself from discussions and decisions on this matter.

Cr. Flynn declared a 'Conflict of Interest' with the following item:

- C.12 – Bassett Park – KD Bar Extension Project

due to him being 'Treasurer' of the Easter in the Country Committee, an organisation mentioned in discussions on this matter.

Cr. Flynn foreshadowed that he would remove himself from discussions and decisions on this matter.

ON THE TABLE

Item Number:

5.1

File Number: D19/57753

SUBJECT HEADING:

**REVISED EXPENSES REIMBURSEMENT POLICY
(COUNCILLORS)**

Officer's Title:

Chief Executive Officer

Executive Summary:

The report sought adoption of a revised Expenses Reimbursement Policy (Councillors).

Resolution No. GM/07.2019/04

Moved Cr Chambers

Seconded Cr Newman

That Council adopt the revised Expenses Reimbursement Policy (Councillors) as presented, and as follows:

1. Purpose

The purpose of this policy is to:

- Provide authorisation for the payment of reasonable expenses incurred, or to be incurred, by Councillors, while carrying out their duties and responsibilities under the *Local Government Act 2009*.
- Ensure that Councillors are provided with the necessary facilities to carry out their Councillor duties.
- Provide accountability and transparency in the expenditure of public funds.

Prior to seeking authorisation for the payment of reasonable expenses or seeking provision of the facilities referred to in this policy, all Councillors must complete the 'Councillor Options Form' included in Appendix A to this policy.

2. Scope

This policy applies to all Councillors of Maranoa Regional Council, and is made pursuant to Sections 249, 250 and 251 of the *Local Government Regulation 2012*.

Spouses, partners, family members or associates of Councillors are not entitled to:

- reimbursement of expenses; or
- use of Facilities (as defined in this policy) allocated to Councillors unless expressly permitted in accordance with this policy and paid for by the Councillor.

3. Definitions

Councillors	Mayor, Deputy Mayor and all persons elected as a Councillor for the current term of Council (2016-2020).
Council Business	<p>Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government and the community. This includes:</p> <ul style="list-style-type: none"> • Attending or preparing for General or Special Meetings or Advisory Committees, workshops, deputations and inspections; • Advocacy to other tiers of government; • Council community engagement activities including advisory committees and town meetings; • Council civic and ceremonial events; • Professional development; • Deputations or meetings with residents of the local government area about Council matters; • Councillor Portfolio activities; • Council/Councillor representation at local government events; • Matters otherwise resolved by Council.

	Council Civic and Ceremonial Events	<p>Events primarily for the residents of the region (where organised by Council), including:</p> <p>Anzac Day Ceremonies Australia Day Ceremonies and/or Celebrations Remembrance Day Ceremonies Official Openings of Council Projects Citizenship Ceremonies Council Arranged Events to recognise citizens' contributions to the region (e.g. Launch of Volunteer Week, Seniors Week).</p> <p>The format of the event's proceedings may:</p> <ul style="list-style-type: none"> • Include dignitaries and other invited guests, including representatives of the Federal and State Government; • In whole or part be governed by the Federal or State Government.
	Industry Events	<p>Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.</p>
	Community Initiated and Arranged Events	<p>Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.</p>
	Community Engagement	<p>A planned process of communication, participation and relationship building by encouraging the community, business, State and Federal Government, and other key stakeholders to provide input into Council's determination of priorities, decisions or policies or to advocate on issues of importance to Council. This includes participating in:</p> <ul style="list-style-type: none"> • Advisory Committees; • Councillor Out & About programs; • Town Meetings; • Representation on community committees as a Council representative; • Project specific engagement activities. <p>Refer also Council's Community Engagement Framework.</p>

Expenses	<p>Payments made by Council for Councillors' reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed or paid directly by Council.</p> <p>Expenses are not included in remuneration.</p>
Facilities	<p>Equipment, resources and administrative support (employee time) that facilitate the performance of Councillor duties.</p>
Professional Development	<p>All types of facilitated learning opportunities, both mandatory and discretionary.</p> <p>Mandatory Professional Development:</p> <p>Where Council resolves that all Councillors are to attend a specific course, conference, workshop or external meeting for skills development related to a Councillor's role. E.g. Councillor Induction, Legislative obligations, Code of Conduct and meeting procedures.</p> <p>Discretionary Professional Development:</p> <p>Discretionary Professional Development is considered to be Council approved training where Councillors choose to attend, and is identified as relevant to their role as a Councillor (other than mandatory training as outlined above).</p>
Reasonable	<p>Refers to what would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds.</p>

4. Details

4.1 KEY PRINCIPLES

This policy has been written to reflect the following key principles outlined in the *Local Government Act 2009*:

- Transparent and effective processes, and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;

- Good governance of, and by, local government;
- Ethical and legal behaviour of Councillors and local government employees.

The policy aims to provide a range of options for Councillors to select which best meet their personal circumstances, while still complying with the local government principles in the performance of their responsibilities.

4.2 APPROVAL AND AUTHORISATION

Council officers will provide the specified facilities and administer expenses in accordance with this policy and the processes approved by the Chief Executive Officer for:

- payments made for or on behalf of Councillors; or
- payments to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor); or
- reimbursement to a Councillor for expenses incurred by a Councillor; or
- issue of invoices to Councillors where reimbursement of ancillary personal expenses is permitted under this policy (only where incurred concurrently in the performance of a Councillor's responsibilities – e.g. travel).

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor advising whether or not they require a Council issued credit card – to be used in accordance with this policy.

The payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval for costs associated with travel outside the region and budget provisions.

Where Councillors claim reimbursement or are accountable for acquittal of expenses incurred via a credit card, payment forms / copies of receipts or other supporting documentation must be signed by the requesting Councillor and the officer delegated by the Chief Executive Officer.

Whilst this policy establishes clear accountabilities there may be instances where the particular circumstances of a Councillor has not been envisioned in this policy. Such request can be brought to Council for a decision, and an amendment made to the policy if required.

4.3 EXPENSES

4.3.1 Council Business & Other Events

Where Councillors are attending to Council Business or other events defined in this policy, Council will pay for relevant expenses, including tickets, associated with that activity:

- Council Business
- Council Civic and Ceremonial Events
- Industry Events
- Community Initiated and Arranged Events

In the instance of spouses, partners, family members or associates of Councillors wishing to accompany the Councillor to community or industry events and/or travel outside the region with the Councillor, such attendance will not include participation in Council Business (other than ancillary social events) and will be at no cost to Council. Whichever is the most practical in the circumstances, arrangements for such attendance will be as follows:

- (a) The Councillor or other person will book and pay for the event participation directly to the relevant organisation/business; or
- (b) Payment will be made concurrently with the normal administrative processes for this policy where advised by the Councillor prior to the RSVP date, with the cost of such attendance reimbursed to Council via a Council invoice.

Where a Councillor is accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor attending (e.g. airfares, meals, accommodation - number or size of rooms) where the amount is reasonably practical to quantify.

4.3.2 Professional Development

Council will reimburse expenses incurred for:

- Mandatory Professional Development; and
- Discretionary Professional Development.

Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.

Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.

Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.

4.3.3 Flights, Transport

Payment for all flights will be made by the officer delegated by the Chief Executive Officer, or via a Council issued credit card. Other than in the case of an after-hours emergency, personal or non-Council credit cards or accounts/funds are not to be used for the purposes of airfares for Council Business if reimbursement is sought.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise if Frequent Flyer points will accrue while on Council Business.

Where a Councillor identifies Option 2 (Section 4.3.3 of the form), a record will be maintained with the Elected Members Support & Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights. Redemption of points for Council Business will be through either:

- a) points plus pay (by the Councillor using the Council credit card); or
- b) via the website for reward seats, booked by the Elected Members Support & Community Engagement Officer in consultation with the Councillor (to facilitate access to the site).

The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.

In the case of airfares, generally Economy fares as a cost effective option will be used unless otherwise resolved by Council. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council Business.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council Business, will be the responsibility of the Councillor incurring the fine. Toll fees will be reimbursed or paid for by Council.

Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. trains, taxis, buses and ferry fares).

Council recognises that in some instances Councillors may wish to remain at the travelled location for a further time. As such, Council accepts that Councillors may remain provided it incurs no additional costs for the travel or accommodation (4.3.4).

This extends to ensuring any airline / transit fares are no more than what would have been incurred had the Councillor returned at the end of the official business. Should the costs be additional to what Council would ordinarily be responsible for these costs must be borne by the Councillor.

Costs for incidental personal travel expenses ancillary to travel outside the region for Council Business must be met by the Councillor.

4.3.4 Accommodation

All Councillor accommodation for Council Business will generally be booked and paid for by Council through the normal administrative processes approved by the Chief Executive Officer.

Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts – e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit.

Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the town of Roma, Council will make available two options:

- Council provided accommodation; or
- Local accommodation service provider.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected accommodation type while attending Roma for Council Business and events covered by this policy.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Accommodation may also be made available for Councillors when attending to Council Business if it is impractical to return home for that evening or where travel is required the day before.

4.3.5 Meals and Beverages

Councillors are entitled to be provided with a meal including non-alcoholic beverages, or reimbursed for the cost of a meal and non-alcoholic beverages, when travelling or attending to Council Business upon presentation of an official tax invoice, provided:

- The Councillor incurs the cost personally;
- The meal was not provided as part of registration costs of an activity, or during a funded flight;

Expenses associated with alcohol, including alcohol from the minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.

Notwithstanding this clause, in instances where an elected member is hosting a dignitary/dignitaries at the invitation of Council, hospitality may include the purchase of meals or alcoholic beverages by either direct payment by Council or reimbursement to the Councillor.

4.3.6 Councillor Community Engagement (Excluding Caretaker Period)

Councillors may incur expenses for the purpose of conducting community engagement activities relevant to their portfolio or other business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).

Each Councillor has an allocation for conducting community engagement activities of \$3,000 per annum (any unspent funds cannot be carried forward to the subsequent financial year).

4.3.7 Additional Expenses for Mayor Hospitality

The Mayor may have occasion to incur hospitality expenses to entertain dignitaries while conducting Council Business.

The maximum amount of hospitality expenses that may be reimbursed to the Mayor, or paid for by Council, in this regard is \$4,000 per annum.

Notwithstanding clause 4.3.5, Mayor Hospitality pursuant to this clause may include the purchase of alcoholic beverages.

4.4 FACILITIES

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

All facilities (equipment, resources, administrative support) provided to Councillors at all times must be used for Council Business in line with this policy.

In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.

4.4.1 Office Space, Access to Meeting Rooms and Office Supplies and Equipment

Council provides an individual office for the Mayor, and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.

While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:

- Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support & Community Engagement Officers);
- Photocopier/scanner, and paper shredding arranged through the Elected Members Support & Community Engagement Officers;
- Council publications where available.
- Councillor letterhead arranged through the Elected Members Support & Community Engagement Officers and used in accordance with this policy;

The following stationery and office supplies will be made available in reasonable quantities to Councillors for official (Council) purposes arranged through the Elected Members Support & Community Engagement Officers;

- business cards
- customer contact cards
- 'with compliments' slips
- paper for printing
- notepaper
- pens
- other stationery as required from time to time (e.g. folders)

Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

4.4.2 Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events

Scheduling of appointments, meetings and invitations will be coordinated through the Elected Members' Support and Community Engagement Officers. All invitations / requests, however received, will be recorded and managed via Microsoft Outlook, with invitation Subject Headings clearly identifying the RSVP due dates.

As soon as dates are known, the meeting, appointment or event will be recorded and invitations sent via Microsoft Outlook to invited Councillors. To facilitate the scheduling of the diaries of all nine Councillors, Councillors are encouraged to blank out any specific times in their diaries where they are temporarily unavailable for Council Business appointments to assist with the planning process.

RSVP's in relation to invitations sent to Council will be provided by a Council representative, which will ordinarily be an Elected Members Support & Community Engagement Officer. RSVPs will be provided based on the responses received by the RSVP date – either electronically through (a) Elected Member Diary Meetings or (b) Electronic Diary Invitations.

(a) Elected Member Diary Meetings

An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors. Meetings will generally take place from 9.00am - 9.45am on Workshop day preceding the Council meeting (approximately once a fortnight), or at an alternative time if periodically required due to other Council commitments or officer availability.

The Elected Members Support & Community Engagement Officer will seek to obtain:

- Guidance about preferred dates for official openings and collective community engagement initiatives;
- Advice on attendees for the various appointments, meetings and other functions/events where Council representation has been requested, RSVP's are required or other guests/visitors' (e.g. Ministers or other government representatives') attendance needs to be coordinated.

The joint scheduling and central coordination of all Councillors' electronic diaries helps to:

- Provide quick and easy visibility to identify dates and Councillors' (including the Mayor's) availability for planning purposes;
- Maximise Councillor attendance at Council initiated events;
- Maximise Councillors' attendance where possible where Council is invited to provide representation within or outside the region;
- Enable RSVP's to be efficiently responded to on behalf of Council (attendees/apologies);
- Identify early where speech notes need to be researched for the attending Councillor/Mayor;
- Ensure sufficient time is available to prepare for events including invitations / guests, ordering of plaques, catering and advertising for community participation;
- Provide a safety net (cross check) so that all Councillors are aware of upcoming events and have the opportunity to participate where practical and invited to do so;
- Identify instances where the Mayor is unable to attend and to facilitate the delegation of the responsibility to represent Council to another Councillor or Councillors.

An example of this is for Anzac Day ceremonies where there are multiple ceremonies across the region within a short period of time and given the distance involved it is not possible for one person to be at multiple places at the same time.

(b) Electronic Diary Invitations

Due to high volume of diary events pertaining to Councillors each year, Councillors' diaries are managed electronically through Microsoft Outlook by an Elected Members Support & Community Engagement Officer. Not only does this reduce printing and paper costs, it also provides automatic record-keeping and effective, efficient and economical management of public resources, with invitations sent to all Councillors in one step, and individual Councillors are able to indicate their attendance by clicking on 'Accept'.

Alternatively, Councillors may wish to use a mix of Option (a) and (b) depending on availability.

(c) Diary Entries' Printing / Record Keeping

In lieu of (a) and (b) Councillors may elect to have their diary entries (appointments, meetings, events) printed to view, and accept or decline in writing (on the printed copy) or verbal advice to the Elected Members Support & Community Engagement Officer or delegate.

Where this is a Councillor's preference, the Elected Members Support & Community Engagement Officer or delegate will undertake the following additional steps for the Councillor/s selecting this option:

- print diary entries;
- Accept or Decline based on the Councillor's written or verbal advice;
- Store associated records / advice confirmations;
- Print a copy of the calendar for the week in advance and the month ahead.

The Councillor will meet on a weekly basis with the Elected Members Support & Community Engagement Officer or delegate at a mutually agreed time to provide the Councillor's advice on attendance for each appointment/meeting/event.

This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;
- in the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the *Local Government Act 2009*.

Where the Mayor is unable to attend a particular appointment/meeting/event, such advice is to be provided to the Elected Members Support & Community Engagement Officer by the RSVP date and in sufficient time to enable alternative speech preparations to be made.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected option for diary management.

4.4.3 Other Administrative Support to Elected Members and Use of Letterhead

Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to:

- Customer Requests
- Complaints
- Council Meeting Correspondence

All Customer Requests and/or Complaints are to be administered in accordance with the adopted policies.

Administrative support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.

Administrative support and letterhead for elected members is provided solely for the purpose of:

- letters of support for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor) provided that:
 - the content is consistent with the role of a Councillor;
 - an individual Councillor is not speaking for or on behalf of Council;
 - the letter does not indicate or provide Council in-kind or financial support;

- the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council.
- invitations to individual community engagement initiatives;
- congratulatory or thank-you messages;
- advocacy to other tiers of government for Council Business reflecting Council's position on matters;
- facilitating the reimbursement of expenses and other arrangements under this policy;
- preparation of speech notes where the request is received from the Councillor in sufficient time to enable information to be collated – as a general guide:
 - dot points (3) clear business days of the event;
 - 5 clear business days (full speech);
- acknowledgement letters/e-mails for correspondence to the Elected Members' Office;
- assisting with professional development arrangements and resources for elected members.

To remove any doubt, at no time is:

- Administrative support to be used to direct or facilitate the direction of Council employees (Section 170 of the *Local Government Act 2009*).
- A Councillor's letterhead or individual e-mail addresses to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.
- Seek to direct staff in contravention of this policy.

4.4.4 Maintenance Costs of Council Equipment

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

4.4.5 Insurance Cover

In accordance with Section 107 of the *Local Government Act 2009*, Council will take out professional indemnity and Workers Compensation Insurance cover for Councillors while carrying out their legislative responsibilities.

Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business).

4.4.6 Uniform

On an 'as needed' basis Council will provide Councillors with the following corporate uniform as supplied by Council's preferred supplier arrangement:

- Name Badge
- Corporate branded shirts (upon request)
- Corporate branded jacket (upon request)
- Personal Protective Equipment (PPE) as required in the discharge of official duties

4.5 VEHICLES

The aim of this policy is to ensure that no Councillor is financially disadvantaged by undertaking their Councillor responsibilities. However, it is recognised that due to an individual's personal/business circumstances their preference may be to use their private vehicle for all travel.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.

4.5.1 Vehicle

- **Option 1 or Option 2 (Council Owned Vehicle)**

Due to the size of the Maranoa Regional Council area (58,834.5km²), and to ensure Councillors participate in Council and community events across the region, a fully serviced, Council owned vehicle will be made available to Councillors who would like to access these options. This will include the provision of a break down service and fuel card for Council Business use.

The type of vehicles made available to Councillors considers the large area and distances covered within the Council area, and the fact that rural roads are predominantly gravel. Night travel is also necessary for Councillors in attending to Council Business.

Councillors will be provided with a 'fit for purpose' 4WD vehicle or similar vehicles considering individual location, value for money and the context of the abovementioned considerations.

Use of the vehicle is for Council Business and associated events only and is subject to compliance with any applicable motor vehicle policy adopted by Council from time to time.

- **Option 2 (Purchase of Limited Private Use)**

Councillors may enter into a private use agreement of the Council issued vehicle including for limited and reasonable private use (Note: To remove any doubt, travel to/from home wholly or mainly to undertake Councillor responsibilities is considered Council Business and not private use for the purpose of this policy).

The cost of limited private use at the commencement of this option was \$3,500 per annum (indexed annually by CPI 30 June).

Fuel purchased outside the Maranoa Regional Council area is to be covered by the Councillor if the vehicle is being used for private use.

The set private use agreement fee will be deducted automatically from the fortnightly Councillor remuneration payments.

It is recognised that from time to time, another person, with the Councillor's consent, may drive the vehicle. In those instances, the Councillor must be aware of the general exclusions under Council's insurance policy. Specifically, a Councillor may be required to reimburse Council for any payments incurred by Council as a consequence of a claim made relating to the private use of a Council vehicle, where that claim is not covered by Council's insurance policy.

- **Option 3 or 4 (Private Vehicle for Council Business)**

-

Due to their personal / business arrangements, a Councillor may prefer to use their private vehicles for undertaking their Councillor responsibilities.

It should be noted that Council insurance does not cover private vehicles used for Council Business.

For the purpose of this policy, Council has determined that the allowance for use of a motor vehicle will be 88c/km (subject to annual review). Any claim is to be based on log book details to substantiate the relevance of the travel for Council Business.

Details of the private use is to be recorded on a Councillor Expense Claim Form.

4.6 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND COMMUNICATIONS

4.6.1 Mobile Devices (Calls and Data)

The aim of this policy is to ensure that Council have a range of options for how they would like to be contactable while undertaking their Councillor responsibilities.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.

Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

4.6.2 Form of Councillor Communications for Correspondence

Due to high volume of correspondence received and documents generated by Council each year, these are managed electronically through Council's electronic document management system and Microsoft Outlook.

Not only does this reduce printing and paper costs, it automates a large part of Council's legislative record-keeping responsibilities, and assists in the effective, efficient and economical management of public resources.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option (i.e. electronic or printed/written format).

In lieu of electronic receipt and responses in relation to correspondence, Councillors may elect to have copies printed to view and to provide instructions in paper/written format.

Where this is a Councillor's preference, an Executive Services Officer will:

- Print correspondence including correspondence sent to the Councillors' internal e-mail address;
- Enter the notes in Council's document management system and workflow the document to the relevant area.

The Councillor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's written advice on each piece of correspondence.

Where a Councillor has selected to receive correspondence electronically, Attachment A ('**Councillor Options Form**') seeks clarification whether it is to be used for external correspondence direct to the Councillor noting that all internal communications will be direct to the Councillor address.

4.6.3 Other Methods of Contact for Council and Councillors

A number of e-mail address contacts for contacting Council to request a service, information or action are available on the Council website:

council@maranoa.qld.gov.au

customer.service@maranoa.qld.gov.au

As some government correspondence (e.g. from Ministers) and residents prefer to send correspondence electronically to Council and Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence:

Office of the Mayor mayor@maranoa.qld.gov.au

Mayor and Councillors councillors@maranoa.qld.gov.au

Multiple Council officers will have access to the above e-mail accounts to help ensure the continuity of service delivery to Council in accordance with this policy.

A copy of requests from customers for a service, information or action, received through the above e-mail addresses will be acknowledged and managed in accordance with Council's adopted Customer Request Policy, for example, the request will be forwarded to:

customer.service@maranoa.qld.gov.au

A copy of correspondence from customers in relation to something that Council or one of its representatives has done or failed to do will be acknowledged and managed in accordance with Council's adopted Complaint Management Policy & Processes. Administrative action complaints, for example, will be forwarded to:

internal.review@maranoa.qld.gov.au

5. Related Legislation and Policies

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Council Policies developed and reviewed from time to time in relation to:

- Credit Cards
- Councillors' Motor Vehicles
- Customer Service
- Complaints Management
- Mandatory Councillors' Code of Conduct (State Government)

6. Associated Documents

Nil

7. Revision History

Policy Revision	Approval Date	Internal Reference
1.00	25 January 2017	D17/3993 GM/01.2017/20
2.00	27 March 2019	D19/22790 GM/03.2019/108
3.00	10 July 2019	GM/07.2019/04

APPENDIX A – COUNCILLOR OPTIONS FORM

SELECTION OF OPTIONS

Decision 1 – Council issued credit card (Credit card facility)

Section 4.2

Expenses or Facilities Incurred / used by Councillors	New Councillor Checklist: (Please tick to select preferred option)	
	Option 1	Option 2
Credit card facility	Council issued credit card <input type="checkbox"/>	No Council credit card <input type="checkbox"/>

Reminder:
 Payment for all flights will be made by the officer delegated by the Chief Executive Officer (generally the Elected Member Support & Community Engagement Officer), or via a Council issued credit card.

Councillor Initial: _____

COUNCILLOR NAME:
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 2 – Frequent flyer program

Section 4.3.3

Expenses or Facilities Incurred / used by Councillors	Councillor Selected Option (tick applicable box)	
	Option 1	Option 2
Frequent Flyer points will accrue while on Council Business	No <input type="checkbox"/>	Yes <input type="checkbox"/>

Reminder:

Where a Councillor identifies Option 2 (Section 4.3.3 of the form), a record will be maintained with the Elected Members Support & Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights. Redemption of points for Council Business will be through either:

- points plus pay (by the Councillor using the Council credit card); or
- via the website for reward seats, booked by the Elected Members Support & Community Engagement Officer in consultation with the Councillor (to facilitate access to the website).

The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.

Councillor Initial: _____

COUNCILLOR NAME:
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 3 – Accommodation Preference within Roma for Councillor's Use while on Council Business or events where invited as a Councillor

Section 4.3.4

Expenses or Facilities Incurred / used by Councillors	Councillor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Not required
Accommodation for Councillor's Use	Council provided accommodation <input type="checkbox"/>	Local accommodation services provider (i.e. motel) <input type="checkbox"/>	<input type="checkbox"/>

Reminder:

Where a Councillor wishes to be accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor's accommodation (e.g. number or size of rooms) where the amount is reasonably practical to quantify.

Councillor Initial: _____

COUNCILLOR NAME:
COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

3

Decision 4 – Diary management

Section 4.4.2

Expenses or Facilities Incurred / used by Councillors	Elected Members Support & Community Engagement	Councillor's Selected Option (Tick applicable box)	
		Option 1	Option 2
Diaries & Administrative Support for Diary Management – Appointments, Delegations, Meetings, Functions, Events	Calendar invitations received or initiated by Council for Councillors entered into Microsoft Outlook	Electronic This includes many electronic (printing infrequently upon request – e.g. for larger attachments) <input type="checkbox"/>	Printed <input type="checkbox"/>

Reminder:

An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors ("Diary meetings"). Meetings will generally take place from 9.00am – 5.15pm on Workshop day preceding the Council meeting (approximately once a fortnight), or at an alternative time if periodically required due to other Council commitments or officer availability.

For Councillors selecting Option 2:

Councillors will meet collectively (generally on a weekly basis) with the Elected Members Support & Community Engagement Officer or delegate at a mutually agreed time to provide the Councillor's advice on attendance for each appointment/meeting/event.

This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;
- in the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the Local Government Act 2009 (by RSVP date to a low sufficient time for alternative speech arrangements to be made).

Councillor Initial: _____

COUNCILLOR NAME:
COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

4

Decision 5 – Vehicle

Section 4.5

Expenses or Facilities Incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)			
	Option 1	Option 2	Option 3	Option 4
Vehicle	Council Vehicle for Council Business Use OR Council Private Use <input type="checkbox"/>	Council Vehicle – Council Business Use Purchase of <u>Leased</u> Vehicle (Use by Councillor) <input type="checkbox"/>	Use of Private Vehicle Allowance based on <u>cost</u> of Council Business Use <input type="checkbox"/>	Use of Private Vehicle Council Business Use <input type="checkbox"/>
		Payment by Councillor to Council of \$2,500 per annum (RMSM) by 30 June 2020. Council will periodically review vehicle to ensure reasonable use of usage to individual Councillor payments pursuant to this option. Excessive usage may, subject to a Council resolution, result in an additional Councillor payment being required.	50c per km of Council Business use (log book maintained and copies provided as part of the payment request) paid to the Councillor.	In the absence of a Log Book, the Councillor acknowledges that no claim for reimbursement can be made to Council for a contribution or reimbursement of expenses associated with use of a Private Vehicle for Council Business Use.

Councillor Initial: _____

COUNCILLOR NAME:
COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

5

Decision 6 – Information and Communication Technology (ICT) Equipment

Section 4.6.1

Expenses or Facilities incurred or used by Councillors	Councillors Selected Option (Tick applicable box)				
	Option 1	Option 2	Option 3	Option 4	Option 5
Mobile Devices for Councillors Use	Personal Mobile (Smart) Phone	Personal Mobile (Smart) Phone + Cell reimbursement to personal phone number	Personal Mobile Phone	Personal Mobile Phone	Personal Mobile Phone
	Personal PDA (choice of 4.7 inch or 12.5 inch)	Personal PDA (choice of 4.7 inch or 12.5 inch)	Personal PDA (choice of 4.7 inch or 12.5 inch)	Personal PDA (choice of 4.7 inch or 12.5 inch)	No mobile access to Council information
Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Data (includes Council secured fixed cost monthly plan for data and data within Australia)	Council steps notification of urgent services
Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Council business, specifically:	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Council business, specifically:	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Council business, specifically:	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Council business, specifically:	Council will only pay for the purchase and arrange installation and support of Software Applications or Apps, or individually priced services that are required to conduct official Council business, specifically:	

COUNCILLOR NAME: _____
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Microsoft Outlook (e-mail and Calendar) and Microsoft Office Suite	Microsoft Outlook (e-mail and Calendar) and Microsoft Office Suite	Microsoft Outlook (e-mail and Calendar) and Microsoft Office Suite	Microsoft Outlook (e-mail and Calendar) and Microsoft Office Suite	Microsoft Outlook (e-mail and Calendar) and Microsoft Office Suite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

With 'Mail Browsers' about Council Business are not to be sent from personal mobile phones to ensure compliance with the Public Records Act 2002. Any record of DMO are to be kept and included in Council's system.

Phone number to be displayed on the Council website and other external Council communication networks	<input type="text"/>
Phone number to be displayed on Council internal communication networks (contact by a Councillor or Council Officer)	<input type="text"/>

Reminder:

Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

Councillor Initial: _____

COUNCILLOR NAME: _____
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 7 – Councillor Communications for Correspondence

Section 4.6.2

Expenses or Facilities incurred or used by Councillors	Councillors Selected Option (Tick applicable box)	
	Option 1	Option 2
Communications	Electronic <input type="checkbox"/>	Paper <input type="checkbox"/> <i>Note: Spam/Marketing/Junk Mail will be separately sorted.</i>
If using your Councillor e-mail address to correspond externally, please tick.	External contact – Councillor address <input type="checkbox"/>	

Reminder:

In lieu of electronic receipt and responses in relation to correspondence, Councillors may elect to have copies printed to view and provide instructions in paper/written format. The Councillor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's written advice in relation to correspondence (date received / date instructions provided or noted on the correspondence).

Councillor Initial: _____

COUNCILLOR NAME: _____
 COUNCILLOR EXPENSES REIMBURSEMENT POLICY – COUNCILLOR OPTIONS FORM

Decision 8 – Speech Notes (As required)

Expenses or Facilities incurred or used by Councillors	Councillors Selected Option (Tick applicable box)		
	Option 1	Option 2	Option 3
Speech notes	Colombo	Full speech	Dependent on type of event
	Councillor requested to write (if request for speech notes (S) clear business days prior to the event)	Councillor requested to write (if request for speech notes (S) clear business days prior to the event)	Clear time table
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Councillor Signature _____

Date: _____
 13 / 19

CARRIED

6/1

Mayor 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. Scheffe	
Cr. Stanford	

Responsible Officer

Chief Executive Officer

BUSINESS

OFFICE OF THE CEO

Item Number:

10.1

File Number: D19/55219

SUBJECT HEADING:

**ANNUAL SHOW (PUBLIC) HOLIDAYS FOR 2020 –
MARANOA REGIONAL COUNCIL AREA**

Officer's Title:

Human Resources & Training Advisor

Executive Summary:

The Office of Industrial Relations invited Maranoa Regional Council to submit nominations for the show (public) holidays for 2020.

The 2020 Roma Agricultural Show was proposed for Friday 8 and Saturday 9 May 2020 and the 2020 Mitchell Agricultural Show is scheduled for Monday 11 and Tuesday 12 May 2020.

Resolution No. GM/07.2019/05

Moved Cr McMullen

Seconded Cr Stanford

That the Chief Executive Officer make application for Ministerial approval for the following special holidays:

- Friday 8 May 2020 for the 2020 Roma Annual Show Holiday; and
- Tuesday 12 May 2020 for the 2020 Mitchell Annual Show Holiday.

CARRIED

7/0

Responsible Officer

Human Resources & Training Advisor

Item Number: 10.2 **File Number:** D19/57763
SUBJECT HEADING: CORPORATE PLAN - MINOR AMENDMENTS
Officer's Title: Chief Executive Officer

Executive Summary:

Preparation of the draft Operational Plan continued and some minor amendments were identified for Council's consideration.

Resolution No. GM/07.2019/06

Moved Cr Stanford

That the matter lay on the table for further consideration at a later point during the meeting.

CARRIED

7/0

CORPORATE, COMMUNITY & COMMERCIAL SERVICES

Item Number: 11.1 **File Number:** D19/34272
SUBJECT HEADING: PROPOSED ANIMAL MANAGEMENT (AMENDMENT)
 LOCAL LAW AND SUBORDINATE LOCAL LAW
Officer's Title: Acting Executive Services Officer

Executive Summary:

The purpose of this report was to commence the local law making process for:

- *Animal Management (Amendment) Local Law (No.1) 2019,*
- *Animal Management (Amendment) Subordinate Local Law (No. 1) 2019; and*
- *Animal Management (Amendment) Subordinate Local Law (No. 2) 2019.*

Moved Cr Flynn

Seconded Cr Chambers

That Council resolves to propose to make each of:

- (a) **Animal Management (Amendment) Local Law (No. 1) 2019; and**
- (b) **Animal Management (Amendment) Subordinate Local Law (No. 1) 2019; and**
- (c) **Animal Management (Amendment) Subordinate Local Law (No. 2) 2019.**

NO VOTE TAKEN

Cr. Newman enquired as to whether each item (points a, b and c), could be voted on separately, raising her concerns with regard to point (c) of the recommendation. The reporting officer provided further information in response to Cr. Newman's concerns, which Cr. Newman in turn indicated that she was satisfied with and was willing to vote on the recommendation.

Cr. Flynn then moved the following procedural motion:

Resolution No. GM/07.2019/07
Moved Cr Flynn
That the motion be put.

Subsequently, the initial draft motion was voted on, with the outcome recorded as follows:

Resolution No. GM/07.2019/08
Moved Cr Flynn
Seconded Cr Chambers
Council resolves to propose to make each of:

- (a) **Animal Management (Amendment) Local Law (No. 1) 2019; and**
- (b) **Animal Management (Amendment) Subordinate Local Law (No. 1) 2019; and**
- (c) **Animal Management (Amendment) Subordinate Local Law (No. 2) 2019.**

CARRIED
5/2

Mayor 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. Schefe	
Cr. Stanford	

Responsible Officer
Acting Executive Services Officer
Item Number: 11.2
File Number: D19/53028
SUBJECT HEADING: SELECTIVE INSPECTION PROGRAM 2019
Officer's Title: Manager - Community Services
Executive Summary:

A Selective Inspection Program was proposed for all township areas within the Maranoa Regional Council Area. The selective inspection program will monitor compliance with the Animal Management (Cats and Dogs) Act 2008 regarding registration and regulated dog provisions.

The inspection program may result in remedial action being undertaken and infringements issued where non-compliance is observed.

Properties will be selected where a Council Authorised Person has a reasonable belief that an unregistered and/or regulated dog may be present on the premises.

Public notice of the selective inspection program will be given in the local newspaper on 9 August 2019 and on the Council website stating that the program will commence on Monday 2 September and conclude on Friday 29 November 2019.

Moved Cr Chambers

Seconded Cr Newman

That Council resolve:

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.
3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 2 September and conclude on Friday 29 November 2019.
4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of Subordinate Local Law No. 2 (Animal Management) 2011 where an Authorised Person has reasonable belief that an unregistered and/or regulated dog may be present.
5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 9 August 2019 and on the Council website stating that the program will commence on Monday 2 September and conclude on Friday 29 November 2019
6. Where non-compliance is observed, remedial action will be sought and infringements issued.

NO VOTE TAKEN

No vote was taken on the draft motion, with Cr. Chambers proposing the following procedural motion:

Resolution No. GM/07.2019/09

Moved Cr Chambers

Seconded Cr Newman

That Council suspend 'Standing Orders' to allow for all Councillors to speak on the matter should they wish to do so.

CARRIED

7/0

Resolution No. GM/07.2019/10

Moved Cr Chambers

Seconded Cr Newman

That Council resolve:

1. That under section 113(1) of the *Animal Management (Cats and Dogs) Act 2008* (AMCAD) Council approves a selective inspection program to allow authorised persons to enter and inspect selected properties in part of its local government area.
2. In accordance with section 113(5)(a) of the AMCAD Act 2008 the purpose of the program is to monitor compliance with the Chapter 3 registration and Chapter 4 regulated dog provisions of the AMA.

3. In accordance with section 113(5)(b) and (e) of the AMCAD Act 2008 the program will commence on Monday 2 September and conclude on Friday 29 November 2019.
4. In accordance with section 113(5)(c) of the AMCAD Act 2008 inspections may occur in premises situated within the townships of Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla and Yuleba being the areas defined as designated town areas in Schedule 13 of Subordinate Local Law No. 2 (Animal Management) 2011 where an Authorised Person has reasonable belief that an unregistered and/or regulated dog may be present.
5. In accordance with section 114 of the AMCAD Act 2008 a public notice will be given in the local newspaper on 9 August 2019 and on the Council website stating that the program will commence on Monday 2 September and conclude on Friday 29 November 2019
6. Where non-compliance is observed, remedial action will be sought and infringements issued.

CARRIED

6/1

Mayor 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. Schefe	
Cr. Stanford	

Responsible Officer	Manager - Community Services
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Item Number: 11.3

File Number: D19/54833

SUBJECT HEADING: ANNUAL VALUATION CONSULTATION FOR THE MARANOA REGION

Officer's Title: Rates and Utilities Billing Officer

Executive Summary:

Correspondence was received from the Department of Natural Resources, Mines and Energy seeking Council's opinion on whether a valuation is required for the Maranoa Region to be effective 30 June 2020.

Resolution No. GM/07.2019/11

Moved Cr Schefe

Seconded Cr Flynn

That Council advise the Department of Natural Resources that an annual valuation should be undertaken for the Maranoa Region this financial year.

CARRIED

6/1

Mayor 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. Schefe	
Cr. Stanford	

Responsible Officer	Rates and Utilities Billing Officer
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Item Number: 11.4

File Number: D19/55635

SUBJECT HEADING: DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE PLUMBING AND DRAINAGE REGULATION 2019

Officer's Title: Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Plumbing and Drainage Regulation 2019 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/12

Moved Cr Chambers

Seconded Cr Stanford

That:

1. Council under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Plumbing and Drainage Regulation 2019.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer	Governance Officer
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Item Number: 11.5

File Number: D19/55897

SUBJECT HEADING: DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE PLUMBING AND DRAINAGE ACT 2018

Officer's Title: Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Plumbing and Drainage Act 2018 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/13

Moved Cr Newman

Seconded Cr Schefe

That:

1. Council under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Plumbing and Drainage Act 2018.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer

Governance Officer

Item Number: 11.6

File Number: D19/55956

SUBJECT HEADING: DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE WASTE REDUCTION AND RECYCLING ACT 2011

Officer's Title: Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Waste Reduction and Recycling Act 2011 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/14

Moved Cr Flynn

Seconded Cr Stanford

That:

1. Council under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Waste Reduction and Recycling Act 2011.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer

Governance Officer

Item Number:

11.7

File Number: D19/55971

SUBJECT HEADING:

DELEGATION OF COUNCIL POWERS TO THE CHIEF EXECUTIVE OFFICER UNDER THE WASTE REDUCTION AND RECYCLING REGULATION 2011

Officer's Title:

Governance Officer

Executive Summary:

Council's delegations are reviewed and updated throughout the year according to changes in State Government legislation.

This report sought Council's approval for the delegation of Council powers under the Waste Reduction and Recycling Regulation 2011 to the position of Chief Executive Officer.

Resolution No. GM/07.2019/15

Moved Cr Newman

Seconded Cr Stanford

That:

1. Under section 257 of the *Local Government Act 2009*, resolve to delegate the exercise of powers contained in Schedule 1 of the Instruments of Delegation included in the officer's report, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instruments of Delegation for the Waste Reduction and Recycling Regulation 2011.
2. All prior resolutions delegating the same powers to the Chief Executive Officer are repealed.

CARRIED

7/0

Responsible Officer

Governance Officer

Item Number: 11.8 File Number: D19/54871

SUBJECT HEADING: AMENDMENT TO COUNCIL'S FEES AND CHARGES
SCHEDULE - RIGHT TO INFORMATION (RTI)
APPLICATION

Officer's Title: Manager - Communication, Information & Administration
Services

Executive Summary:

Council's Fees and Charges Schedule includes a fee associated with Right to Information (RTI) Applications. These fees are administered by the Right to Information Regulation 2012. An amendment to the regulation requires Council to update the relevant fees to reflect the legislative change.

Resolution No. GM/07.2019/16

Moved Cr Chambers

Seconded Cr Stanford

That Council note the need to amend the Fees and Charges Schedule as follows in line with the Right to Information Regulation 2012:

1. Increase the Right to Information (RTI) Application Fee to \$50.80; and
2. Increase Right to Information (RTI) Processing Charges to \$7.85, noting the condition that this fee is nil, if the agency spends no more than 5 hours processing the application; or \$7.85 per 15 minutes or part of 15 minutes, if the agency spends more than 5 hours processing the application.

CARRIED

7/0

Responsible Officer

**Manager - Communication, Information &
Administration Services**

Item Number: 11.9 File Number: D19/57244

SUBJECT HEADING: CONSIDERATION OF COUNCILLOR ATTENDANCE AT
THE NATIONAL SALEYARDS EXPO

Officer's Title: Lead Officer - Councillors' Support & Community
Engagement

Executive Summary:

The report sought to formalise councillor attendance at upcoming elected member training as part of enhancing strategy and policy development for Maranoa Regional Council.

Resolution No. GM/07.2019/17

Moved Cr Chambers

Seconded Cr McMullen

That Council:

1. Endorse the attendance of Cr. Flynn at the 2019 National Saleyards Expo on 23 - 25 July 2019 in Roma.

2. Endorse the attendance of remaining Councillors who have confirmed their availability to attend the Networking Dinner and/or Expo Dinner on 24 and 25 July respectively.
3. Draw the required funds from attending individual Councillor Conference budgets.

CARRIED

7/0

Responsible Officer

Lead Officer - Councillors' Support & Community Engagement

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1 File Number: D19/49448

SUBJECT HEADING: SHOWGROUNDS CAMPING POLICY

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

Council currently allows camping at Bassett Park, Mitchell Showgrounds and the Wallumbilla Showgrounds. The purpose of this policy is to provide guidelines for the control of camping that takes place at these facilities.

Resolution No. GM/07.2019/18

Moved Cr McMullen

Seconded Cr Chambers

That Council adopt the Showgrounds Camping Policy as presented, and as follows:

1. Policy Purpose

The purpose of this policy is to provide guidelines for the control of camping that takes place at Bassett Park Showgrounds, Mitchell Showgrounds and Wallumbilla Showgrounds.

The objectives of this policy are:

- To establish a clear position and direction that builds on the existing Queensland State Government Caravan Park Policy PUX/901/102.
- To advise what type of travellers can camp at Council Showgrounds in the Maranoa region.
- To ensure visitor and community safety is upheld and minimum standards are met in accordance with existing Council policies.
- To foster and support local business and ensure Council does not unfairly compete with local business.

2. Policy Scope

This policy applies to any individual or group wishing to camp at Maranoa Regional Council Showgrounds being at Bassett Park, Mitchell Showgrounds and Wallumbilla Showgrounds.

3. Definitions

Maranoa Regional Council seeks to accommodate the travelling public who are travelling with livestock/animals or have circumstances that preclude them from staying in commercial caravan parks in the region. Council also aims to encourage and grow the caravan and camping market in Wallumbilla by meeting the individual needs of that community.

4. Policy Details

Camping may take place at Bassett Park, Mitchell Showgrounds and Wallumbilla Showgrounds under the following general conditions:

- Approval to be obtained prior to camping at Bassett Park and Mitchell Showgrounds.
- Camping is to be provided for the travelling public only and any stay be limited to no longer than three (3) nights in accordance with State Government Policy.
- All campers respect their fellow campers and the surrounding community by observing noise levels to ensure no inconvenience is caused.
- Dogs to be under the control of someone capable of restraining the animal, kept on a leash and waste to be cleaned up and placed in bins on site.
- For any livestock applicable to the NLIS Database, if unloaded at the grounds a transfer is required for the movement in and out of the showgrounds.
- Livestock/ animals must not be allowed to damage any building, fixture, fence, watering system or arena surface at the facility.
- Travellers are responsible for cleaning up after their livestock/animals including cleaning out any available stalls that have been used.

This policy does not apply to stock travelling under a stock route travel permit.

Council allows the travelling public to camp at Bassett Park, Mitchell Showgrounds and Wallumbilla Showgrounds in the following circumstances:

- The persons are directly associated with the operation of an event held at the showgrounds i.e. members of the showman's guild, trade displays or exhibitors.
- People travelling with large oversize vehicles and/or livestock i.e. horses.
- Armed forces on tour and staying overnight in our region.
- Where an organised tour are travelling through the region and require camping for a large group, and the purpose of the tour is to benefit a charity e.g. car rally fundraiser.
- Where camping is associated with an event and the event organisers have hired the entire complex and event organisers make arrangements with Council to offer camping i.e. Easter in the Country, Roma Cup, Mitchell Camel Races.

Wallumbilla Showgrounds

- In addition, camping is available at the Wallumbilla Showgrounds for bona fide travellers and tourists to meet the individual needs of this community. At its General Meeting on 12 July 2017, Council resolved to offer free camping at the Wallumbilla Showgrounds and to allow the Wallumbilla Town Improvement group to install a donation box at the showgrounds and for the group to retain all donations received. (*Resolution No. GM/07.2017/15*). When travellers and tourists stay at the Wallumbilla Showgrounds, no prior approval to camp needs to be sought from Council.

Special Provisions (e.g. Privacy Provisions etc.)

6. Related Policies and Legislation

State Government Caravan Park Policy PUX/901/102

https://www.dnrm.qld.gov.au/?a=109113%3apolicy_registry%2fcaravan-park-policy.pdf

7. Associated Documents

Council Fees and Charges Register

State Government Caravan Park Policy PUX/901/102

Local Laws:

Local Law No. 1 – Administration 2011 - Schedule 2

Local Law No. 4 – Local Government controlled Areas, Facilities and Roads 2011

Subordinate Local Law 1.6 – Operation of Camping Grounds 2011

Subordinate Local Law 1.8 – Operation of Caravan Parks 2011

Land Act 1994

CARRIED

6/1

Mayor 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. Scheffe	
Cr. Stanford	

Responsible Officer

**Manager - Facilities (Land, Buildings & Structures)
Governance Officer**

Item Number:

13.2

File Number: D19/49829

SUBJECT HEADING:

CONTAINER COLLECTION AGREEMENT – ROMA & MITCHELL

Officer's Title:

Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

Council commenced a three month 'Container Collection Agreement' on 13 February 2019, which has expired. A new agreement has been sent for execution purposes, which is for an extension of three months to commence on the "effective date" (date of signature).

Resolution No. GM/07.2019/19

Moved Cr McMullen

Seconded Cr Newman

That Council enter into another three month agreement with Container Exchange (Qld) Limited, and authorise the Chief Executive Officer to sign the agreement on behalf of Council.

CARRIED

7/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Item Number: 13.3 File Number: D19/56156

SUBJECT HEADING: REQUEST TO HOST ARTS AS EXCHANGE FROM THE QUEENSLAND ART GALLERY - GALLERY OF MODERN ART (QAGOMA)

Officer's Title: Local Development Officer - Roma

Executive Summary:

The Queensland Art Gallery / Gallery of Modern Art (QAGOMA) program "Arts for Exchange" round table discussion, is an initiative to offer arts and cultural learning outcomes via workshops with QAGOMA's regional gallery partners. QAGOMA has proposed that Roma host this event on Monday 9 September 2019.

Resolution No. GM/07.2019/20

Moved Cr Chambers

Seconded Cr Newman

That Council:

1. Note the request from The Queensland Art Gallery | Gallery of Modern Art to host the event in the Ernest Brock room on Monday 9 September.
2. Support our Arts and Cultural community in hosting the The Queensland Art Gallery | Gallery of Modern Art program and comply with the venue responsibilities as an offer of in-kind sponsorship.
3. Charge the room hire and associated fees estimated to be \$500 to the Arts and Culture General Operation's budget (GL 2887.2246.2001).

CARRIED

7/0

Responsible Officer

Local Development Officer - Roma

Item Number: 13.4 File Number: D19/56886

SUBJECT HEADING: OPPORTUNITY TO NATIONALLY ADVERTISE ROMA'S AVENUE OF HEROES

Officer's Title: Local Development Officer - Roma

Executive Summary:

Council has been approached with an opportunity to partner with The Last Post Magazine and The Australian War Memorial to advertise our Avenue of Heroes in a special edition of The Last Post – 'Places of Pride' which is designed to help raise awareness of the digital record that they are compiling for future generations.

This organisation is endorsed by RSL Australia President, Cameron Dick and the Governor General His Excellency the Honourable Sir Peter Cosgrove. Cut-off date for inclusion is Wednesday 10 July 2019.

Resolution No. GM/07.2019/21
Moved Cr Schefe
Seconded Cr McMullen
That Council:

1. Accept the proposal from The Last Post Magazine and advertise the Avenue of Heroes in their upcoming special edition.
2. Allocate funds of up to \$500 from the Material and Services Local Development budget (GL 2883.2001.2001).

CARRIED
7/0

Responsible Officer	Local Development Officer - Roma
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Item Number:
13.5
File Number: D19/56915
SUBJECT HEADING:
REQUEST FOR SPONSORSHIP - AUSTRALIAN LIVESTOCK MARKETS ASSOCIATION
Officer's Title:
Local Development Officer - Roma
Executive Summary:

The Australian Livestock Markets Association has requested sponsorship from Maranoa Regional Council for their transportation costs during their National Saleyards Exhibition to be hosted in Roma on Tuesday 23 July – Thursday 25 July 2019.

Resolution No. GM/07.2019/22
Moved Cr Flynn
Seconded Cr McMullen
That Council:

1. Note the request from the Australian Livestock Markets Association and support the national event by providing sponsorship of their transportation costs throughout the exhibition.
2. Allocate funds of up to \$2,000 from the sponsorship budget (GL 2887.2249.2001).

CARRIED
7/0

Responsible Officer	Local Development Officer - Roma
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Item Number:
13.6
File Number: D19/57148
SUBJECT HEADING:
WESTERN DOWNS AND MARANOA SILO ART TRAIL
Officer's Title:
Regional Tourism Development Coordinator
Executive Summary:

With the success of various silo art projects in other regions in Australia, the Chinchilla Chamber of Commerce and Industry (CCCI) would like to form a Committee and investigate the possibility of developing a silo art trail in this region.

The purpose of this report was to seek approval to provide the Wallumbilla Town Improvement Group with a letter of support that can be used in a joint grant application to develop a Scoping Study for the regional silo arts trail.

Resolution No. GM/07.2019/23

Moved Cr McMullen

Seconded Cr Newman

That Council provide a letter of support to the Wallumbilla Town Improvement Group stating 'in principle' support for a Scoping Study for the regional silo art trail project.

CARRIED

7/0

Responsible Officer

Regional Tourism Development Coordinator

Item Number:

13.7

File Number: D19/57191

SUBJECT HEADING:

**QUEENSLAND TRAINING AWARDS - DARLING DOWNS
SOUTH WEST REGIONAL FINAL**

Officer's Title:

Regional Tourism Development Coordinator

Executive Summary:

Visitor Information Centre Officer, Ms Tayla Dennis, is a finalist in two Queensland Training Awards - Darling Downs South West Region. Tayla has been nominated by Golden West Apprenticeships for her achievements as a Trainee when she completed her Cert III in Tourism whilst being hosted at The Roma Visitor Information Centre and The Big Rig.

The Award ceremony is being held in Gatton on Friday 26 July 2019. As a Finalist Tayla is provided with accommodation and a complimentary ticket. To support Tayla at the Awards Council's Tourism Officer, Leanne Crawford, will be attending the awards evening also. Tickets must be purchased by Wednesday 17 July 2019.

Resolution No. GM/07.2019/24

Moved Cr Chambers

Seconded Cr Newman

That Council:

- 1. Reimburse Roma Tourism Officer Leanne Crawford for the cost of Gala Awards Nights ticket (\$105).**
- 2. Sponsor relevant Maranoa Regional Councillor/s to attend the Gala Awards Dinner to be held in Gatton on Friday 26 July 2019 in support of Ms Dennis' nominations.**

CARRIED

7/0

Responsible Officer

Regional Tourism Development Coordinator

COUNCILLOR BUSINESS

Councillors discussed the potential 'Conflicts of Interest' in regard to Cr. Flynn and Cr. Chambers being involved in an executive capacity of:

- Cr. Flynn (Easter in the Country Committee), and;
- Cr. Chambers (Maranoa Diggers Race Club).

It was agreed by all present that a 'Conflict of Interest' did not exist for each of the Councillors as the discussion was primarily of a procedural nature and no decisions were being made on the item at that time.

Resolution No. GM/07.2019/25

Moved Cr McMullen

Seconded Cr Newman

That Councillors Flynn and Chambers do not have either a real conflict of interest or perceived conflict of interest in the matter as the discussion is primarily of a procedural nature and no decisions are being made on the item at this time.

Accordingly, Councillors Flynn and Chambers are free to participate in the meeting while the matter is discussed, including by voting on the matter.

CARRIED

5/0

Councillors Chambers and Flynn did not vote on this motion as they were the declaring Councillors under consideration in this matter.

Item Number:

16.1

File Number: D19/57308

SUBJECT HEADING:

COUNCIL IN-KIND CONTRIBUTIONS - KEY REGIONAL EVENTS

Councillor's Title:

Cr. Cameron O'Neil

Executive Summary:

The report tabled a proposal for Council to review its In-kind support and contributions for key regional events.

Resolution No. GM/07.2019/26

Moved Cr McMullen

Seconded Cr Stanford

That a report be prepared for an upcoming Council meeting detailing the In-kind contributions Council has made or has committed to key events across the region.

In addition, it proposed identification of potential options to include a specified Council liaison officer.

CARRIED (Councillors Flynn and Chambers voted in favour of the motion)

7/0

Responsible Officer

Manager – Economic & Community Development

Item Number: 16.2 File Number: D19/57104

SUBJECT HEADING: POLICY FOR GRANT WRITING FOR COMMUNITY GROUPS

Councillor's Title: Cr. Jan Chambers

Executive Summary:

The report proposed development of a policy to support grant writing for community groups.

Resolution No. GM/07.2019/27

Moved Cr Chambers

Seconded Cr Stanford

That a report be prepared for an upcoming Council meeting.

CARRIED

7/0

Responsible Officer

Manager – Economic & Community Development

Item Number: 16.3 File Number: D19/57127

SUBJECT HEADING: LANDHOLDER CONTRIBUTION TO ROADWORKS

Councillor's Title: Cr. Jan Chambers

Executive Summary:

The report proposed further investigation and development of a policy in regard to potential landholder contributions for roadworks.

Resolution No. GM/07.2019/28

Moved Cr Chambers

Seconded Cr Schefe

That a report be prepared for an upcoming Council meeting.

CARRIED

7/0

Responsible Officer

Deputy Director Infrastructure Services/Strategic Road Management - Cameron Hoffmann

CONFIDENTIAL ITEMS (Discussed in closed session)

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss items C.1 – C.15, LC.1 and LC.2, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (c) the local government budget;
- (e) contracts proposed to be made by it;

- (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;

Resolution No. GM/07.2019/29**Moved Cr Newman****Seconded Cr McMullen****That Council close the meeting to the public at 10.11am.****CARRIED****7/0**

Cr. Flynn left the Chamber at 10.12am, and returned at 10.15am.

Councillors Stanford and Scheffe left at 10.13am.

Cr. Stanford returned to the Chamber at 10.15am.

Cr. Scheffe returned to the Chamber at 10.16am.

COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 10.33AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 11.35AM

Mayor Golder left the Chamber at 12.22pm, and returned at 12.24pm.

Councillors Flynn and Scheffe, having previously foreshadowed a 'Conflict of Interest' in Item C.12, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 12.22pm, taking no part in discussions on the matter.

At cessation of discussion on the abovementioned item, Councillors Flynn and Scheffe returned to the Chamber at 12.27pm.

COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 12.50PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 1.45PM

Mayor Golder left the Chamber at 2.00pm, and returned at 2.01pm.

Cr. McMullen left the Chamber at 3.16pm, and returned at 3.21pm.

Cr. Stanford left the Chamber at 3.17pm, and returned at 3.24pm.

Resolution No. GM/07.2019/30**Moved Cr Flynn****Seconded Cr McMullen****That Council open the meeting to the public at 3.27pm.****CARRIED****7/0**

Councillors Scheffe, Chambers and Newman left the Chamber at 3.28pm.

Councillors Chambers and Newman returned to the Chamber at 3.29pm.

Cr. Scheffe returned to the Chamber at 3.30pm.

Cr. McMullen left the Chambers at 3.38pm, and returned at 3.39pm.

Cr. Flynn left the Chambers at 3.45pm, and returned at 3.50pm.

Item Number: 10.2 **File Number:** D19/57763

SUBJECT HEADING: CORPORATE PLAN - MINOR AMENDMENTS

Officer's Title: Chief Executive Officer

Executive Summary:

Preparation of the draft Operational Plan continues and some minor amendments were identified. This item had been laid on the table earlier during the meeting, Council resumed its deliberations.

Resolution No. GM/07.2019/31

Moved Cr Chambers

Seconded Cr Stanford

That the amendments be incorporated, and Council adopt the amended document.

CARRIED

7/0

Responsible Officer

Chief Executive Officer

Item Number: C.1

File Number: D19/57310

SUBJECT HEADING: ANTI-CORRUPTION COMMITMENT STATEMENT

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

Executive Summary:

Recent fraud attempts in the Queensland public sector highlight the need for agencies to implement effective fraud control measures.

The purpose of this report was to endorse the draft Anti-Corruption Commitment Statement.

Resolution No. GM/07.2019/32

Moved Cr Newman

Seconded Cr Flynn

That the Anti-Corruption Commitment Statement be adopted.

CARRIED

6/1

Mayor 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. Schefe	
Cr. Stanford	

Responsible Officer	Director - Corporate, Community & Commercial Services
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Item Number: C.2 **File Number:** D19/57201

SUBJECT HEADING: REQUEST FOR WATER SUPPLY TO CHAPPELL LANE AND EVANS LANE

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

Executive Summary:

The purpose of this report was to consider a draft response to landowners about their options for extending the water main down Chappell Lane and Evans Lane.

Resolution No. GM/07.2019/33	
Moved Cr Schefe	Seconded Cr Flynn
That Council communicate the outcomes of the community consultation, and outline potential ways for interested parties to move forward.	
CARRIED	7/0

Responsible Officer	Director - Corporate, Community & Commercial Services
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Item Number: C.3 **File Number:** D19/34363

SUBJECT HEADING: BILLBOARD AT THE ROMA SALEYARDS

Officer's Title: Acting Executive Services Officer

Executive Summary:

The applicant requested to continue using the sign for advertising, possibly on a commercial basis.

Resolution No. GM/07.2019/34	
Moved Cr McMullen	Seconded Cr Newman
That Council forward the draft licence agreement to the applicant for feedback.	
CARRIED	7/0

Responsible Officer	Acting Executive Services Officer
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Item Number: C.4 File Number: D19/57312

SUBJECT HEADING: TENDER 19015 - MOBILE CAMP MT MOFFATT ROAD PROJECT

Officer's Title: Manager - Procurement & Plant

Executive Summary:

At the General Meetings held 8 May and 10 April 2019, Council resolved to form a contract for Tender 19015 – Mobile Camp – Mt Moffatt Road Project.

A revised contract value was tabled for Council's consideration.

Resolution No. GM/07.2019/35

Moved Cr Stanford

Seconded Cr McMullen

That Council note and approve the revised contract value for Tender 19015 – Mobile Camp – Mt Moffatt Road Project as \$378,453.42 inclusive of GST.

CARRIED

7/0

Responsible Officer

Manager - Procurement & Plant

Item Number: C.5 File Number: D19/55622

SUBJECT HEADING: ROMA AIRPORT CAR PARKING OPTIONS

Officer's Title: Manager - Airports (Roma, Injune, Surat, Mitchell)

Executive Summary:

At its meeting on 12 June, 2019 Council resolved that a report be prepared for an upcoming meeting with options to introduce free car parking tokens for residents (GM/06.2019/29).

This report advised Council of the identified options and implications for consideration.

Resolution No. GM/07.2019/36

Moved Cr Chambers

Seconded Cr Newman

That Council:

1. Received and note the contents of the report.
2. Maintain the current car parking arrangements at Roma Airport.

CARRIED

5/2

Mayor 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. McMullen	Cr. Golder
Cr. Newman	
Cr. Schefe	
Cr. Stanford	

Responsible Officer

Manager - Airports (Roma, Injune, Surat, Mitchell)

Item Number: C.6 File Number: D19/41807

SUBJECT HEADING: REQUEST TO INSTALL WASTE TRANSFER TANKS AT ROMA LANDFILL – SHORT STREET ROMA

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

A proposal has been submitted by WestRex Services, Jackson seeking to install transfer tanks to receive liquid waste from grease traps and oil water inceptors at the Roma Landfill site.

Resolution No. GM/07.2019/37

Moved Cr Golder

Seconded Cr McMullen

That Council investigate a short term emergency ability to allow for Expressions of Interest to be called about housing a short term option to house grease trap waste for removal, whilst our composting future options are looked at being put in place.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with the Mayor proposing the following amended motion. The 'Seconder' indicated he was happy to accept the amended draft motion, which was then voted on with the outcome recorded as follows:

Resolution No. GM/07.2019/38

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. **Decline West Rex Services' offer to install liquid transfer tanks at the Roma Landfill site for the acceptance of regulated liquid waste.**
2. **Implement a short term option to receive grease trap waste at the appropriate fee.**
3. **Issue a communication to the community notifying when the service is available.**

CARRIED

7/0

Responsible Officer

Manager - Environment, Health, Waste & Rural Land Services

Item Number: C.7 File Number: D19/42521

SUBJECT HEADING: REQUEST TO COLLECT ELIGIBLE CONTAINERS FROM PUBLIC BINS – AMBY AND MITCHELL AREA

Officer's Title: Manager - Environment, Health, Waste & Rural Land Services

Executive Summary:

An application was received from an Amby community member, requesting to access and retrieve eligible containers (under the Container for Change Program) from public bins at the specific locations in the Amby and Mitchell areas.

Moved Cr Golder

Seconded Cr McMullen

That Council approve the retrieval of eligible containers in accordance with the *Waste Reduction and Recycling (Waste Levy) Amendment Act 2019*, for a period of three months from the following public bins:

1. Cambridge Street, between Ann and Mary Street intersections
2. Mitchell Memorial Park

With the following conditions:

- Public and or Personal injury insurance - the applicant must hold public liability insurance indemnifying Council for any injury caused by the implementation of the process; and
- Council is not liable for any injury caused through the collection of eligible container process; and
- Appropriate injections (recommended by doctor) to prevent illness from the process; and
- Personal protection equipment must be worn (gloves, long sleeve shirt, hat);
- Collection must occur between 5am and 7am; (outside business hours); and
- Each bin site must be in a clean and tidy state post collection of eligible containers; and
- The collection process must not impede any person using the facility or public space; and
- That the approval is on the basis that whilst picking up recycle products if there is any additional rubbish in the Mitchell Memorial Park it is picked up also as part of this approval.

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with the Mayor putting forward an amendment, following discussion, to remove the final point of the draft motion. The 'Seconder' indicated he was happy to accept the amendment. The amended draft motion was then voted on, with the outcome recorded as follows:

Resolution No. GM/07.2019/39

Moved Cr Golder

Seconded Cr McMullen

That Council approve the retrieval of eligible containers in accordance with the *Waste Reduction and Recycling (Waste Levy) Amendment Act 2019*, for a period of three months from the following public bins:

1. Cambridge Street, between Ann and Mary Street intersections
2. Mitchell Memorial Park

With the following conditions:

- Public and or Personal injury insurance - the applicant must hold public liability insurance indemnifying Council for any injury caused by the implementation of the process; and
- Council is not liable for any injury caused through the collection of eligible container process; and
- Appropriate injections (recommended by doctor) to prevent illness from the process; and
- Personal protection equipment must be worn (gloves, long sleeve shirt, hat); and
- Collection must occur between 5am and 7am (outside business hours); and
- Each bin site must be in a clean and tidy state post collection of eligible containers;

and
<ul style="list-style-type: none"> The collection process must not impede any person using the facility or public space.
CARRIED
7/0

Responsible Officer	Manager - Environment, Health, Waste & Rural Land Services
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Item Number: C.8 File Number: D19/53423

SUBJECT HEADING: INDIGENOUS LAND USE AGREEMENT - GUNGGARI PEOPLE AND MARANOA REGIONAL COUNCIL

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

The purpose of this report was to seek Council's instructions to enter into an Indigenous Land Use Agreement with the Gunggari People including amendments that may be required, to enable the Indigenous Land Use Agreement to be registered on the Register of Indigenous Land Use Agreements held by the National Native Title Tribunal.

Resolution No. GM/07.2019/40

Moved Cr Chambers

Seconded Cr Newman

That Council resolve to negotiate and to enter into an Indigenous Land Use Agreement between Council and the Gunggari People (in QUD19/2019), with such amendments as may be required, including to update the Indigenous Land Use Agreement, to enable the Indigenous Land Use Agreement to be registered on the Register of Indigenous Land Use Agreements held by the National Native Title Tribunal.

CARRIED

6/1

Mayor 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. Scheffe
Cr. Flynn	
Cr. Golder	
Cr. McMullen	
Cr. Newman	
Cr. Stanford	

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number: C.9 File Number: D19/55618

SUBJECT HEADING: PAYMENT TO LOCAL GOVERNMENT MUTUAL ASSETS - ANNUAL ASSET INSURANCE PAYMENT

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

Council received the annual insurance premium invoice from Local Government Mutual – Assets for Council's Protection (ISR) Motor Vehicle, Engineering (Machinery Breakdown), Personal Accident - Group, Personal Accident – Voluntary Workers, Marine Hull Commercial, Personal Accident – Group 24/7.

Resolution No. GM/07.2019/41

Moved Cr Newman

Seconded Cr Chambers

That Council:

1. Authorise payment to Queensland Local Government Mutual Assets, totalling \$1,095,877.11 (GST Inclusive), being payment for Property Protection (ISR), Motor Vehicle, Engineering (Machinery Breakdown), Personal Accident - Group, Personal Accident – Voluntary Workers, Marine Hull Commercial and Personal Accident – Group 24/7.
2. Authorise the Chief Executive Officer to raise a purchase order with expenditure assigned to the 2019/20 budget allocation for associated insurances.
3. Authorise the Chief Executive Officer to complete future payments invoiced by Local Government Mutual Assets in accordance with budget approvals.
4. Undertake a review of the schedule of assets covered by Council's insurance policy to identify potential reductions and associated savings at an upcoming workshop.
5. Foreshadow with the insurer that the process referenced in point 4 will be occurring in the short term.

CARRIED

7/0

Responsible Officer

Manager - Facilities (Land, Buildings & Structures)

Item Number: C.10 File Number: D19/56436

SUBJECT HEADING: PAYMENT TO QUEENSLAND LOCAL GOVERNMENT MUTUAL MANAGED BY JARDINE LLOYD THOMPSON PTY LTD - ANNUAL LIABILITY INSURANCE PAYMENT

Officer's Title: Manager - Facilities (Land, Buildings & Structures)

Executive Summary:

Council received the annual invoice from Queensland Local Government Mutual for Public Liability – Professional Indemnity and Local Government Liability coverage for 2019/20.

Resolution No. GM/07.2019/42
Moved Cr Chambers
Seconded Cr Stanford
That Council authorise:

1. Payment to Queensland Local Government Mutual (LGM Liability), totalling \$277,433.11 (including GST), being payment for LGM Liability Membership Contribution 2019/20.
2. The Chief Executive Officer to raise a purchase order with expenditure assigned to the 2019/20 budget allocation for liability insurance.
3. The Chief Executive Officer to complete future payments invoiced by Queensland Local Government Mutual in accordance with budget approvals.

CARRIED
7/0

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number:
C.11
File Number: D19/54726
SUBJECT HEADING:
AGISTMENT OF HORSE PADDOCKS - DARGAL ROAD
Officer's Title:
Land Administration Officer
Executive Summary:

Council previously invited interested parties to submit Expressions of Interest (EOI) for the agistment of horses in Council owned paddocks off Dargal Road, Roma. Two of these paddocks are again available for use due to the successful applicants deciding against proceeding with the arrangement.

Resolution No. GM/07.2019/43
Moved Cr Flynn
Seconded Cr Newman
That Council:

1. Call for expressions of interest from parties interested in entering a licence to graze horses on Council land described as Paddock 3 and Paddock 6 in Dargal Road Roma.
2. Grant current tenant Briony O'Bree approval to use Paddock 5, instead of Paddock 3 for the balance of her licence term and amend the licence agreement to reflect this change.
3. Undertake minor repair work on the dam wall in Paddock 2.
4. Identify other land that may be suitable for grazing livestock within the vicinity of Roma, particularly land acquired by Council as part of the flood levee project, and table a report at a future Council meeting for consideration.

CARRIED
7/0

Responsible Officer	Land Administration Officer
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Councillors Flynn and Scheffe, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the Chamber at 4.36pm, taking no part in discussion or debate on the matter.

Item Number: C.12 File Number: D19/56037

SUBJECT HEADING: BASSETT PARK - KD BAR EXTENSION PROJECT

Officer's Title: Project Officer - Program & Contract Management

Executive Summary:

Council allocated \$10,000 to the Bassett Park KD Bar Extension Project. The report presented Council with an update on stakeholder consultation outcomes regarding the project scope and current available budget

Resolution No. GM/07.2019/44

Moved Cr Newman

Seconded Cr Stanford

That Council:

1. Receive and note the results of the consultation completed with the key users groups, undertaken as per Resolution GM/04.2019/14.
2. Confirm the scope of the Bassett Park KD Bar Extension Project as the delivery of a 6m (approximately) steel shade extension to the south western gable end of the existing bar.

CARRIED

5/0

Responsible Officer

Project Officer - Program & Contract Management

At cessation of discussion and debate on the abovementioned item, Councillors Schefe and Flynn returned to the Chamber at 4.38pm.

Item Number: C.13 File Number: D19/53033

SUBJECT HEADING: REQUEST TO NAME SPORTING FACILITY

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Roma Touch Fields upgrade has been a joint project between Roma Touch Association, Council and Department of Sport and Recreation. The project has been finalised and as per grant deed conditions between the Department and Council, an official opening must be held. The proposed date for this event is Tuesday 13 August 2019. The Roma Touch Association has indicated a wish at the opening to name the two western fields (incorporating the newly upgraded field).

Resolution No. GM/07.2019/45

Moved Cr Flynn

Seconded Cr Newman

That Council approve the request from Roma Touch Association regarding naming of the two Western Touch fields at the opening of the upgraded sporting facilities on 13 August 2019.

CARRIED

7/0

Responsible Officer

Regional Sport & Recreation Development Coordinator

Item Number: C.14 File Number: D19/30050

SUBJECT HEADING: BUSINESS EXCELLENCE PROGRAM HALL HIRE AGREEMENT

Officer's Title: Support Officer - Economic & Community Development
Regional Grants & Council Events Development
Coordinator

Executive Summary:

The report tabled a proposal to review administrative arrangements for venue bookings of Council facilities under the Business Excellence Program (BEP).

Resolution No. GM/07.2019/46

Moved Cr Chambers

Seconded Cr Schefe

That Council:

1. Pay the associated costs of booking Council venues for Business Excellence program events. These bookings will be funded as part of Council's contribution to the program.
2. Request that bookings be made through Council's Customer Service Team.

CARRIED

7/0

Responsible Officer

**Manager – Economic and Community Development
Regional Grants and Council Events
Coordinator**

Item Number: C.15 File Number: D19/57203

SUBJECT HEADING: INJUNE CARAVAN PARK

Councillor's Title: Cr. Geoff McMullen

Executive Summary:

The report tabled a proposal to review lease arrangements for the Injune Caravan Park.

Resolution No. GM/07.2019/47

Moved Cr McMullen

Seconded Cr Stanford

That a report be prepared for the General Meeting on 7 August 2019 to consider a rent review.

CARRIED

7/0

Responsible Officer

Manager – Facilities (Land, Buildings & Structures)

LATE CONFIDENTIAL ITEMS

Item Number: LC.1 File Number: D19/57338

SUBJECT HEADING: REQUEST FOR QUOTATION - THE BIGGER BIG RIG ARCHITECTURAL & DETAILED DESIGN

Officer's Title: Manager - Procurement & Plant

Executive Summary:

Maranoa Regional Council invited suitably qualified and experienced Contractors to submit a lump sum price and supporting documentation for the completion of the architectural and detailed design for the Bigger Big Rig.

Responses were assessed by an evaluation panel and the report was submitted for Council's consideration.

Resolution No. GM/07.2019/48

Moved Cr Newman

Seconded Cr Chambers

That Council:

1. Select DM2 Architecture Pty Ltd as the recommended supplier for VP148447 – The Bigger Big Rig Architectural & Detailed Design (Option 2).
2. Authorise the Chief Executive Officer to enter into final negotiations with DM2 Architecture Pty Ltd, noting the value of \$388,285.70 inclusive of GST (for option 2), and form a contract by way of purchase order if the final terms are acceptable.
3. Assign the expenditure to the 2019/20 budget allocation for the Bigger Big Rig project.

MOTION LOST

2/5

Mayor 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. Newman	Cr. Golder
	Cr. McMullen
	Cr. Schefe
	Cr. Stanford

Responsible Officer

Manager - Procurement & Plant

Resolution No. GM/07.2019/49

Moved Cr Flynn

Seconded Cr Schefe

That Council:

1. Select DM2 Architecture Pty Ltd as the recommended supplier for VP148447 – The Bigger Big Rig Architectural & Detailed Design (Option 1).

2. Authorise the Chief Executive Officer to enter into final negotiations DM2 Architecture Pty Ltd, noting the value of \$357,100.70 inclusive of GST (for option 1 including local supplier Brandons) and form a contract by way of purchase order if the final terms are acceptable.
3. Assign the expenditure to the 2019/20 budget allocation for the Bigger Big Rig project.

CARRIED

4/3

Reason for Decision

Council selected the preferred supplier based on the inclusion of a local supplier.

Mayor 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. McMullen	Cr. Golder
Cr. Schefe	Cr. Newman
Cr. Stanford	

Responsible Officer	Manager - Procurement & Plant
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Item Number:

LC.2

File Number: D19/58877

SUBJECT HEADING:

CORRESPONDENCE FROM COMMERCE ROMA & VISIT ROMA - APLNG PROJECT

Officer's Title:

Chief Executive Officer

Executive Summary:

The report tabled correspondence received from Commerce Roma and Visit Roma in regard to recent discussions between representatives of Maranoa Regional Council and APLNG.

Resolution No. GM/07.2019/50

Moved Cr Schefe

Seconded Cr Chambers

That Council:

1. Authorise the Chief Executive Officer to prepare a shorter response having regard to discussions held at the meeting.
2. Circulate the draft letter to all Councillors prior to its distribution.

CARRIED

7/0

Responsible Officer	Chief Executive Officer
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CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 4.50pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 24 July 2019, at Roma Administration Centre.

.....
Mayor.

.....
Date.

MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 17 JULY 2019 COMMENCING AT 2.05PM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with Deputy Mayor J L Chambers (by telephone), Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate, Community & Commercial Services – Sharon Frank.

WELCOME

The Mayor welcomed all present and declared the meeting open at 2.05pm.

Cr. Scheffe entered the Chamber at 2.06pm.

APOLOGIES

Resolution No. BUD/07.2019/08

Moved Cr Flynn

Seconded Cr McMullen

That apologies be received and leave of absence granted for Cr. Chandler for this meeting.

CARRIED

8/0

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

CONFIDENTIAL ITEM

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss item C.1, which it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (c) the local government budget.

Resolution No. BUD/07.2019/09

Moved Cr Scheffe

Seconded Cr Newman

That Council close the meeting to the public at 2.10pm.

CARRIED

8/0

Resolution No. BUD/07.2019/10

Moved Cr O'Neil

Seconded Cr McMullen

That Council open the meeting to the public at 2.40pm.

CARRIED

8/0

Responsible Officer

Item Number:

C.1

File Number: D19/60893

SUBJECT HEADING:

COMMITTEE RATING SCENARIOS MODEL

Officer's Title:

Director - Corporate, Community & Commercial Services

Executive Summary:

This report presented AEC modelling of the Budget Committee's proposed scenarios for rates and charges parameters for 2019/20 (rates model incorporating all scenarios in one excel spreadsheet).

It also included an additional proposal in relation to Rural (≥ 80 ha) and Rural (≥ 20 ha - < 80 ha).

Resolution No. BUD/07.2019/11

Moved Cr Stanford

Seconded Cr O'Neil

That officers note the committee's preference for Scenario 4 for rating purposes.

CARRIED

8/0

Responsible Officer

Director - Corporate, Community & Commercial Services

Resolution No. BUD/07.2019/12

Moved Cr O'Neil

Seconded Cr Stanford

That Councillors endorse the process for provision of feedback from Councillors to the Chief Executive Officer for the draft Operational Plan 2019/20 on a progressive basis as drafts are finalised for each of the functions.

CARRIED

8/0

Responsible Officer

Councillors/Chief Executive Officer

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 2.42pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 24 July 2019 at the Roma Administration Centre.

.....
Mayor.

.....
Date.

UNCONFIRMED

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 17 JULY 2019 COMMENCING AT 3.30PM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr D J Schefe, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate, Community & Commercial Services – Sharon Frank.

WELCOME

The Mayor welcomed all present and declared the meeting open at 3.30pm.

APOLOGIES

Resolution No. SM/07.2019/13

Moved Cr Newman

Seconded Cr O'Neil

That apologies be received and leave of absence granted for Councillors Chambers, Chandler and Stanford for this meeting.

CARRIED

6/0

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

VERBAL CONFIDENTIAL ITEM

Item Number:

C.1

File Number: D19/61470

SUBJECT HEADING:

MINOR CHANGES TO THE ORGANISATIONAL STRUCTURE

Officer's Title:

Director - Corporate, Community & Commercial Services

Executive Summary:

The purpose of this report was to recommend a minor change to the organisational structure.

Resolution No. SM/07.2019/14

Moved Cr O'Neil

Seconded Cr McMullen

That Council approve a minor change to the organisational structure as follows:

- **Retitle Project Coordinator – Community Based Suicide Prevention to Community Based Suicide Prevention Specialist; and changing the reporting line to Manager Economic and Community Development.**

CARRIED

6/0

Responsible Officer

Director - Corporate, Community & Commercial Services

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 3.32pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 24 July 2019, at Roma Administration Centre.

.....
Mayor.

Date.

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 17 JULY 2019 COMMENCING AT 3.15PM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with Cr. P J Flynn, Cr. G B McMullen, Cr. W M Newman, Cr. C J O'Neil, Cr D J Scheffe, Cr. J M Stanford, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

AS REQUIRED

Director Corporate, Community & Commercial Services – Sharon Frank.

WELCOME

The Mayor welcomed all present and declared the meeting open at 3.21pm.

APOLOGIES

Resolution No. SM/07.2019/13

Moved Cr O'Neil

Seconded Cr Stanford

That apologies be received and leave of absence granted for Councillors Chambers and Chandler for this meeting.

CARRIED

7/0

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

Item Number:

3.1

File Number: D19/61166

SUBJECT HEADING:

**DARLING DOWNS & SOUTH WEST QUEENSLAND -
COUNCIL OF MAYORS - LGAQ REPRESENTATIVE**

Officer's Title:

**Lead Officer - Councillors' Support & Community
Engagement**

Executive Summary:

Proposal for Council to endorse Cr. O'Neil as an invited representative to the Darling Downs & South West Queensland Council of Mayors' group.

Resolution No. SM/07.2019/14

Moved Cr Golder

Seconded Cr Flynn

That Council approve Cr. O'Neil's inclusion as an invited representative to the Darling Downs & South West Queensland Council of Mayor's Group, in his capacity as the Local Government Association of Queensland (LGAQ) Policy Executive representative for the South West (District 5) including the cost of any travel and accommodation for this or future meetings.

CARRIED

7/0

Responsible Officer

**Lead Officer - Councillors' Support &
Community Engagement**

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 3.23pm.

These Minutes are to be confirmed at the next General Meeting of Council to be held on 24 July 2019, at the Roma Administration Centre.

.....
Mayor.

.....
Date.

OFFICER REPORT

Meeting: General 24 July 2019

Date: 17 July 2019

Item Number: 10.1

File Number: D19/61278

SUBJECT HEADING: Revised Expenses Reimbursement Policy
(Councillors)

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

The report seeks Council's consideration of amendments requested of the Expenses Reimbursement Policy (Councillors).

Officer's Recommendation:

That Council consider the proposed amendments to the Expenses Reimbursement Policy (Councillors).

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).

Requesting Councillor.

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).

No

Context:

Why is the matter coming before Council?

Since adoption of the Expenses Reimbursement Policy (Councillors) at the General Meeting on 10 July 2019, a further request has been received to alter sections of the policy and Appendix A in relation to the following sections:

- Section 4.3.3 – Frequent Flyer Program
- Section 4.4.2 – Diary Management
- Section 4.6.1 – Information and Communication Technology Equipment and Mobile Communication

A recommended section has also been added to reflect Council's new Complaint Management Policy and Process.

- Section 4.6.3 - Other Methods of Contact for Council and Councillors

The relevant sections have been highlighted in yellow for ease of review.

Section 4.3.3 – Frequent Flyer Program

A request by a Councillor is that a 3rd option be added - that Frequent Flyer points may accrue while on Council business, but no reimbursement will be sought for Council travel and accommodation and therefore any points accruing may be used by the individual.

It is recommended that this change be made and some proposed wording has been included in the attachment.

Section 4.4.2 – Diary Management

A request by a Councillor has been received that diary appointments be printed, but a weekly catch-up with the officer providing administrative support for the Councillor's diary not occur at a mutually agreed time.

It is recommended that a catch-up in person with the officer or delegate remain as part of the policy to efficiently manage any queries or actions required.

Please note that a similar clause has been included for correspondence also.

If correspondence is addressed to the head of the local government, it is proposed that the Mayor meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's advice on each piece of correspondence and provide clarification about suggested actions.

Section 4.6.1 – Information and Communication Technology Equipment and Mobile Communication

Option 5 includes a Council Skype app for urgent communication of quick messages. It has been requested by a Councillor that this communication method be made optional, so that the Councillor can opt in or opt out.

It is recommended that this remain where a Councillor only has a private mobile phone and no other means of sending quick Council information securely.

The State Government's new Code of Conduct (that the new policy aims to take into account) includes the following:

1.3 Use only official Council electronic communication accounts (e.g. email accounts) when conducting Council business

The app provides for an efficient electronic form of communication that can be sent directly from the workstation of the administrative support or other members of the management team; in the absence of any other form of Council electronic communication being chosen by a Councillor.

The use of this application also meets the requirements of Information Security, Right to Information and related requirements.

Other texting from a personal device is not secure as Council cannot ensure that minimum levels of security are applied (e.g. pin number).

The Skype for Business app has the same functionality as texting, but is designed for a business / corporate communication environment.

Section 4.6.3 - Other Methods of Contact for Council and Councillors

The updated draft policy includes proposed clarification of the process for complaints passed onto Council by Councillors.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The policy was considered and adopted as presented at the General Meeting on 10 July 2019. It was prepared based on feedback received, and further reviews conducted.

The adopted policy and Appendix A is attached for Council's review.

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)

Division 2 Reimbursement of expenses and provision of facilities

249

- (1) This division is about the expenses reimbursement policy.*
- (2) The expenses reimbursement policy is a policy providing for the following—*
 - (a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;*
 - (b) provision of facilities to councillors for that purpose.*

250 Requirement to adopt expenses reimbursement policy or Amendment

- (1) A local government must adopt an expenses reimbursement policy.*
- (2) A local government may, by resolution, amend its expenses reimbursement policy at any time.*

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)

Expenses Reimbursement Policy (Councillors)

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)

Councillors of MRC
Chief Executive Officer

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)

No

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?

Expenses incorporated in the current budget and revised annually.

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)

Revision undertaken annually or as requested by Council.

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)

No

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
Mitigated	In adopting this revised policy Council maintains its legislative requirements.

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)

Consider the requested amendments to the policy.

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)).

That Council consider the proposed amendments to the Expenses Reimbursement Policy (Councillors).

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

The report tables requests for amendments to the latest policy.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Work with our communities to identify priorities, and provide leadership and advocacy to grow our region

4.1.5 Provide administrative support to Council's decision-making and community engagement processes.

Supporting Documentation:

[1](#) Draft Updated Expenses Reimbursement Policy

D19/47941

[2](#) Draft Updated Appendix A Form

D19/47942

Chief Executive Officer

1. Purpose

The purpose of this policy is to:

- Provide authorisation for the payment of reasonable expenses incurred, or to be incurred, by Councillors, while carrying out their duties and responsibilities under the *Local Government Act 2009*.
- Ensure that Councillors are provided with the necessary facilities to carry out their Councillor duties.
- Provide accountability and transparency in the expenditure of public funds.

Prior to seeking authorisation for the payment of reasonable expenses or seeking provision of the facilities referred to in this policy, all Councillors must complete the 'Councillor Options Form' included in Appendix A to this policy.

2. Scope

This policy applies to all Councillors of Maranoa Regional Council, and is made pursuant to Sections 249, 250 and 251 of the *Local Government Regulation 2012*.

Spouses, partners, family members or associates of Councillors are not entitled to:

- reimbursement of expenses; or
- use of Facilities (as defined in this policy) allocated to Councillors unless expressly permitted in accordance with this policy and paid for by the Councillor.

3. Definitions

Councillors	Mayor, Deputy Mayor and all persons elected as a Councillor for the current term of Council (2016-2020).
Council Business	<p>Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government and the community. This includes:</p> <ul style="list-style-type: none"> • Attending or preparing for General or Special Meetings or Advisory Committees, workshops, deputations and inspections; • Advocacy to other tiers of government;

	<ul style="list-style-type: none"> • Council community engagement activities including advisory committees and town meetings; • Council civic and ceremonial events; • Professional development; • Deputations or meetings with residents of the local government area about Council matters; • Councillor Portfolio activities; • Council/Councillor representation at local government events; • Matters otherwise resolved by Council.
Council Civic and Ceremonial Events	<p>Events primarily for the residents of the region (where organised by Council), including:</p> <ul style="list-style-type: none"> • Anzac Day Ceremonies • Australia Day Ceremonies and/or Celebrations • Remembrance Day Ceremonies • Official Openings of Council Projects • Citizenship Ceremonies • Council Arranged Events to recognise citizens' contributions to the region (e.g. Launch of Volunteer Week, Seniors Week). <p>The format of the event's proceedings may:</p> <ul style="list-style-type: none"> • Include dignitaries and other invited guests, including representatives of the Federal and State Government; • In whole or part be governed by the Federal or State Government.
Industry Events	<p>Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.</p>
Community Initiated and Arranged Events	<p>Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.</p>
Community Engagement	<p>A planned process of communication, participation and relationship building by encouraging the community, business, State and Federal Government, and other key stakeholders to provide input into Council's determination of priorities, decisions or policies or to advocate on issues of importance to Council. This includes participating in:</p>

	<ul style="list-style-type: none"> • Advisory Committees; • Councillor Out & About programs; • Town Meetings; • Representation on community committees as a Council representative; • Project specific engagement activities. <p>Refer also Council's Community Engagement Framework.</p>
Expenses	<p>Payments made by Council for Councillors' reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed or paid directly by Council.</p> <p>Expenses are not included in remuneration.</p>
Facilities	<p>Equipment, resources and administrative support (employee time) that facilitate the performance of Councillor duties.</p>
Professional Development	<p>All types of facilitated learning opportunities, both mandatory and discretionary.</p> <p>Mandatory Professional Development:</p> <p>Where Council resolves that all Councillors are to attend a specific course, conference, workshop or external meeting for skills development related to a Councillor's role. E.g. Councillor Induction, Legislative obligations, Code of Conduct and meeting procedures.</p> <p>Discretionary Professional Development:</p> <p>Discretionary Professional Development is considered to be Council approved training where Councillors choose to attend, and is identified as relevant to their role as a Councillor (other than mandatory training as outlined above).</p>
Reasonable	<p>Refers to what would be perceived as prudent, responsible and acceptable to the community. What the community would expect in terms of limits and Council being able to demonstrate that there is no excessive use or abuse of public funds.</p>

4. Details

4.1 KEY PRINCIPLES

This policy has been written to reflect the following key principles outlined in the *Local Government Act 2009*:

- Transparent and effective processes, and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government;
- Ethical and legal behaviour of Councillors and local government employees.

The policy aims to provide a range of options for Councillors to select which best meet their personal circumstances, while still complying with the local government principles in the performance of their responsibilities.

4.2 APPROVAL AND AUTHORISATION

Council officers will provide the specified facilities and administer expenses in accordance with this policy and the processes approved by the Chief Executive Officer for:

- payments made for or on behalf of Councillors; or
- payments to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor); or
- reimbursement to a Councillor for expenses incurred by a Councillor; or
- issue of invoices to Councillors where reimbursement of ancillary personal expenses is permitted under this policy (only where incurred concurrently in the performance of a Councillor's responsibilities – e.g. travel).

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor advising whether or not they require a Council issued credit card – to be used in accordance with this policy.

The payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval for costs associated with travel outside the region and budget provisions.

Where Councillors claim reimbursement or are accountable for acquittal of expenses incurred via a credit card, payment forms / copies of receipts or other supporting documentation must be signed by the requesting Councillor and the officer delegated by the Chief Executive Officer.

Whilst this policy establishes clear accountabilities there may be instances where the particular circumstances of a Councillor has not been envisioned in this policy. Such request can be brought to Council for a decision, and an amendment made to the policy if required.

4.3 EXPENSES

4.3.1 Council Business & Other Events

Where Councillors are attending to Council Business or other events defined in this policy, Council will pay for relevant expenses, including tickets, associated with that activity:

- Council Business
- Council Civic and Ceremonial Events
- Industry Events
- Community Initiated and Arranged Events

In the instance of spouses, partners, family members or associates of Councillors wishing to accompany the Councillor to community or industry events and/or travel outside the region with the Councillor, such attendance will not include participation in Council Business (other than ancillary social events) and will be at no cost to Council. Whichever is the most practical in the circumstances, arrangements for such attendance will be as follows:

- (a) The Councillor or other person will book and pay for the event participation directly to the relevant organisation/business; or
- (b) Payment will be made concurrently with the normal administrative processes for this policy where advised by the Councillor prior to the RSVP date, with the cost of such attendance reimbursed to Council via a Council invoice.

Where a Councillor is accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor attending (e.g.

airfares, meals, accommodation - number or size of rooms) where the amount is reasonably practical to quantify.

4.3.2 Professional Development

Council will reimburse expenses incurred for:

- Mandatory Professional Development; and
- Discretionary Professional Development.

Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.

Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.

Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.

4.3.3 Flights, Transport

Payment for all flights will be made by the officer delegated by the Chief Executive Officer, or via a Council issued credit card. Other than in the case of an after-hours emergency, personal or non-Council credit cards or accounts/funds are not to be used for the purposes of airfares for Council Business if reimbursement is sought.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise if Frequent Flyer points will accrue while on Council Business.

Where a Councillor identifies Option 2 (Section 4.3.3 of the form), a record will be maintained with the Elected Members Support & Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights. Redemption of points for Council Business will be through either:

- a) points plus pay (by the Councillor using the Council credit card); or

- b) via the website for reward seats, booked by the Elected Members Support & Community Engagement Officer in consultation with the Councillor (to facilitate access to the site).

The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.

In the case of airfares, generally Economy fares as a cost effective option will be used unless otherwise resolved by Council. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council Business.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council Business, will be the responsibility of the Councillor incurring the fine. Toll fees will be reimbursed or paid for by Council.

Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. trains, taxis, buses and ferry fares).

Council recognises that in some instances Councillors may wish to remain at the travelled location for a further time. As such, Council accepts that Councillors may remain provided it incurs no additional costs for the travel or accommodation (4.3.4).

This extends to ensuring any airline / transit fares are no more than what would have been incurred had the Councillor returned at the end of the official business. Should the costs be additional to what Council would ordinarily be responsible for these costs must be borne by the Councillor.

Costs for incidental personal travel expenses ancillary to travel outside the region for Council Business must be met by the Councillor.

4.3.4 Accommodation

All Councillor accommodation for Council Business will generally be booked and paid for by Council through the normal administrative processes approved by the Chief Executive Officer.

Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts – e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit.

Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the town of Roma, Council will make available two options:

- Council provided accommodation; or
- Local accommodation service provider.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected accommodation type while attending Roma for Council Business and events covered by this policy.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Accommodation may also be made available for Councillors when attending to Council Business if it is impractical to return home for that evening or where travel is required the day before.

4.3.5 Meals and Beverages

Councillors are entitled to be provided with a meal including non-alcoholic beverages, or reimbursed for the cost of a meal and non-alcoholic beverages, when travelling or attending to Council Business upon presentation of an official tax invoice, provided:

- The Councillor incurs the cost personally;
- The meal was not provided as part of registration costs of an activity, or during a funded flight;

Expenses associated with alcohol, including alcohol from the minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.

Notwithstanding this clause, in instances where an elected member is hosting a dignitary/dignitaries at the invitation of Council, hospitality may include the purchase of meals or alcoholic beverages by either direct payment by Council or reimbursement to the Councillor.

4.3.6 Councillor Community Engagement (Excluding Caretaker Period)

Councillors may incur expenses for the purpose of conducting community engagement activities relevant to their portfolio or other business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).

Each Councillor has an allocation for conducting community engagement activities of \$3,000 per annum (any unspent funds cannot be carried forward to the subsequent financial year).

4.3.7 Additional Expenses for Mayor Hospitality

The Mayor may have occasion to incur hospitality expenses to entertain dignitaries while conducting Council Business.

The maximum amount of hospitality expenses that may be reimbursed to the Mayor, or paid for by Council, in this regard is \$4,000 per annum. Notwithstanding clause 4.2.6, Mayor Hospitality pursuant to this clause may include the purchase of alcoholic beverages.

4.4 FACILITIES

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

All facilities (equipment, resources, administrative support) provided to Councillors at all times must be used for Council Business in line with this policy.

In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.

4.4.1 Office Space, Access to Meeting Rooms and Office Supplies and Equipment

Council provides an individual office for the Mayor, and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.

While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:

- Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support & Community Engagement Officers);
- Photocopier/scanner, and paper shredding arranged through the Elected Members Support & Community Engagement Officers;
- Council publications where available.
- Councillor letterhead arranged through the Elected Members Support & Community Engagement Officers and used in accordance with this policy;

The following stationery and office supplies will be made available in reasonable quantities to Councillors for official (Council) purposes arranged through the Elected Members Support & Community Engagement Officers;

- business cards
- customer contact cards
- 'with compliments' slips
- paper for printing
- notepaper
- pens
- other stationery as required from time to time (e.g. folders)

Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

4.4.2 Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events

Scheduling of appointments, meetings and invitations will be coordinated through the Elected Members' Support and Community Engagement Officers. All invitations / requests, however received, will be recorded and managed via Microsoft Outlook, with invitation Subject Headings clearly identifying the RSVP due dates.

As soon as dates are known, the meeting, appointment or event will be recorded and invitations sent via Microsoft Outlook to invited Councillors. To facilitate the scheduling of the diaries of all nine Councillors, Councillors are encouraged to blank out any specific times in their diaries where they are temporarily unavailable for Council Business appointments to assist with the planning process.

RSVP's in relation to invitations sent to Council will be provided by a Council representative, which will ordinarily be an Elected Members Support & Community Engagement Officer. RSVPs will be provided based on the responses received by the RSVP date – either electronically through (a) Elected Member Diary Meetings or (b) Electronic Diary Invitations.

(a) Elected Member Diary Meetings

An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors. Meetings will generally take place from 9.00am - 9.45am on Workshop day

preceding the Council meeting (approximately once a fortnight), or at an alternative time if periodically required due to other Council commitments or officer availability.

The Elected Members Support & Community Engagement Officer will seek to obtain:

- Guidance about preferred dates for official openings and collective community engagement initiatives;
- Advice on attendees for the various appointments, meetings and other functions/events where Council representation has been requested, RSVP's are required or other guests/visitors' (e.g. Ministers or other government representatives') attendance needs to be coordinated.

The joint scheduling and central coordination of all Councillors' electronic diaries helps to:

- Provide quick and easy visibility to identify dates and Councillors' (including the Mayor's) availability for planning purposes;
- Maximise Councillor attendance at Council initiated events;
- Maximise Councillors' attendance where possible where Council is invited to provide representation within or outside the region;
- Enable RSVP's to be efficiently responded to on behalf of Council (attendees/apologies);
- Identify early where speech notes need to be researched for the attending Councillor/Mayor;
- Ensure sufficient time is available to prepare for events including invitations / guests, ordering of plaques, catering and advertising for community participation;
- Provide a safety net (cross check) so that all Councillors are aware of upcoming events and have the opportunity to participate where practical and invited to do so;
- Identify instances where the Mayor is unable to attend and to facilitate the delegation of the responsibility to represent Council to another Councillor or Councillors.

An example of this is for Anzac Day ceremonies where there are multiple ceremonies across the region within a short period of time and given the distance involved it is not possible for one person to be at multiple places at the same time.

(b) Electronic Diary Invitations

Due to high volume of diary events pertaining to Councillors each year, Councillors' diaries are managed electronically through Microsoft Outlook by an Elected Members Support & Community Engagement Officer. Not only does this reduce printing and paper costs, it also provides automatic record-keeping and effective, efficient and economical management of public resources, with invitations sent to all Councillors in one step, and individual Councillors are able to indicate their attendance by clicking on 'Accept'.

Alternatively, Councillors may wish to use a mix of Option (a) and (b) depending on availability.

(c) Diary Entries' Printing / Record Keeping

In lieu of (a) and (b) Councillors may elect to have their diary entries (appointments, meetings, events) printed to view, and accept or decline in writing (on the printed copy) and/or verbal advice to the Elected Members Support & Community Engagement Officer or delegate.

Where this is a Councillor's preference, the Elected Members Support & Community Engagement Officer or delegate will undertake the following additional steps for the Councillor/s selecting this option:

- print diary entries;
- Accept or Decline based on the Councillor's written or verbal advice;
- Store associated records / advice confirmations;
- Print a copy of the calendar for the week in advance and the month ahead.

Under this option, invitations as received will be printed and included in the Councillor's tray to give the Councillor time to think about which appointments, meetings and events the Councillor will attend. Notes can be written on each.

The Councillor will meet (generally on a weekly basis) with the Elected Members Support & Community Engagement Officer or delegate for a quick catch up at a mutually agreed time to enable arrangements to be progressed and any residual diary queries to be discussed. This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;

- any new appointments the Councillor may have personally arranged so the diary can be updated;
- in the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the *Local Government Act 2009* (by RSVP date to allow sufficient time for alternative speech arrangements to be made).

Providing for a weekly catch up will enable the discussion to be kept as short as possible. Having a planned time will enable the officer to schedule their other Council work priorities and to efficiently communicate where the Councillor's advice is needed.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to advise of their selected option for diary management.

4.4.3 Other Administrative Support to Elected Members and Use of Letterhead

Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to:

- Customer Requests
- Complaints
- Council Meeting Correspondence

All Customer Requests and/or Complaints are to be administered in accordance with the adopted policies.

Administrative support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.

Administrative support and letterhead for elected members is provided solely for the purpose of:

- letters of support for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor) provided that:
 - the content is consistent with the role of a Councillor;
 - an individual Councillor is not speaking for or on behalf of Council;
 - the letter does not indicate or provide Council in-kind or financial support;
 - the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council.
- invitations to individual community engagement initiatives;
- congratulatory or thank-you messages;
- advocacy to other tiers of government for Council Business reflecting Council's position on matters;
- facilitating the reimbursement of expenses and other arrangements under this policy;

- preparation of speech notes where the request is received from the Councillor in sufficient time to enable information to be collated – as a general guide:
 - dot points (3) clear business days of the event;
 - 5 clear business days (full speech);
- acknowledgement letters/e-mails for correspondence to the Elected Members' Office;
- assisting with professional development arrangements and resources for elected members.

To remove any doubt, at no time is:

- Administrative support to be used to direct or facilitate the direction of Council employees (Section 170 of the *Local Government Act 2009*).
- A Councillor's letterhead or individual e-mail addresses to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.
- Seek to direct staff in contravention of this policy.

4.4.4 Maintenance Costs of Council Equipment

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

4.4.5 Insurance Cover

In accordance with Section 107 of the *Local Government Act 2009*, Council will take out professional indemnity and Workers Compensation Insurance cover for Councillors while carrying out their legislative responsibilities.

Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business).

4.4.6 Uniform

On an 'as needed' basis Council will provide Councillors with the following corporate uniform as supplied by Council's preferred supplier arrangement:

- Name Badge
- Corporate branded shirts (upon request)
- Corporate branded jacket (upon request)
- Personal Protective Equipment (PPE) as required in the discharge of official duties

4.5 VEHICLES

The aim of this policy is to ensure that no Councillor is financially disadvantaged by undertaking their Councillor responsibilities. However, it is recognised that due to an individual's personal/business circumstances their preference may be to use their private vehicle for all travel.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.

4.5.1 Vehicle

- **Option 1 or Option 2 (Council Owned Vehicle)**

Due to the size of the Maranoa Regional Council area (58,834.5km²), and to ensure Councillors participate in Council and community events across the region, a fully serviced, Council owned vehicle will be made available to Councillors who would like to access these options. This will include the provision of a break down service and fuel card for Council Business use.

The type of vehicles made available to Councillors considers the large area and distances covered within the Council area, and the fact that rural roads are predominantly gravel. Night travel is also necessary for Councillors in attending to Council Business.

Councillors will be provided with a 'fit for purpose' 4WD vehicle or similar vehicles considering individual location, value for money and the context of the abovementioned considerations.

Use of the vehicle is for Council Business and associated events only and is subject to compliance with any applicable motor vehicle policy adopted by Council from time to time.

- **Option 2 (Purchase of Limited Private Use)**

Councillors may enter into a private use agreement of the Council issued vehicle including for limited and reasonable private use (Note: To remove any doubt, travel to/from home wholly or mainly to undertake Councillor responsibilities is considered Council Business and not private use for the purpose of this policy).

The cost of limited private use at the commencement of this option was \$3,500 per annum (indexed annually by CPI 30 June).

Fuel purchased outside the Maranoa Regional Council area is to be covered by the Councillor if the vehicle is being used for private use.

The set private use agreement fee will be deducted automatically from the fortnightly Councillor remuneration payments.

It is recognised that from time to time, another person, with the Councillor's consent, may drive the vehicle. In those instances, the Councillor must be aware of the general exclusions under Council's insurance policy. Specifically, a Councillor may be required to reimburse Council for any payments incurred by Council as a consequence of a claim made relating to the private use of a Council vehicle, where that claim is not covered by Council's insurance policy.

- **Option 3 or 4 (Private Vehicle for Council Business)**

Due to their personal / business arrangements, a Councillor may prefer to use their private vehicles for undertaking their Councillor responsibilities.

It should be noted that Council insurance does not cover private vehicles used for Council business.

For the purpose of this policy, Council has determined that the allowance for use of a motor vehicle will be 88c/km (subject to annual review). Any claim is to be based on log book details to substantiate the relevance of the travel for Council Business.

Details of the private use is to be recorded on a Councillor Expense Claim Form.

4.6 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND COMMUNICATIONS

4.6.1 Mobile Devices (Calls and Data)

The aim of this policy is to ensure that Council have a range of options for how they would like to be contactable while undertaking their Councillor responsibilities.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option.

Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

4.6.2 Form of Councillor Communications for Correspondence

Due to high volume of correspondence received and documents generated by Council each year, these are managed electronically through Council's electronic document management system and Microsoft Outlook.

Not only does this reduce printing and paper costs, it automates a large part of Council's legislative record-keeping responsibilities, and assists in the effective, efficient and economical management of public resources.

Appendix A ('Councillor Options Form') provides the form required to be completed by each Councillor to confirm their selected option (i.e. electronic or printed/written format).

In lieu of electronic receipt and responses in relation to correspondence, Councillors may elect to have copies printed to view and to provide instructions in paper/written format.

Where this is a Councillor's preference, an Executive Services Officer will:

- Print correspondence including correspondence sent to the Councillors' internal e-mail address;
- Enter the notes in Council's document management system and workflow the document to the relevant area.

If correspondence is addressed to the head of the local government, the Mayor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's advice on each piece of correspondence and provide clarification about suggested actions.

Where a Councillor has selected to receive correspondence electronically, Attachment A ('Councillor Options Form') seeks clarification whether it is to be used for external correspondence direct to the Councillor noting that all internal communications will be direct to the Councillor address.

4.6.3 Other Methods of Contact for Council and Councillors

A number of e-mail address contacts for contacting Council to request a service, information or action are available on the Council website:

council@maranoa.qld.gov.au

customer.service@maranoa.qld.gov.au

As some government correspondence (e.g. from Ministers) and residents prefer to send correspondence electronically to Council and Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence:

Office of the Mayor mayor@maranoa.qld.gov.au

Mayor and Councillors councillors@maranoa.qld.gov.au

Multiple Council officers will have access to the above e-mail accounts to help ensure the continuity of service delivery to Council in accordance with this policy.

A copy of requests from customers for a service, information or action, received through the above e-mail addresses will be acknowledged and managed in accordance with Council's adopted Customer Request Policy, for example, the request will be forwarded to:

customer.service@maranoa.qld.gov.au

A copy of correspondence from customers in relation to something that Council or one of its representatives has done or failed to do will be acknowledged and managed in accordance with Council's adopted Complaint Management Policy & Process. Administrative action complaints, for example, will be forwarded to:

internal.review@maranoa.qld.gov.au

Complaints passed onto an individual Councillor will be managed in the same way.

Contact in relation to the investigation of a complaint will occur directly with the complainant by the relevant officer under the policy.

Where a Councillor requests information about a complaint (verbally or in writing) the request for information will be forwarded to:

S170A@maranoa.qld.gov.au

Whilst progress updates can be provided, the final outcome cannot be determined or communicated until the Internal Review is completed.

5. Related Legislation and Policies

- *Local Government Act 2009*
- *Local Government Regulation 2012*

Council Policies developed and reviewed from time to time in relation to:

- *Credit Cards*
- *Councillors' Motor Vehicles*
- *Customer Service*
- *Complaints Management*
- *Mandatory Councillors' Code of Conduct (State Government)*

6. Associated Documents

Nil

7. Revision History

Policy Revision	Approval Date	Internal Reference
1.00	25 January 2017	D17/3993 GM/01.2017/20
2.00	27 March 2019	D19/22790 GM/03.2019/108
3.00	2 July 2019	DRAFT

SELECTION OF OPTIONS

Decision 1 – Council issued credit card (Credit card facility)**Section 4.2**

Expenses or Facilities incurred / used by Councillors	New Councillor Checklist (Please tick to select preferred option)	
	Option 1	Option 2
Credit card facility	Council issued credit card <div style="text-align: center; margin-top: 20px;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </div>	No Council credit card <div style="text-align: center; margin-top: 20px;"> <input style="width: 50px; height: 20px; border: 1px solid black;" type="checkbox"/> </div>

Reminder:

Payment for all flights will be made by the officer delegated by the Chief Executive Officer (generally the Elected Member Support & Community Engagement Officer), or via a Council issued credit card.

Councillor Initial: _____

Decision 2 – Frequent flyer program

Section 4.3.3

Expenses or Facilities incurred / used by Councillors	Councillor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Option 3
Frequent Flyer points will accrue while on Council Business	<p>No</p> <p><input type="checkbox"/></p>	<p>Yes</p> <p><input type="checkbox"/></p>	<p>Not applicable</p> <p><input type="checkbox"/></p> <p>Frequent Flyer points may accrue while on Council business, but no reimbursement will be sought for travel and accommodation and therefore any points accruing may be used by the individual.</p>

Reminder:

Where a Councillor identifies Option 2 (Section 4.3.3 of the form), a record will be maintained with the Elected Members Support & Community Engagement Officer of the value of points that would accrue at the lowest membership level. This is having regard to the minimal number of flights undertaken for Council Business each year. In the event of the need for further Council Business flights, the value of such points will be applied to offset the cost of the flights.

Redemption of points for Council Business will be through either:

- a) points plus pay (by the Councillor using the Council credit card); or
- b) via the website for reward seats, booked by the Elected Members Support & Community Engagement Officer in consultation with the Councillor (to facilitate access to the website).

The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.

Councillor Initial: _____

Decision 3 – Accommodation Preference within Roma for Councillor's Use while on Council Business or events where invited as a Councillor

Section 4.3.4

Expenses or Facilities incurred / used by Councillors	Councillor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Not required
Accommodation for Councillor's Use	Council provided accommodation <input type="checkbox"/>	Local accommodation service provider (i.e. motel) <input type="checkbox"/>	<input type="checkbox"/>

Reminder:

Where a Councillor wishes to be accompanied by a spouse, partner, family member or associate, Council is to be reimbursed for any incremental cost associated with more than the Councillor's accommodation (e.g. number or size of rooms) where the amount is reasonably practical to quantify.

Councillor Initial: _____

Decision 4 – Diary management

Section 4.4.2

Expenses or Facilities incurred / used by Councillors	Elected Members Support & Community Engagement	Councillor's Selected Option (Tick applicable box)	
		Option 1	Option 2
Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events	Calendar invitations received or initiated by Council for Councillors entered into Microsoft Outlook	Electronic This include mainly electronic (Printing infrequently upon request – e.g. for large attachments) <input type="checkbox"/>	Printed (with a regular in person catch-up – generally on a weekly basis) <input type="checkbox"/>

Reminder:

An Elected Members Support & Community Engagement Officer will meet collectively with all available Councillors ('Diary meetings'). Meetings will generally take place from 9.00am - 9.45am on Workshop day preceding the Council meeting (approximately once a fortnight), or at an alternative time if periodically required due to other Council commitments or officer availability.

For a Councillor selecting Option 2:

Invitations as received will be printed and included in the Councillor's tray to give the Councillor time to think about which appointments, meetings and events the Councillor will attend. Notes can be written on each.

The Councillor will meet (generally on a weekly basis) with the Elected Members Support & Community Engagement Officer or delegate for a quick catch up at a mutually agreed time to enable arrangements to be progressed and any residual diary queries to be discussed. This will also provide the Councillor the opportunity to advise of:

- any specific times in their diaries where they are temporarily unavailable for Council Business to assist in the planning of appointment/meeting/event invitations and requests;
- any new appointments the Councillor may have personally arranged so the diary can be updated;
- in the event of the Mayor selecting this option, any delegations in relation to the Mayoral responsibilities under Section 12 (5) of the *Local Government Act 2009* (by RSVP date to allow sufficient time for alternative speech arrangements to be made).

Providing for the regular catch up will enable the discussion to be kept as short as possible. Having a planned time will enable the officer to schedule their other Council work priorities and to efficiently communicate where the Councillor's advice is needed.

Councillor Initial: _____

Decision 5 – Vehicle**Section 4.5**

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)			
	Option 1	Option 2	Option 3	Option 4
Vehicle	<p>Council Vehicle for Council Business Use <u>Only</u> <u>No</u> Private Use</p> <div style="text-align: center;"> <input type="checkbox"/> </div>	<p>Council Vehicle – Council Business Use Purchase of <u>Limited</u> Private Use by Councillor</p> <div style="text-align: center;"> <input type="checkbox"/> </div> <p>Payment <u>by Councillor to Council</u> of \$3,500 per annum indexed by CPI (30 June 2020).</p> <p>Council will periodically review usage to confirm reasonableness of usage to individual Councillor payments pursuant to this option. Excessive usage may, subject to a Council resolution, result in an additional Councillor payment being required.</p>	<p>Use of Private Vehicle Allowance based on kms of Council Business Use</p> <div style="text-align: center;"> <input type="checkbox"/> </div> <p>88c per km of Council business use (log book maintained and copies provided as part of the payment request) paid to the Councillor</p>	<p>Use of Private Vehicle Council Business Use</p> <div style="text-align: center;"> <input type="checkbox"/> </div> <p>In the absence of a Log Book, the Councillor acknowledges that no claim for reimbursement can be made to Council for a contribution or reimbursement of expenses associated with use of a Private Vehicle for Council Business Use.</p>

Councillor Initial: _____

Decision 6 – Information and Communication Technology (ICT)

Equipment and Mobile Communication

Section 4.6.1

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)				
	Option 1	Option 2	Option 3	Option 4	Option 5
Mobile Devices for Councillor's Use	Council Mobile (Smart) Phone	Council Mobile (Smart) Phone + Call redirection to personal phone number	Personal Mobile Phone	Personal Mobile Phone	Personal Mobile Phone
	Council iPad (choice of 9.7 inch or 12.9 inch)	Council iPad (choice of 9.7 inch or 12.9 inch)	Council iPad (choice of 9.7 inch or 12.9 inch)	Personal iPad (with Council Outlook and Calendar App to access information relating to Councillor responsibilities).	No mobile access to Council e-mails
	Calls (includes Council secured fixed cost monthly plan for calls and data within Australia).	Calls (includes Council secured fixed cost monthly plan for calls and data within Australia) for Council phone.	Reimbursement of Mobile Plan including Data to the equivalent of what Council is currently paying for a Council device.	Reimbursement of Mobile Plan including Data to the equivalent of what Council is currently paying for a Council device.	
	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: Microsoft	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: Microsoft	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically:	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: Microsoft	

	Outlook (E-mail and Calendar) and Microsoft Office Suite.	Outlook (E-mail and Calendar) and Microsoft Office Suite.	Microsoft Outlook (E-mail and Calendar) with corporate management of the Council Outlook app. and pin security, managed through Council's mobile application management platform. + Microsoft Office Suite on iPad	Outlook (E-mail and Calendar) with corporate management of the Council Outlook app. and pin security, managed through Council's mobile application management platform.	
	Not needed – full Council communication package	Not needed – full Council communication package	Optional Skype app with pin (Optional because the Councillor has a Council iPad)	Skype app for notification of quick or urgent messages – with pin	Skype app for notification of quick or urgent messages – with pin
	SMS (Text Messages) about Council Business are not to be sent from personal mobile phones to ensure compliance with the Public Records Act 2002. Any receipt of SMS are to be copied and included in Council's system.				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone number to be displayed on the Council website and other external Council communication networks	<input type="text"/>
Phone number to be displayed on Council internal communication networks (contact by a Councillor or Council Officer)	<input type="text"/>

Reminder:

Councillors, including those using a personal mobile phone to conduct Council Business, are to advise which number (if any) is to be published on Council's website and other Council communication networks (internal and external use).

Councillor Initial: _____

Decision 7 – Councillor Communications for Correspondence

Section 4.6.2

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)	
	Option 1	Option 2
	Electronic	Paper
Communications	<input type="checkbox"/>	<input type="checkbox"/> <i>Note:</i> <i>Spam/Marketing/Junk Mail will be separately sorted.</i>
If using your Councillor e-mail address to correspond externally, please tick.	External contact – Councillor address <input type="checkbox"/>	

Reminder:

In lieu of electronic receipt and responses in relation to correspondence, Councillors may elect to have copies printed to view and provide instructions in paper/written format. The Councillor will meet on a weekly basis with the Executive Services Officer or delegate at a mutually agreed time to receive the Councillor's written advice in relation to correspondence (date received / date instructions provided or noted on the correspondence).

Councillor Initial: _____

Decision 8 – Speech Notes (As required)

Expenses or Facilities incurred or used by Councillors	Councillor's Selected Option (Tick applicable box)		
	Option 1	Option 2	Option 3
Speech notes	Dot points	Full speech	Dependent on type of event
	Councillor requested to advise of request for speech notes (3) clear business days prior to the event	Councillor requested to advise of request for speech notes (5) clear business days prior to the event	Lead time noted.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Councillor Signature

Date

/ 7 / 19

OFFICER REPORT**Meeting:** General 24 July 2019**Date:** 10 June 2019**Item Number:** 11.1**File Number:** D19/48029**SUBJECT HEADING:** Annual Review of Delegation of Council Powers to the Position of Chief Executive Officer**Classification:** Open Access**Officer's Title:** Governance Officer**Executive Summary:**

Pursuant to section 257(4) of the *Local Government Act 2009*, Council's Delegations to the Chief Executive Officer are required to be reviewed annually. It should be noted that in addition to this annual review, delegations are reviewed and updated according to changes in State Government Legislation as they occur throughout the year.

This report proposes to Council that the current delegation of Council powers under State Legislation and Local Laws to the position of Chief Executive Officer remain unchanged.

Officer's Recommendation:

That Council:

1. Confirms the annual review of the delegations to the Chief Executive Officer pursuant to section 257(4) of the *Local Government Act 2009*; and
2. Confirms that the current delegations (contained in Schedule 1 of the Instruments of Delegation attached to this officer's report) to the Chief Executive Officer for the following legislation and local laws will remain unchanged from this review.

• <i>Aboriginal Cultural Heritage Act 2003</i>	<i>GM/01.2016/36 – 20 January 2016</i>
• <i>Animal Care and Protection Act 2001</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Animal Management (Cats and Dogs) Act 2008</i>	<i>GM/11.2017/06 – 8 November 2017</i>
• <i>Biosecurity Regulation 2016</i>	<i>GM/06.2019/06 – 12 June 2019</i>
• <i>Biosecurity Act 2014</i>	<i>GM/12.2017/83 – 13 December 2017</i>
• <i>Body Corporate and Community</i>	<i>GM/06.2016/09 – 22 June 2016</i>

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<i>Management (Accommodation Module) Regulation 2008</i>	
<ul style="list-style-type: none"> • <i>Body Corporate and Community Management (Commercial Module) Regulation 2008</i> 	<i>GM/06.2016/09 – 22 June 2016</i>
<ul style="list-style-type: none"> • <i>Body Corporate and Community Management (Small Schemes Module) Regulation 2008</i> 	<i>GM/06.2016/09 – 22 June 2016</i>
<ul style="list-style-type: none"> • <i>Body Corporate and Community Management (Standard Module) Regulation 2008</i> 	<i>GM/06.2016/09 – 22 June 2016</i>
<ul style="list-style-type: none"> • <i>Body Corporate and Community Management Act 1997</i> 	<i>GM/06.2016/09 – 22 June 2016</i>
<ul style="list-style-type: none"> • <i>Building Act 1975</i> 	<i>GM/02.2018/51 – 28 February 2018</i>
<ul style="list-style-type: none"> • <i>Building Units and Group Titles Act 1980</i> 	<i>GM/06.2016/09 – 22 June 2016</i>
<ul style="list-style-type: none"> • <i>Disaster Management Act 2003</i> 	<i>GM/11.2015/06 – 25 November 2015</i>
<ul style="list-style-type: none"> • <i>Disaster Management Regulation 2014</i> 	<i>GM/11.2016/36 – 20 January 2016</i>
<ul style="list-style-type: none"> • <i>Environmental Protection (Water) Policy 2009</i> 	<i>GM/06.2016/06 – 22 June 2016</i>
<ul style="list-style-type: none"> • <i>Environmental Protection Act 1994</i> 	<i>GM/02.2019/05 – 13 February 2019</i>
<ul style="list-style-type: none"> • <i>Environmental Protection Regulation 2008</i> 	<i>GM/06.2019/88 – 26 June 2019</i>
<ul style="list-style-type: none"> • <i>Fire and Emergency Services Act 1994</i> 	<i>GM/07.2015/39 – 22 July 2015</i>
<ul style="list-style-type: none"> • <i>Food Act 2006</i> 	<i>GM/01.2016/36 – 20 January 2016</i>
<ul style="list-style-type: none"> • <i>Food Production (Safety) Act 2000</i> 	<i>GM/01.2016/36 – 20 January 2016</i>
<ul style="list-style-type: none"> • <i>Gas Supply Act 2003</i> 	<i>GM/06.2016/09 – 22 June 2016</i>
<ul style="list-style-type: none"> • <i>Gas Supply Regulation 2007</i> 	<i>GM/06.2016/09 – 22 June 2016</i>

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• <i>Health (Drugs and Poisons) Regulation 1996</i>	<i>GM/12.2015/04 – 9 December 2015</i>
• <i>Housing Act 2003</i>	<i>GM/12.2014/09 – 10 December 2014</i>
• <i>Housing Regulation 2015</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Information Privacy Act 2009</i>	<i>GM/07.2018/51 - 26 July 2018</i>
• <i>Land Act 1994</i>	<i>GM/06.2019/91 – 26 June 2019</i>
• <i>Land Title Act 1994</i>	<i>GM/07.2018/50 – 26 July 2018</i>
• <i>Local Government Act 2009</i>	<i>GM/05.2019/34 – 22 May 2019</i>
• <i>Local Government Regulation 2012</i>	<i>GM/05.2019/36 – 22 May 2019</i>
• <i>Mineral Resources Act 1989</i>	<i>GM.334.12 – 26 October 2012</i>
• <i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Peaceful Assembly Act 1992</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Planning Act 2016</i>	<i>GM/05.2019/33 – 22 May 2019</i>
• <i>Planning Act 2016 – Development Assessment Rules</i>	<i>GM/12.2017/82 – 13 December 2017</i>
• <i>Planning Regulation 2017</i>	<i>GM/05.2019/35 – 22 May 2019</i>
• <i>Plumbing and Drainage Act 2018</i>	<i>GM/07.2019/01 - 10 July 2019</i>
• <i>Plumbing and Drainage Regulation 2019</i>	<i>GM/07.2019/02/ - 10 July 2019</i>
• <i>Prostitution Act 1999</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Public Health (ICPAS) Act 2003</i>	<i>GM/01.2016/36 – 20 January 2016</i>
• <i>Public Health Act 2005</i>	<i>GM/06.2019/07 – 12 June 2019</i>
• <i>Public Health Regulation 2005</i>	<i>GM/06.2016/09 – 12 June 2019</i>

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• <i>Public Records Act 2002</i>	<i>GM/11.2015/51 – 25 November 2015</i>
• <i>Queensland Heritage Act 1992</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Residential Services (Accreditation) Act 2002</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Residential Tenancies and Rooming Accommodation Act 2008</i>	<i>GM/01.2015/06 – 21 January 2015</i>
• <i>Residential Tenancies and Rooming Accommodation Regulation 2009</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Right to Information Act 2009</i>	<i>GM/06.2019/89 - 26 June 2019</i>
• <i>State Penalties Enforcement Act 1999</i>	<i>GM/06.2019/90 - 26 June 2019</i>
• <i>Stock Act 1915</i>	<i>GM/01.2016/36 – 20 January 2016</i>
• <i>Stock Route Management Act 2002</i>	<i>GM/07.2018/52 – 26 July 2018</i>
• <i>Tattoo Industry Act 2013</i>	<i>GM/07.2018/06 – 11 July 2018</i>
• <i>Tobacco and Other Smoking Products Act 1998</i>	<i>GM/06.2016/09 – 22 June 2016</i>
• <i>Transport Operations (Road Use Management – Road Rules) Regulation 2009</i>	<i>GM/03.2015/04 – 11 March 2015</i>
• <i>Transport Operations (Road Use Management) Act 1995</i>	<i>GM.334.12 - 26 October 2012</i>
• <i>Transport Infrastructure Act 1994</i>	<i>GM.334.12 - 26 October 2012</i>
• <i>Waste Reduction and Recycling Act 2011</i>	<i>GM/07.2019/0310 July 2019</i>
• <i>Waste Reduction and Recycling Regulation 2011</i>	<i>GM/07.2019/0410 July 2019</i>
• <i>Water Act 2000</i>	<i>GM/06.2019/08 – 12 June 2019</i>
• <i>Water Regulation 2016</i>	<i>GM/02.2018/50 – 28 February 2018</i>
• <i>Water Supply (Safety and Reliability) Act 2008</i>	<i>GM/01.2018/05 – 24 January 2018</i>
• <i>Work Health and Safety Act</i>	<i>GM/02.2018/49 – 28 February 2018</i>

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2011	
<ul style="list-style-type: none"> Local Law No. 1 (Administration) 2011 	GM/08.2014/46 – 27 August 2014
<ul style="list-style-type: none"> Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011 	GM/06.2016/06 – 22 June 2016
<ul style="list-style-type: none"> Subordinate Local Law No. 1.12 (Operation of Temporary Entertainment Events) 2011 	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none"> Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011 	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none"> Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none"> Subordinate Local Law No. 1.16 (Gates and Grids) 2011 	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none"> Subordinate Local Law No. 1.17 (Sale or Consignment of Stock at a Saleyard) 2011 	GM/10.2014/05 – 8 October 2014
<ul style="list-style-type: none"> Subordinate Local Law No. 1.18 (Use of a Vehicle on an Airside Area) 2011 	GM/09.2014/55 – 24 September 2014
<ul style="list-style-type: none"> Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011 	GM/06.2016/06 – 22 June 2016
<ul style="list-style-type: none"> Subordinate Local Law No. 1.3 (Establishment or Occupation of a Temporary Home) 2011 	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none"> Subordinate Local Law No. 1.4 (Installation of Advertising Devices) 2011 	GM/01.2016/36 – 20 January 2016

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<ul style="list-style-type: none">Subordinate Local Law No. 1.5 (Keeping of Animals) 2011	GM/12.2014/06 – 10 December 2014
<ul style="list-style-type: none">Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none">Subordinate Local Law No. 1.8 (Operation of Caravan Parks) 2011	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none">Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none">Local Law No. 2 (Animal Management) 2011	GM/12.2014/07 – 10 December 2014
<ul style="list-style-type: none">Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011	GM/01.2016/36 – 20 January 2016
<ul style="list-style-type: none">Local Law No. 6 (Operation of Saleyards) 2011	GM/10.2014/04 – 8 October 2014
<ul style="list-style-type: none">Local Law No. 7 (Aerodromes) 2011	GM/09.2014/54 – 24 September 2014

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).

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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?

Council is vested with the power to make a range of decisions and various actions under legislation and other statutory instruments. Council derives those powers from

State Law, such as the *Local Government Act 2009*, and under its local laws and planning scheme.

Section 257 of the *Local Government Act 2009* allows Council, by resolution, to delegate its powers under State and other laws, to one or more individuals or standing committees, including to the Chief Executive Officer.

The delegation of a Council's powers does not involve Council parting with or surrendering those powers. Council continues to retain all powers which are the subject of delegation. A delegation involves the "sharing" of power, so that both Council and the Chief Executive Officer can exercise the same power.

Other important legal principles which apply to the delegation proposal set out in this report are:

- (a) Council at all times retains the power to revoke the delegation. Accordingly Council retains ultimate control.
- (b) Council, as the delegator, still has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- (c) A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditionals enables Council to impose checks and balances on its delegations. However, as with any vesting power, the delegated power cannot be unduly fettered.
- (d) The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to discretion of other individuals.
- (e) A Local Government must not delegate a power that an Act states must be exercised by resolution.

All Instruments of Delegation, as listed above, will be circulated under separate cover (hard copy).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Delegations Register is reviewed annually. The last review was resolved on 14 February 2018.

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)

This report has been provided in compliance with section 257 (4) of the *Local Government Act 2009*, which requires a delegation to the Chief Executive Officer under subsection 257 (4) must be reviewed annually by the local government.

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)

Nil

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)

Nil

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)

Nil

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?

The delegation update service is funded in the current financial years' budget.

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)

Nil

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)

Chief Executive Officer

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
If Council were to not delegate powers	The delegation of Local Government powers plays a vital part of the effective operation of Council.

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)

Confirm the current delegations to the Chief Executive Officer

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?

That Council:

1. Confirms the annual review of the delegations to the Chief Executive Officer pursuant to section 257(4) of the *Local Government Act 2009*; and
2. Confirms that the current delegations to the Chief Executive Officer for the provided legislation and local laws will remain unchanged from this review.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 10: Organisational Management

10.4 Building Capability and Performance

10.4.1 Defining expectations and boundaries

Supporting Documentation:

Nil

Report authorised by:

Director - Corporate, Community & Commercial Services

OFFICER REPORT

Meeting: General 24 July 2019

Date: 17 July 2019

Item Number: 11.2

File Number: D19/61094

SUBJECT HEADING: Monthly Financial Report for the period ending 30 June 2019

Classification: Open Access

Officer's Title: Specialist - Finance Systems Support

Executive Summary:

The purpose of this report is for the Chief Executive Officer to present a monthly financial report to council in accordance with section 204 of *the Local Government Regulation 2012* for the month of June 2019 and year to date.

Officer's Recommendation:

That the monthly financial report for the period ended 30 June be received and noted.

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?

To comply with section 204 of *the Local Government Regulation 2012*.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables the Statement of Financial Position (balance sheet), Operating Statement (revenue & expenditure) actuals V budget for the period ended 30 June 2019.

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For the financial year ending 30 June 2019, council's total operating revenue was \$82.4M representing 107.7% of budget. The increase over budget can be attributable to a number of budget items including Sale of goods and major services (Roma quarry sales - 175.7%) and other revenue (Private works - 121.3%). Statutory fees, other revenue, reimbursements and operational grants have all contributed to the revenue increase over budget. There will also be corresponding operational expenditure related to these revenues not budgeted for.

Please note that there will be further changes made to these figures with the preparation of statutory financial statements subject to audit (e.g. accrual of expenses).

Total operating expenditure for the financial year was \$76.7M representing 101.0% of budget.

Total capital expenditure for the 2018 - 2019 financial year was \$44.4M representing 65.5% of budget.

For the twelve months ended 30 June 2019, QTC loans were reduced by \$1,435,595 with interest paid of \$602,954 and additional costs of \$139,856 for refinancing of the saleyards existing loan as per table below:-

QTC Loans consolidated	Sep QTR	Dec QTR	Mar QTR	Jun QTR	YTD Cumulative FY 2018-2019
Opening Balance	14,320,481	13,898,245	13,468,663	13,030,361	14,320,481
Loan Repayments	-586,044	-589,057	-589,057	-430,298	-2,194,456
Refinancing costs					
Saleyards				139,856	139,856
Accrued Interest	159,710	155,457	146,927	140,860	602,954
Accrued Admin fee	4,098	4,018	3,828	3,743	15,687
Redemption	-422,236	-429,582	-438,302	-145,839	-1,435,959
New Loan Sewer relining				3,000,000	3,000,000
New loan Energy Upgrades				1,500,000	1,500,000
Closing Balance					
QTC statement	13,898,245	13,468,663	13,030,361	17,384,522	17,384,522

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)

Section 204 of *the Local Government Regulation 2012* states:

204 Financial report

- (1) The local government must prepare a financial report.*
- (2) The chief executive officer must present the financial report -*
 - (a) If the local government meets less frequently than monthly - at each meeting of the local government; or*
 - (b) Otherwise - at a meeting of the local government once a month.*
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.*

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)

Nil

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)

Nil

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)

Nil

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?

The purpose of this report is present the financial report on the progress that has been made in relation to council's budget for the period ending 1 July 2018 to 30 June 2019.

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)

This report is for information purposes.

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)

This report is for information purposes.

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
Nil	Nil

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)

That the monthly financial report for the period ending 30 June 2019 be received and noted.

Recommendation:

What is the 'draft decision' based on the advice to Council?

That the monthly financial report for the period ending 30 June 2019 be received and noted.

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?

No

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:

Maranoa Regional Council

General Meeting - 24 July 2019

1	Balance Sheet as at 30 June 2019	d2019/0061302
2	Total Council Actual V Budget as at 30 June 2019	d2019/0061303
3	Office of the CEO Directorate Actual V Budget as at 30 June 2019	D2019/0061310
4	Corporate Community & Commercial Services Directorate Actual V Budget as at 30 June 2019	D2019/0061311
5	Development Facilities & Environmental Services Directorate Actual V Budget as at 30 June 2019	D2019/0061312
6	Infrastructure Services Directorate Actual V Budget as at 30 June 2019	D2019/0061313
7	Debtors Report June 2019	D2019/0061314

Report authorised by:

Director - Corporate, Community & Commercial Services



Maranoa Regional Council

Actual as at 30 June 2019

STATEMENT OF FINANCIAL POSITION

	Actual As at 30/6/2019	Actual Audited FY 30/6/2018
Current Assets		
Cash and Cash Equivalents	2,604,992	1,303,000
Investments	82,899,980	72,240,000
Trade & Other Receivables	9,380,856	8,299,000
Inventories - Realisable < 12 Months	1,888,459	1,789,000
	96,774,286	83,631,000
Non Current Assets Held For Sale	0	0
Non-current Assets		
Infrastructure Property Plant Equipment	725,746,474	732,133,000
Uncapitalised Wip - Contra Assets	70,529,396	45,710,000
	796,275,871	777,843,000
TOTAL ASSETS	893,050,156	861,474,000
Current Liabilities		
Trade & Other Payables	(5,714,727)	(10,766,000)
Short Term Provisions	(7,929,806)	(3,308,000)
Suspense	(197,851)	(145,000)
Borrowings	(1,599,613)	(1,600,000)
	(15,441,997)	(15,819,000)
Non-current Liabilities		
Long Term Provisions	(1,938,232)	(2,260,000)
Long Term Borrowings	(15,784,910)	(12,721,000)
	(17,723,142)	(14,981,000)
TOTAL LIABILITIES	(33,165,139)	(30,800,000)
NET COMMUNITY ASSETS	859,885,017	830,674,000
Community Equity		
Asset Revaluation Reserve	(283,300,640)	(283,169,000)
Accumulated Surplus	(532,680,135)	(503,601,000)
Other Reserves	(43,904,243)	(43,904,000)
TOTAL COMMUNITY EQUITY	(859,885,017)	(830,674,000)



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2019

TOTAL COUNCIL

	Current Budget 2018-2019	% of Year Elapsed - 100%		Comments
		Actual 30/6/2019	% Variance	
Operating Revenue				
Rates and levies	(33,764,586)	(32,678,050)	96.8%	
Sale of goods and major services	(2,173,513)	(3,817,803)	175.7%	Refer Infrastructure Directorate
Commercial fees and charges	(10,498,870)	(11,283,016)	107.5%	
Statutory fees and charges	(799,721)	(1,819,942)	227.6%	Refer Development facilities & Environment Directorate
Rental and levies	(714,952)	(648,047)	90.6%	
Interest received	(1,650,000)	(1,772,324)	107.4%	
Sales of contract and recoverable works	(84,205)	(856,818)	1017.5%	Refer Infrastructure Directorate
Other Revenue	(1,924,496)	(2,334,286)	121.3%	
Reimbursements	(2,935,540)	(3,823,579)	130.3%	
Grants subsidies and contributions	(20,730,313)	(21,634,016)	104.4%	Refer Development facilities & Environment Directorate
Internal Transaction	(1,170,621)	(1,687,233)	144.1%	
Total Operating Revenue	(76,446,817)	(82,355,114)	107.7%	
Operating Expenses				
Employee Costs	36,424,494	34,151,055	93.8%	Unassigned salaries & wages liability & vacancies
Materials and services	27,695,206	30,178,786	109.0%	Refer Infrastructure Directorate
Plant hire internal	(2,512,584)	(2,595,699)	103.3%	
Overhead recovery	(10,412,452)	(8,194,230)	78.7%	
Contracts	3,876,592	3,329,265	85.9%	
Finance Costs	753,292	742,811	98.6%	
Depreciation Amortisation and Impairment	20,081,435	18,853,289	93.9%	
Other Expenses	106,312	270,238	254.2%	Refer Community Corporate & Commercial Dir.
Total Operating Expenses	76,012,295	76,735,514	101.0%	
Reserve Transfers				
Transfer to reserves for operational	4,636,163	0	0.0%	
Transfer from reserves for operational	(1,195,746)	0	0.0%	
Transfer to reserves for capital	936,743	0	0.0%	
Transfer from reserves for capital	(17,646,850)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(13,704,212)	(5,619,600)	41.0%	
Capital Revenues and Expenses				
Commonwealth government capital grants	(2,138,928)	(2,284,471)	106.8%	
State govt capital grants and subsidies	(12,397,749)	(13,561,012)	109.4%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	(27,819,573)	(14,133,785)	50.8%	
Operating (Surplus)/Deficit After Capital Items	(56,060,462)	(35,598,869)	63.5%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(3,018,490)	0	0.0%	
Sale Proceeds - Contra Sales	(533,000)	(777,701)	145.9%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	(3,551,490)	(777,701)	21.9%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	67,769,016	44,393,908	65.5%	
Loan redemption	1,751,212	1,435,959	82.0%	
Total Capital Funding Applications	69,520,228	45,829,866	65.9%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2019

OFFICE OF THE CEO DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 100%		Comments
		Actual 30/6/2019	% Variance	
Operating Revenue				
Rates and levies	0	0	0.0%	
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	0	0	0.0%	
Statutory fees and charges	0	0	0.0%	
Rental and levies	0	0	0.0%	
Interest received	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(102,578)	(157,251)	153.3%	LGW workcare reimbursements
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(26,000)	(30,000)	115.4%	Grant Dept education & training refund
Internal Transaction	0	0	0.0%	
Total Operating Revenue	(128,578)	(187,251)	145.6%	
Operating Expenses				
Employee Costs	1,596,407	1,311,878	82.2%	Unassigned salaries & wages liability & vacancies
Materials and services	1,032,288	773,544	74.9%	
Plant hire internal	22,223	5,708	25.7%	
Overhead recovery	0	0	0.0%	
Contracts	0	0	0.0%	
Finance Costs	0	0	0.0%	
Depreciation Amortisation and Impairment	0	0	0.0%	
Other Expenses	0	0	0.0%	
Total Operating Expenses	2,650,918	2,091,129	78.9%	
Reserve Transfers				
Transfer to reserves for operational	0	0	0.0%	
Transfer from reserves for operational	(100,398)	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	0	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	2,421,942	1,903,879	78.6%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	0	0.0%	
State govt capital grants and subsidies	0	0	0.0%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	2,421,942	1,903,879	78.6%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	12,259	12,259	100.0%	
Loan redemption	0	0	0.0%	
Total Capital Funding Applications	12,259	12,259	100.0%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2019

CORPORATE, COMMUNITY & COMMERCIAL SERVICES DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 100%		Comments
		Actual 30/6/2019	% Variance	
Operating Revenue				
Rates and levies	(23,403,279)	(22,215,280)	94.9%	
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	(4,345,593)	(4,582,943)	105.5%	
Statutory fees and charges	(141,070)	(217,773)	154.4%	
Rental and levies	0	0	0.0%	
Interest received	(1,650,000)	(1,772,324)	107.4%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(250,000)	(247,195)	98.9%	
Reimbursements	0	0	0.0%	
Grants subsidies and contributions	(13,842,969)	(14,076,870)	101.7%	
Internal Transaction	0	(82,701)	0.0%	
Total Operating Revenue	(43,632,911)	(43,195,086)	99.0%	
Operating Expenses				
Employee Costs	13,715,120	13,936,558	101.6%	Include year end wage oncost adjustments
Materials and services	5,023,938	4,712,538	93.8%	
Plant hire internal	313,432	275,328	87.8%	
Overhead recovery	(10,412,452)	(8,194,230)	78.7%	
Contracts	1,482,120	1,535,960	103.6%	
Finance Costs	156,842	295,476	188.4%	
Depreciation Amortisation and Impairment	397,585	313,388	78.8%	
Other Expenses	88,077	248,065	281.6%	Year end adjustments bad & doubtful debts
Total Operating Expenses	10,764,662	13,123,081	121.9%	
Reserve Transfers				
Transfer to reserves for operational	330,404	0	0.0%	
Transfer from reserves for operational	(76,689)	0	0.0%	
Transfer to reserves for capital	0	0	0.0%	
Transfer from reserves for capital	(1,542,044)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	(34,156,578)	(30,072,005)	88.0%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	0	0.0%	
State govt capital grants and subsidies	(3,596,988)	(852,239)	23.7%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	0	0	0.0%	
Operating (Surplus)/Deficit After Capital Items	(37,753,566)	(30,924,244)	81.9%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	0	0	0.0%	
Sale Proceeds - Contra Sales	0	0	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	0	0	0.0%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	5,561,601	3,329,749	59.9%	
Loan redemption	230,907	365,598	158.3%	Redemption incorrectly charged should be part Dev Fac Env
Total Capital Funding Applications	5,792,508	3,695,347	63.8%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2019

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 100%		Comments
		Actual 30/6/2019	% Variance	
Operating Revenue				
Rates and levies	(2,326,207)	(2,260,596)	97.2%	
Sale of goods and major services	0	0	0.0%	
Commercial fees and charges	(1,104,350)	(1,214,518)	110.0%	
Statutory fees and charges	(266,551)	(1,062,086)	398.5%	H/hold waste levy cont. \$711k received not budgeted for
Rental and levies	(714,952)	(648,047)	90.6%	
Interest received	0	0	0.0%	
Sales of contract and recoverable works	0	0	0.0%	
Other Revenue	(141,300)	(280,487)	198.5%	Increase in waste management revenue
Reimbursements	(90,540)	0	0.0%	
Grants subsidies and contributions	(806,708)	(1,407,709)	174.5%	Additional grants received Dept com & Agricultural fisheries
Internal Transaction	9,379	20,150	214.8%	
Total Operating Revenue	(5,441,229)	(6,853,293)	126.0%	
Operating Expenses				
Employee Costs	5,923,129	5,470,375	92.4%	Unassigned salaries & wages liability & vacancies
Materials and services	7,804,686	7,731,471	99.1%	
Plant hire internal	846,371	833,541	98.5%	
Overhead recovery	0	0	0.0%	
Contracts	1,175,137	1,275,419	108.5%	
Finance Costs	37,780	220	0.6%	
Depreciation Amortisation and Impairment	2,508,056	2,479,752	98.9%	
Other Expenses	0	19	0.0%	
Total Operating Expenses	18,295,159	17,790,797	97.2%	
Reserve Transfers				
Transfer to reserves for operational	171,449	0	0.0%	
Transfer from reserves for operational	(318,409)	0	0.0%	
Transfer to reserves for capital	69,285	0	0.0%	
Transfer from reserves for capital	(1,728,244)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	11,048,011	10,937,504	99.0%	
Capital Revenues and Expenses				
Commonwealth government capital grants	0	(500,000)	0.0%	
State govt capital grants and subsidies	(181,082)	(327,058)	180.6%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	(157,785)	(420,885)	266.7%	
Operating (Surplus)/Deficit After Capital Items	10,709,144	9,689,560	90.5%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(18,490)	0	0.0%	
Sale Proceeds - Contra Sales	0	(223,204)	0.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	(18,490)	(223,204)	1207.2%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	1,724,007	1,388,413	80.5%	
Loan redemption	284,018	(239)	-0.1%	Redemption Incorrectly part charged to CCC directorate
Total Capital Funding Applications	2,008,025	1,388,175	69.1%	



Maranoa Regional Council
Actual vs. Budget for twelve months ended
30 June 2019

INFRASTRUCTURE SERVICES DIRECTORATE

	Current Budget 2018-2019	% of Year Elapsed - 100%		Comments
		Actual 30/6/2019	% Variance	
Operating Revenue				
Rates and levies	(8,035,100)	(8,202,174)	102.1%	
Sale of goods and major services	(2,173,513)	(3,817,803)	175.7%	Increase in Roma Quarry sales
Commercial fees and charges	(5,048,927)	(5,485,556)	108.6%	
Statutory fees and charges	(392,100)	(540,082)	137.7%	
Rental and levies	0	0	0.0%	
Interest received	0	0	0.0%	
Sales of contract and recoverable works	(84,205)	(856,818)	1017.5%	Recoverable works Santos
Other Revenue	(1,430,618)	(1,649,354)	115.3%	
Reimbursements	(2,845,000)	(3,823,579)	134.4%	
Grants subsidies and contributions	(6,054,636)	(6,119,436)	101.1%	
Internal Transaction	(1,180,000)	(1,624,682)	137.7%	
Total Operating Revenue	(27,244,099)	(32,119,484)	117.9%	
Operating Expenses				
Employee Costs	15,189,838	13,432,244	88.4%	Unassigned salaries & wages liability & vacancies
Materials and services	13,834,294	16,961,233	122.6%	Employee costs & contracts contra
Plant hire internal	(3,694,610)	(3,710,275)	100.4%	
Overhead recovery	0	0	0.0%	
Contracts	1,219,335	517,886	42.5%	
Finance Costs	558,670	447,115	80.0%	
Depreciation Amortisation and Impairment	17,175,794	16,060,150	93.5%	
Other Expenses	18,235	22,154	121.5%	
Total Operating Expenses	44,301,556	43,730,506	98.7%	
Reserve Transfers				
Transfer to reserves for operational	4,134,310	0	0.0%	
Transfer from reserves for operational	(700,250)	0	0.0%	
Transfer to reserves for capital	867,458	0	0.0%	
Transfer from reserves for capital	(14,376,562)	0	0.0%	
Operating (Surplus)/Deficit Before Capital Items	6,982,413	11,611,022	166.3%	
Capital Revenues and Expenses				
Commonwealth government capital grants	(2,138,928)	(1,784,471)	83.4%	
State govt capital grants and subsidies	(8,619,679)	(12,381,715)	143.6%	
Other capital grants and subsidies	0	0	0.0%	
Developer capital contributions	(27,661,788)	(13,712,900)	49.6%	
Operating (Surplus)/Deficit After Capital Items	(31,437,982)	(16,268,064)	51.7%	
Sources and Applications of Capital Funding				
Capital Funding Sources				
Loans Contra	(3,000,000)	0	0.0%	
Sale Proceeds - Contra Sales	(533,000)	(554,497)	104.0%	
Funded depreciation	0	0	0.0%	
Total Capital Funding Sources Used	(3,533,000)	(554,497)	15.7%	
Capital Funding Applications				
Uncapitalised Wip - Contra Assets	60,471,149	39,663,486	65.6%	
Loan redemption	1,236,287	1,070,600	86.6%	
Total Capital Funding Applications	61,707,436	40,734,086	66.0%	

Rates – June 2019	
No. of rate assessments	7861
No. of payment arrangements set up	281
Value of outstanding rates for which there is a payment arrangement in place	\$1,142,321.06
Percentage of rates arrears in payment arrangements	49.7%
No. of supplementary rate notices issued	N/A
Value of supplementary rate notices issued	N/A
Value of payments received	\$539,671.25
Value of rates outstanding - Total	\$2,298,274.71
Rates outstanding as a percentage of total annual levies	6.5%
No. of assessments with an outstanding balance	684
Documents trimmed	414
No. of searches processed	14
No. of CRs processed	106
No. of Property Transfers processed	38
No. of Valuation changes received	17
Value of Rates adjustments due to changes in valuations/amalgamations/changes in services	Have not yet calculated.
Revenue collected on behalf of others State Emergency Services Emergency Management Levy collected, to be remitted to Queensland Fire and Emergency Services:	\$421,327.75 to be remitted by 14.07.2019
Administration of Discounts, Remissions, Concessions Community Organisation Concession Pensioner Rebates	\$722.38
Follow-up of Outstanding Rates Debts	<ul style="list-style-type: none"> Various payment arrangements were entered into. Sale of Land – Auction has been booked in for 25 July 2019, currently 6 properties are proceeding to auction.

Outstanding Accounts



■ Industrial ■ Commercial ■ Domestic ■ Disconnected accounts

Natural Gas Accounts outstanding

	# Accounts	\$
Industrial	13	\$ 57,271.23
Commercial	51	\$ 33,431.53
Domestic	315	\$ 46,451.40
Disconnected accounts	28	\$ 8,574.29
		\$ 145,728.45

OFFICER REPORT

Meeting: General 24 July 2019

Date: 17 July 2019

Item Number: 11.3

File Number: D19/61375

SUBJECT HEADING: Investment Report as at 30 June 2019

Classification: Open Access

Officer's Title: Specialist - Finance Systems Support

Executive Summary:

The purpose of this report is for Council to receive and note the Investment Report (including the Trading Limits Report) as at 30 June 2019

Officer's Recommendation:

That the Investment Report as at 30 June 2019 be received and noted.

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).

Maranoa Regional Council

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
QTC	Queensland Treasury Corporation
APRA	Australian Prudential Regulation Authority

Context:

Why is the matter coming before Council?

The purpose of this report is to present the Investment Report (including the Trading Limits Report) as at 30 June 2019.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report tables the Investment Report which incorporates an Investment Trading Limits Report as at 30 June 2019.

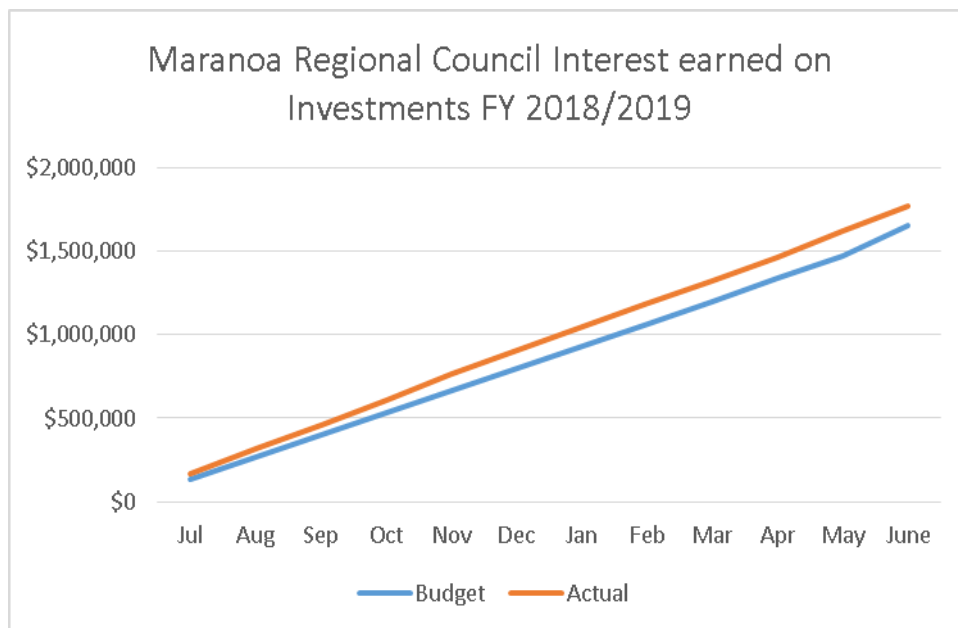
Maranoa Regional Council

General Meeting - 24 July 2019

For the twelve months ended 30 June 2019 actual interest earned on investments totaled \$1,772,324 which represented 107.4% of the annual budget with 100% of the year elapsed.

Interest earned on Investments

	Budget	Actual
Jul	\$133,334	\$168,646
Aug	\$266,668	\$319,045
Sep	\$400,002	\$455,132
Oct	\$533,336	\$608,031
Nov	\$666,670	\$764,835
Dec	\$800,004	\$904,364
Jan	\$933,338	\$1,043,587
Feb	\$1,066,672	\$1,185,030
Mar	\$1,200,006	\$1,322,813
Apr	\$1,333,340	\$1,465,116
May	\$1,466,674	\$1,615,691
June	\$1,650,000	\$1,772,324



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)

Statutory Bodies Financial Arrangements Act 1982

Section 47 Statutory body to try to invest at most advantageous rate

(1) A statutory body must use its best efforts to invest its funds –

- (a) at the most advantageous interest rate available to it at the time of the investment for an investment of the proposed type; and*
- (b) in a way it considers is most appropriate in all the circumstances.*

(2) The statutory body must keep records that show it has invested in the way most appropriate in all the circumstances.

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)

Council has adopted an Investment Policy with a contemporary approach to investments based on an assessment of market and liquidity risk within the legislative framework of the *Statutory Bodies Financial Arrangements Act 1982* and the *Statutory Bodies Financial Arrangements Regulations 2007*.

The sections of the Investment Policy relevant to this report are the Investment Guidelines and in particular the Portfolio Investment parameters and credit requirements.

It should be noted that unrated deposit taking institutions are regulated by the Australian Prudential Regulation Authority (APRA). Investments up to \$250,000 with any one of these institutions are guaranteed by the Australian Government; which ensures they are more secure than A1+ institutions.

Council's maximum investment with any one unrated institution is limited to the guaranteed amount by the Australian Government of \$250,000 - with the total across all institutions in this category limited to 10% of Council's Portfolio.

(The Australian Prudential Regulation Authority (APRA) is an independent statutory authority established by the Australian Government on 1 July 1998 which supervises institutions across banking, insurance and superannuation. The authority is responsible for maintaining the safety and soundness of financial institutions, such that the community can have confidence that they will meet their financial commitments under all reasonable circumstances. APRA is accountable to the Australian Parliament.)

The following table shows the credit ratings and

Individual Counterparty Limit

Total Limit (Max % of Portfolio)

Maximum Funds (Any one institution)

Maranoa Regional Council

General Meeting - 24 July 2019

counterparty limits
for Council: Short
Term Rating
(Standard & Poor's)
or equivalent

A1+	25%-35%	100%	\$8M
A1	10%-20%	50%	\$8M
A2 – Financial Institutions only	5%-15%	30%	\$4M
A3 – Financial Institutions only	2%-7%	10%	\$4M
All other approved deposit taking institutions regulated by APRA. QIC/QTC Pooled Cash Management Funds	\$250,000 (government guarantee only)	10%	\$250,000
	100%	100%	Unlimited

Council's Investment Portfolio is the result of investments made with deposit taking institutions based on policy parameters and the best rates available on the day funds are invested.

As a government entity investing substantial funds with each transaction, Council's investments are made to achieve the best possible rate, consistency of returns and reduce potential risk of fraud; by locking down where funds can be deposited to and having specific authorisers nominated by the banks .

Each bank nominates where and how Council is to deposit investment funds with them. This is usually made directly with a bank's treasury department or specific section. Where Council has invested with institutions which have a local presence – each local branch has referred Council to their treasury department / nominated section for receiving investment deposits.

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)

Director Corporate, Community & Commercial Services

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)

Not applicable

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?

2018-19 Budgeted Investment Income - \$1,650,000

2018-19 Actual Investment Income - \$1,772,324

Investment income received exceed budget by \$122,324 (7.4%)

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)

N/A

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)

For information purposes only.

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
Regulatory	Investment portfolio is in accordance with Council's adopted Investment Policy and the <i>Statutory Bodies Financial Arrangements Act 1982</i> and the <i>Statutory Bodies Financial Arrangements Regulations 2007</i> .

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)

That Council receive and note the Investment Reports for the period ending 30 June 2019.

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?

No

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:

1 [↓](#) Trading Limits reports 30 June 2019

D2019/0061316

2 [↓](#) Investment Register as at 30 June 2019

D2019/0061317

Report authorised by:

Director - Corporate, Community & Commercial Services



Trading Limit Report
Maranoa Regional Council
As At 30 June 2019

1 Issuer Trading Limits

Issuer	Issuer Parent	Already Traded (with Issuer Group) Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AMP Bank Ltd		7,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	88.00	12.00	1,000,000	0.00	0
Arab Bank Australia Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Australian Military Bank Limited		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Auswide Bank Limited		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Bananacoast Community Credit Union Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of Sydney Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Bank of us t/as B&E Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
BankVic		250,000.00	Book	4,000,000.00	AUD	4,000,000.00	6.00	94.00	3,750,000	0.00	0
BankWest Ltd	Commonwealth Bank of Australia Ltd	1,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	13.00	87.00	7,000,000	0.00	0
Beyond Bank Australia Ltd		2,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	50.00	50.00	2,000,000	0.00	0
Commonwealth Bank of Australia Ltd		1,000,000.00	Book	8,000,000.00	AUD	8,000,000.00	13.00	87.00	7,000,000	0.00	0
Defence Bank Ltd		3,500,000.00	Book	4,000,000.00	AUD	4,000,000.00	88.00	12.00	500,000	0.00	0
G&C Mutual Bank Limited		3,000,000.00	Book	3,000,000.00	AUD	3,000,000.00	100.00	0.00	0	0.00	0
Hunter United Credit Union		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Illawarra Credit Union Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
ING Bank Australia Limited		0.00	Book	8,000,000.00	AUD	8,000,000.00	0.00	100.00	8,000,000	0.00	0
Judo Bank		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Maitland Mutual Building Society Ltd		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
Members Equity Bank Ltd		513,693.31	Book	4,000,000.00	AUD	4,000,000.00	13.00	87.00	3,486,307	0.00	0
MyState Bank Ltd		3,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	75.00	25.00	1,000,000	0.00	0
National Australia Bank Ltd		5,688,186.00	Book	8,000,000.00	AUD	8,000,000.00	71.00	29.00	2,311,814	0.00	0
Police Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
QPCU LTD t/a QBANK		1,000,000.00	Book	4,000,000.00	AUD	4,000,000.00	25.00	75.00	3,000,000	0.00	0
Queensland Treasury Corporation		52,448,101.27	Book	100.00 % of 82,899,980.58		82,899,980.58	63.00	37.00	30,451,879	0.00	0
Railways CU Ltd t/as myMOVE		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
South West Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
South West Slopes Credit Union Limited		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
The Capricornian Limited		0.00	Book	250,000.00	AUD	250,000.00	0.00	100.00	250,000	0.00	0
Warwick Credit Union		250,000.00	Book	250,000.00	AUD	250,000.00	100.00	0.00	0	0.00	0
		83,899,980.58				157,649,980.58			73,750,000		0
	(Excluding Parent Group Duplicates)	82,899,980.58									



Trading Limit Report
Maranoa Regional Council
As At 30 June 2019



Trading Limit Report
Maranoa Regional Council
As At 30 June 2019

2 Security Rating Group Trading Limits

Security Rating Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
AA+ to AA-	52,448,101.27	Book	100.00	% of 82,899,980.58	82,899,980.58	63.00	37.00	30,451,879	0.00	0
A1+	6,688,186.00	Book	100.00	% of 82,899,980.58	82,899,980.58	8.00	92.00	76,211,795	0.00	0
A1	0.00	Book	50.00	% of 82,899,980.58	41,449,990.29	0.00	100.00	41,449,990	0.00	0
A2	17,263,693.31	Book	30.00	% of 82,899,980.58	24,869,994.17	69.00	31.00	7,606,301	0.00	0
A3	4,000,000.00	Book	10.00	% of 82,899,980.58	8,289,998.06	48.00	52.00	4,289,998	0.00	0
N/R	2,500,000.00	Book	10.00	% of 82,899,980.58	8,289,998.06	30.00	70.00	5,789,998	0.00	0
	82,899,980.58				248,699,941.74			165,799,961		0

Notes

1. In instances where long securities have a term remaining which is less than 365 days, the issuer's short term rating is used instead of the security's (presumably long term) rating.

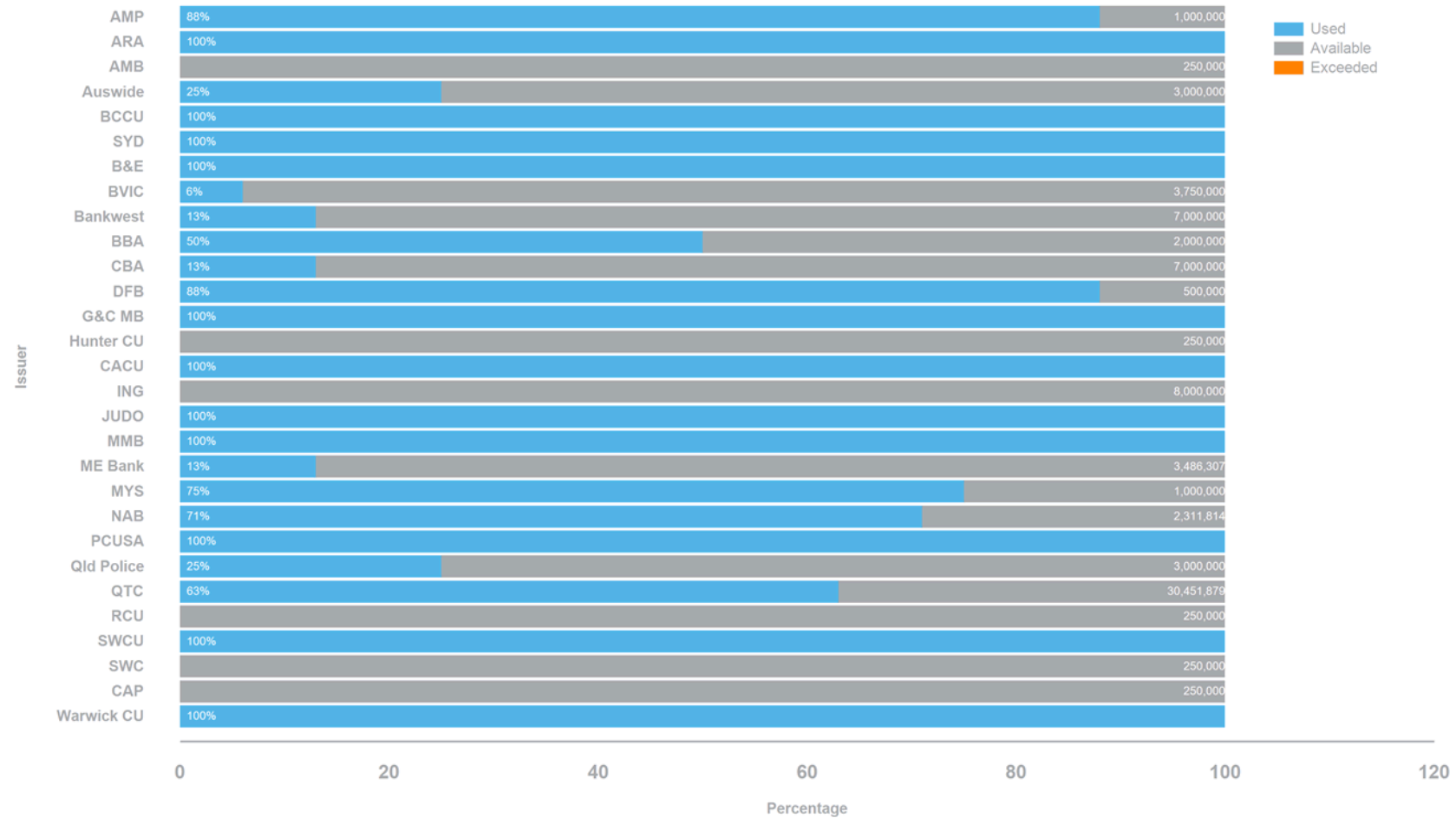
3 Term Group Trading Limits

Term Group	Already Traded Face Value Notional	Limit For Book or Trading Entity	Trading Limit	Trading Limit Type	Trading Limit Value	Trading Limit Used (%)	Trading Limit Available (%)	Trading Limit Available (Value)	Trading Limit Exceeded (%)	Trading Limit Exceeded (\$)
0-1 Year	82,899,980.58	Book	100.00	% of 82,899,980.58	82,899,980.58	100.00	0.00	0	0.00	0
	82,899,980.58				82,899,980.58			0		0



Trading Limit Report
Maranoa Regional Council
As At 30 June 2019

Issuer Trading Limits



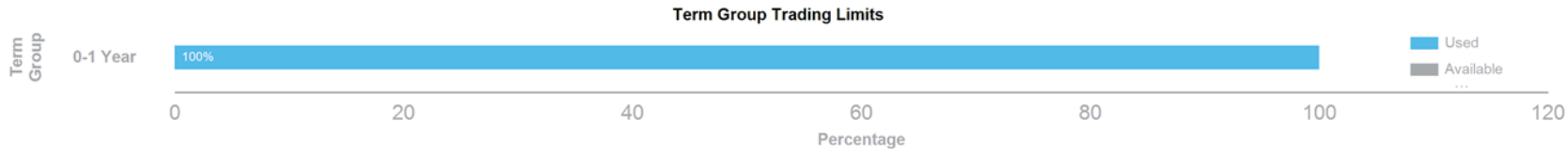


Trading Limit Report
Maranoa Regional Council
As At 30 June 2019





Trading Limit Report
Maranoa Regional Council
As At 30 June 2019





Trading Limit Report
Maranoa Regional Council
As At 30 June 2019

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Report Code: TBSBP120EXT-01.08
Report Description: Trading Limit Performance (Historical) As At Date
Parameters:
Balances are Settlement Date Based
Traded Face Value



Investment Report Pack

Maranoa Regional Council

1 June 2019 to 30 June 2019



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5. Portfolio Valuation As At 30 June 2019
6. Portfolio Valuation By Categories As At 30 June 2019
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1. Securities Held By Trading Book Maturing Post 30 June 2019

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
Maranoa Regional Council												
LC74426	27 Jun 2019	Queensland Treasury Corporation		1 Jul 2019		2.19	Nil	At Call	S&P AA+	52,448,101.27	52,448,101.27	52,448,101.27
LC65203	3 Jul 2018	Bank of Sydney Ltd		3 Jul 2019	3 Jul 2019	2.95	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	257,314.38
LC65204	17 Jul 2018	QPCU LTD t/a QBANK		17 Jul 2019	17 Jul 2019	2.95	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,028,126.03
LC68858	15 Feb 2019	Police Credit Union		16 Aug 2019	16 Aug 2019	2.82	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,607.54
LC65182	22 Oct 2018	Commonwealth Bank of Australia Ltd		19 Aug 2019	19 Aug 2019	2.70	Maturity	TD	S&P ST A1+	1,000,000.00	1,000,000.00	1,018,567.12
LC65187	5 Oct 2018	National Australia Bank Ltd		8 Oct 2019	8 Oct 2019	2.70	Maturity	TD	S&P ST A1+	2,000,000.00	2,000,000.00	2,039,649.32
LC72719	10 Apr 2019	AMP Bank Ltd		9 Oct 2019	9 Oct 2019	2.70	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,011,983.56
LC65183	11 Oct 2018	G&C Mutual Bank Limited		10 Oct 2019	10 Oct 2019	2.85	Maturity	TD	S&P ST A3	1,000,000.00	1,000,000.00	1,020,457.53
LC65205	10 Oct 2018	National Australia Bank Ltd		10 Oct 2019	10 Oct 2019	2.74	Maturity	TD	S&P ST A1+	3,188,186.00	3,188,186.00	3,251,130.39
LC65188	12 Oct 2018	MyState Bank Ltd		14 Oct 2019	14 Oct 2019	2.80	Maturity	TD	Moody's Baa1	1,000,000.00	1,000,000.00	1,020,021.92
LC65189	12 Oct 2018	MyState Bank Ltd		15 Oct 2019	15 Oct 2019	2.80	Maturity	TD	Moody's Baa1	1,000,000.00	1,000,000.00	1,020,021.92
LC65190	12 Oct 2018	G&C Mutual Bank Limited		17 Oct 2019	17 Oct 2019	2.80	Maturity	TD	S&P BBB-	2,000,000.00	2,000,000.00	2,040,043.84
LC67141	21 Jan 2019	AMP Bank Ltd		18 Oct 2019	18 Oct 2019	2.75	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,024,109.58
LC65206	30 Oct 2018	Defence Bank Ltd		30 Oct 2019	30 Oct 2019	2.80	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,018,641.10
LC73212	8 May 2019	Members Equity Bank Ltd		6 Nov 2019	6 Nov 2019	2.60	Maturity	TD	S&P ST A2	513,693.31	513,693.31	515,632.68
LC68859	18 Feb 2019	AMP Bank Ltd		18 Nov 2019	18 Nov 2019	2.80	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,020,252.06
LC65193	20 Nov 2018	National Australia Bank Ltd		20 Nov 2019	20 Nov 2019	2.75	Maturity	TD	S&P ST A1+	500,000.00	500,000.00	508,363.02
LC73213	28 May 2019	Maitland Mutual Building Society Ltd		27 Nov 2019	27 Nov 2019	2.45	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,553.77
LC65286	28 Nov 2018	Bank of us t/as B&E Ltd		28 Nov 2019	28 Nov 2019	3.00	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	254,397.26
LC65787	11 Dec 2018	Illawarra Credit Union Ltd		11 Dec 2019	11 Dec 2019	2.90	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,992.47
LC65992	14 Dec 2018	Defence Bank Ltd		13 Dec 2019	13 Dec 2019	2.90	Maturity	TD	S&P ST A2	500,000.00	500,000.00	507,865.76
LC74306	20 Jun 2019	Beyond Bank Australia Ltd		18 Dec 2019	18 Dec 2019	2.30	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,001,260.28
LC73486	14 Jun 2019	AMP Bank Ltd		19 Dec 2019	19 Dec 2019	2.40	Maturity	TD	S&P ST A2	1,000,000.00	1,000,000.00	1,001,052.05
LC67142	16 Jan 2019	MyState Bank Ltd		16 Jan 2020	16 Jan 2020	2.80	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,012,657.53
LC67159	16 Jan 2019	BankVic		16 Jan 2020	16 Jan 2020	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	253,164.38
LC70941	24 Apr 2019	Auswide Bank Limited		20 Jan 2020	20 Jan 2020	2.60	Maturity	TD	Moody's ST P-2	1,000,000.00	1,000,000.00	1,004,772.60
LC70012	7 Mar 2019	Bananacoast Community Credit Union Ltd		5 Mar 2020	5 Mar 2020	2.90	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	252,284.25
LC72725	2 Apr 2019	South West Credit Union		1 Apr 2020	1 Apr 2020	2.75	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,676.37
LC72466	16 Apr 2019	Arab Bank Australia Ltd		15 Apr 2020	15 Apr 2020	2.80	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	251,438.36
LC72569	24 May 2019	Judo Bank		22 May 2020	22 May 2020	2.70	Maturity	TD	Unrated ST UR	250,000.00	250,000.00	250,684.25
LC73215	23 May 2019	Warwick Credit Union		26 May 2020	26 May 2020	2.50	Maturity	TD	Unrated UR	250,000.00	250,000.00	250,650.69
LC73485	4 Jun 2019	Defence Bank Ltd		3 Jun 2020	3 Jun 2020	2.35	Maturity	TD	S&P ST A2	2,000,000.00	2,000,000.00	2,003,347.94



Investment Report Pack
Maranoa Regional Council
1 June 2019 to 30 June 2019

Latest Deal Code	Latest Deal Settlement Date	Issuer	ISIN	WAL / Interim Maturity Date	Next Coupon Date	Coupon Rate/Latest Yield	Coupon Frequency	Security Type	Security Rating	Face Value Notional	Current Face Value Notional	Market Value
										82,899,980.58	82,899,980.58	83,294,821.18
Total										82,899,980.58	82,899,980.58	83,294,821.18
Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists.												



2. Interest and Distribution Income Received For 1 June 2019 to 30 June 2019

Security ISIN	Security	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type	Trading Book
	DFB 2.8 04 Jun 2019 369DAY TD	IEI83369	4 Jun 2019	2,000,000.00	56,613.70	Security Coupon Interest	Maranoa Regional Council
					56,613.70		



3. Transactions For Period 1 June 2019 to 30 June 2019

Security	Security ISIN	Deal Code	Acquisition/ Disposal	Transaction Date	Settlement Date	Face Value Original	Face Value Current	Bond Factor	Capital Price	Accrued Interest Price	Gross Price	Consideration Notional
DFB 2.35 03 Jun 2020 365DAY TD		LC73485	Acquisition	4 Jun 2019	4 Jun 2019	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	2,000,000.00
AMP 2.4 19 Dec 2019 188DAY TD		LC73486	Acquisition	14 Jun 2019	14 Jun 2019	1,000,000.00	1,000,000.00	1.00000000	100.000	0.000	100.000	1,000,000.00
QTC Maranoa CF At Call		LC74423	Disposal	14 Jun 2019	14 Jun 2019	250,000.00	250,000.00	1.00000000	100.000	0.000	100.000	(\$250,000.00)
QTC Maranoa CF At Call		LC74424	Disposal	19 Jun 2019	19 Jun 2019	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	(\$2,000,000.00)
BBA 2.3 18 Dec 2019 181DAY TD		LC74306	Acquisition	20 Jun 2019	20 Jun 2019	2,000,000.00	2,000,000.00	1.00000000	100.000	0.000	100.000	2,000,000.00
QTC Maranoa CF At Call		LC74425	Acquisition	20 Jun 2019	20 Jun 2019	7,400,000.00	7,400,000.00	1.00000000	100.000	0.000	100.000	7,400,000.00
QTC Maranoa CF At Call		LC74426	Acquisition	27 Jun 2019	27 Jun 2019	3,500,000.00	3,500,000.00	1.00000000	100.000	0.000	100.000	3,500,000.00
												13,650,000.00



4. Interest Income Accrued As At 30 June 2019

Latest Deal Code	Security	WAL / Interim Maturity Date	Issue Date	Prior Coupon Date	Next Coupon Date	Accrual Period (Days)	Coupon Rate	Franking Credit Rate	Coupon Frequency	Face Value Notional	Current Face Value Notional	Latest Purchase Consideration	Market Value	Accrued Interest
LC65203	SYD 2.95 03 Jul 2019 365DAY TD	3 Jul 2019	3 Jul 2018		3 Jul 2019	362	2.9500		Maturity	250,000.00	250,000.00	250,000.00	257,314.38	7,314.38
LC65204	Qld Police 2.95 17 Jul 2019 365DAY TD	17 Jul 2019	17 Jul 2018		17 Jul 2019	348	2.9500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,028,126.03	28,126.03
LC68858	PCUSA 2.82 16 Aug 2019 182DAY TD	16 Aug 2019	15 Feb 2019		16 Aug 2019	135	2.8200		Maturity	250,000.00	250,000.00	250,000.00	252,607.54	2,607.53
LC65182	CBA 2.7 19 Aug 2019 301DAY TD	19 Aug 2019	22 Oct 2018		19 Aug 2019	251	2.7000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,018,567.12	18,567.12
LC65187	NAB 2.7 08 Oct 2019 368DAY TD	8 Oct 2019	5 Oct 2018		8 Oct 2019	268	2.7000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,039,649.32	39,649.32
LC72719	AMP 2.7 09 Oct 2019 182DAY TD	9 Oct 2019	10 Apr 2019		9 Oct 2019	81	2.7000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,011,983.56	11,983.56
LC65183	G&C MB 2.85 10 Oct 2019 364DAY TD	10 Oct 2019	11 Oct 2018		10 Oct 2019	262	2.8500		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,020,457.53	20,457.53
LC65205	NAB 2.74 10 Oct 2019 365DAY TD	10 Oct 2019	10 Oct 2018		10 Oct 2019	263	2.7400		Maturity	3,188,186.00	3,188,186.00	3,188,186.00	3,251,130.39	62,944.40
LC65188	MYS 2.8 14 Oct 2019 367DAY TD	14 Oct 2019	12 Oct 2018		14 Oct 2019	261	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,020,021.92	20,021.92
LC65189	MYS 2.8 15 Oct 2019 368DAY TD	15 Oct 2019	12 Oct 2018		15 Oct 2019	261	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,020,021.92	20,021.92
LC65190	G&C MB 2.8 17 Oct 2019 370DAY TD	17 Oct 2019	12 Oct 2018		17 Oct 2019	261	2.8000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,040,043.84	40,043.84
LC67141	AMP 2.75 18 Oct 2019 270DAY TD	18 Oct 2019	21 Jan 2019		18 Oct 2019	160	2.7500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,024,109.58	24,109.58
LC65206	DFB 2.8 30 Oct 2019 365DAY TD	30 Oct 2019	30 Oct 2018		30 Oct 2019	243	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,018,641.10	18,641.10
LC73212	ME Bank 2.6 06 Nov 2019 182DAY TD	6 Nov 2019	8 May 2019		6 Nov 2019	53	2.6000		Maturity	513,693.31	513,693.31	513,693.31	515,632.68	1,939.37
LC68859	AMP 2.8 18 Nov 2019 273DAY TD	18 Nov 2019	18 Feb 2019		18 Nov 2019	132	2.8000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,020,252.06	20,252.06
LC65193	NAB 2.75 20 Nov 2019 365DAY TD	20 Nov 2019	20 Nov 2018		20 Nov 2019	222	2.7500		Maturity	500,000.00	500,000.00	500,000.00	508,363.02	8,363.01
LC73213	MMB 2.45 27 Nov 2019 183DAY TD	27 Nov 2019	28 May 2019		27 Nov 2019	33	2.4500		Maturity	250,000.00	250,000.00	250,000.00	250,553.77	553.77
LC65286	B&E 3 28 Nov 2019 365DAY TD	28 Nov 2019	28 Nov 2018		28 Nov 2019	214	3.0000		Maturity	250,000.00	250,000.00	250,000.00	254,397.26	4,397.26
LC65787	CACU 2.9 11 Dec 2019 365DAY TD	11 Dec 2019	11 Dec 2018		11 Dec 2019	201	2.9000		Maturity	250,000.00	250,000.00	250,000.00	253,992.47	3,992.47
LC65992	DFB 2.9 13 Dec 2019 364DAY TD	13 Dec 2019	14 Dec 2018		13 Dec 2019	198	2.9000		Maturity	500,000.00	500,000.00	500,000.00	507,865.76	7,865.75
LC74306	BBA 2.3 18 Dec 2019 181DAY TD	18 Dec 2019	20 Jun 2019		18 Dec 2019	10	2.3000		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,001,260.28	1,260.27
LC73486	AMP 2.4 19 Dec 2019 188DAY TD	19 Dec 2019	14 Jun 2019		19 Dec 2019	16	2.4000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,001,052.05	1,052.05
LC67142	MYS 2.8 16 Jan 2020 365DAY TD	16 Jan 2020	16 Jan 2019		16 Jan 2020	165	2.8000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,012,657.53	12,657.53
LC67159	BVIC 2.8 16 Jan 2020 365DAY TD	16 Jan 2020	16 Jan 2019		16 Jan 2020	165	2.8000		Maturity	250,000.00	250,000.00	250,000.00	253,164.38	3,164.38
LC70941	Auswide 2.6 20 Jan 2020 271DAY TD	20 Jan 2020	24 Apr 2019		20 Jan 2020	67	2.6000		Maturity	1,000,000.00	1,000,000.00	1,000,000.00	1,004,772.60	4,772.60
LC70012	BCCU 2.9 05 Mar 2020 364DAY TD	5 Mar 2020	7 Mar 2019		5 Mar 2020	115	2.9000		Maturity	250,000.00	250,000.00	250,000.00	252,284.25	2,284.25
LC72725	SWCU 2.75 01 Apr 2020 365DAY TD	1 Apr 2020	2 Apr 2019		1 Apr 2020	89	2.7500		Maturity	250,000.00	250,000.00	250,000.00	251,676.37	1,676.37
LC72466	ARA 2.8 15 Apr 2020 365DAY TD	15 Apr 2020	16 Apr 2019		15 Apr 2020	75	2.8000		Maturity	250,000.00	250,000.00	250,000.00	251,438.36	1,438.36
LC72569	JUDO 2.7 22 May 2020 364DAY TD	22 May 2020	24 May 2019		22 May 2020	37	2.7000		Maturity	250,000.00	250,000.00	250,000.00	250,684.25	684.25
LC73215	Warwick CU 2.5 26 May 2020 369DAY TD	26 May 2020	23 May 2019		26 May 2020	38	2.5000		Maturity	250,000.00	250,000.00	250,000.00	250,650.69	650.68
LC73485	DFB 2.35 03 Jun 2020 365DAY TD	3 Jun 2020	4 Jun 2019		3 Jun 2020	26	2.3500		Maturity	2,000,000.00	2,000,000.00	2,000,000.00	2,003,347.94	3,347.95
										30,451,879.31	30,451,879.31		30,846,719.91	394,840.61



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Coupon Rate is the full coupon rate at the next coupon date if that next coupon exists. Accrued Interest is calculated as Current Face Value x Coupon Rate (Adjusted by Franking Credit Rate) x (Days Since Prior Coupon or Issue Date / 365). The accrued interest component of the Market Value does not consider the franking credit rate and is instead based upon market prices.



5. Portfolio Valuation As At 30 June 2019

Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
At Call Deposit											
QTC Maranoa CF At Call	S&P AA+		52,448,101.27	1.00000000	52,448,101.27	100.000	0.000	52,448,101.27	62.97%	2.19%	
			52,448,101.27		52,448,101.27			52,448,101.27	62.97%		2.19%
Term Deposit											
AMP 2.7 09 Oct 2019 182DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.599	2,011,983.56	2.42%	2.70%	
AMP 2.75 18 Oct 2019 270DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	1.205	2,024,109.58	2.43%	2.75%	
AMP 2.8 18 Nov 2019 273DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	1.013	2,020,252.06	2.43%	2.80%	
AMP 2.4 19 Dec 2019 188DAY TD	S&P ST A2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.105	1,001,052.05	1.20%	2.40%	
ARA 2.8 15 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.575	251,438.36	0.30%	2.80%	
Auswide 2.6 20 Jan 2020 271DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	0.477	1,004,772.60	1.21%	2.60%	
BCCU 2.9 05 Mar 2020 364DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.914	252,284.25	0.30%	2.90%	
SYD 2.95 03 Jul 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	2.926	257,314.38	0.31%	2.95%	
B&E 3 28 Nov 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.759	254,397.26	0.31%	3.00%	
BVIC 2.8 16 Jan 2020 365DAY TD	Moodys ST P-2		250,000.00	1.00000000	250,000.00	100.000	1.266	253,164.38	0.30%	2.80%	
BBA 2.3 18 Dec 2019 181DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.063	2,001,260.28	2.40%	2.30%	
CBA 2.7 19 Aug 2019 301DAY TD	S&P ST A1+		1,000,000.00	1.00000000	1,000,000.00	100.000	1.857	1,018,567.12	1.22%	2.70%	
DFB 2.8 30 Oct 2019 365DAY TD	S&P ST A2		1,000,000.00	1.00000000	1,000,000.00	100.000	1.864	1,018,641.10	1.22%	2.80%	
DFB 2.9 13 Dec 2019 364DAY TD	S&P ST A2		500,000.00	1.00000000	500,000.00	100.000	1.573	507,865.76	0.61%	2.90%	
DFB 2.35 03 Jun 2020 365DAY TD	S&P ST A2		2,000,000.00	1.00000000	2,000,000.00	100.000	0.167	2,003,347.94	2.41%	2.35%	
G&C MB 2.85 10 Oct 2019 364DAY TD	S&P ST A3		1,000,000.00	1.00000000	1,000,000.00	100.000	2.046	1,020,457.53	1.23%	2.85%	
G&C MB 2.8 17 Oct 2019 370DAY TD	S&P ST A3		2,000,000.00	1.00000000	2,000,000.00	100.000	2.002	2,040,043.84	2.45%	2.80%	
CACU 2.9 11 Dec 2019 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.597	253,992.47	0.30%	2.90%	
JUDO 2.7 22 May 2020 364DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.274	250,684.25	0.30%	2.70%	
MMB 2.45 27 Nov 2019 183DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.222	250,553.77	0.30%	2.45%	
ME Bank 2.6 06 Nov 2019 182DAY TD	S&P ST A2		513,693.31	1.00000000	513,693.31	100.000	0.378	515,632.68	0.62%	2.60%	
MYS 2.8 14 Oct 2019 367DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	2.002	1,020,021.92	1.22%	2.80%	
MYS 2.8 15 Oct 2019 368DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	2.002	1,020,021.92	1.22%	2.80%	
MYS 2.8 16 Jan 2020 365DAY TD	Moodys ST P-2		1,000,000.00	1.00000000	1,000,000.00	100.000	1.266	1,012,657.53	1.22%	2.80%	
NAB 2.7 08 Oct 2019 368DAY TD	S&P ST A1+		2,000,000.00	1.00000000	2,000,000.00	100.000	1.982	2,039,649.32	2.45%	2.70%	
NAB 2.74 10 Oct 2019 365DAY TD	S&P ST A1+		3,188,186.00	1.00000000	3,188,186.00	100.000	1.974	3,251,130.39	3.90%	2.74%	
NAB 2.75 20 Nov 2019 365DAY TD	S&P ST A1+		500,000.00	1.00000000	500,000.00	100.000	1.673	508,363.02	0.61%	2.75%	
PCUSA 2.82 16 Aug 2019 182DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	1.043	252,607.54	0.30%	2.82%	
Qld Police 2.95 17 Jul 2019 365DAY TD	S&P ST A3		1,000,000.00	1.00000000	1,000,000.00	100.000	2.813	1,028,126.03	1.23%	2.95%	
SWCU 2.75 01 Apr 2020 365DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.671	251,676.37	0.30%	2.75%	



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Fixed Interest Security	Security Rating	ISIN	Face Value Original	Bond Factor	Face Value Current	Capital Price	Accrued Interest Price	Market Value	% Total Value	Running Yield	Weighted Running Yield
Warwick CU 2.5 26 May 2020 369DAY TD	Unrated ST UR		250,000.00	1.00000000	250,000.00	100.000	0.260	250,650.69	0.30%	2.50%	
			30,451,879.31		30,451,879.31			30,846,719.91	37.03%		2.69%
FI Total			82,899,980.58		82,899,980.58			83,294,821.18	100.00%		2.38%



6. Portfolio Valuation By Categories As At 30 June 2019

Short Term Issuer/Security Rating Group	Market Value	% Total Value
N/R	2,525,599.32	3.03%
A3	4,088,627.40	4.91%
A2	17,414,783.35	20.91%
A1+	6,817,709.84	8.19%
Portfolio Total	30,846,719.91	37.03%

Market Value by Security Rating Group (Short Term)



Long Term Issuer/Security Rating Group	Market Value	% Total Value
AA+ to AA-	52,448,101.27	62.97%
Portfolio Total	52,448,101.27	62.97%

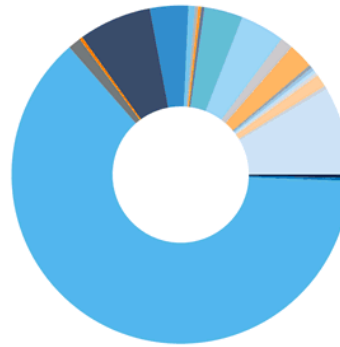
Market Value by Security Rating Group (Long Term)





Issuer	Market Value	% Total Value
AMP Bank Ltd	7,057,397.25	8.47%
Arab Bank Australia Ltd	251,438.36	0.30%
Auswide Bank Limited	1,004,772.60	1.21%
Bananacoast Community Credit Union Ltd	252,284.25	0.30%
Bank of Sydney Ltd	257,314.38	0.31%
Bank of us t/as B&E Ltd	254,397.26	0.31%
BankVic	253,164.38	0.30%
Beyond Bank Australia Ltd	2,001,260.28	2.40%
Commonwealth Bank of Australia Ltd	1,018,567.12	1.22%
Defence Bank Ltd	3,529,854.80	4.24%
G&C Mutual Bank Limited	3,060,501.37	3.67%
Illawarra Credit Union Ltd	253,992.47	0.30%
Judo Bank	250,684.25	0.30%
Maitland Mutual Building Society Ltd	250,553.77	0.30%
Members Equity Bank Ltd	515,632.68	0.62%
MyState Bank Ltd	3,052,701.37	3.66%
National Australia Bank Ltd	5,799,142.72	6.96%
Police Credit Union	252,607.54	0.30%
QPCU LTD t/a QBANK	1,028,126.03	1.23%
Queensland Treasury Corporation	52,448,101.27	62.97%
South West Credit Union	251,676.37	0.30%
Warwick Credit Union	250,650.69	0.30%
Portfolio Total	83,294,821.18	100.00%

Market Value by Issuer





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Security Type	Market Value	% Total Value
At Call Deposit	52,448,101.27	62.97%
Term Deposit	30,846,719.91	37.03%
Portfolio Total	83,294,821.18	100.00%

Market Value by Security Type





Term Remaining	Market Value	% Total Value
0 to < 1 Year	83,294,821.18	100.00%
Portfolio Total	83,294,821.18	100.00%

Note: Term Remaining is calculated using a weighted average life date (WAL) where appropriate and available otherwise the interim (initial) maturity date is used.

Market Value by Term Remaining





7. Performance Statistics For Period Ending 30 June 2019

Trading Book	1 Month	3 Month	12 Month	Since Inception
Maranoa Regional Council				
Portfolio Return (1)	0.09%	0.31%	2.20%	2.36%
Performance Index (2)	0.13%	0.45%	1.97%	1.94%
Excess Performance (3)	-0.04%	-0.14%	0.23%	0.42%

Notes

- 1 Portfolio performance is the rate of return of the portfolio over the specified period
- 2 The Performance Index is the Bloomberg AusBond Bank Bill Index (Bloomberg Page BAUBIL)
- 3 Excess performance is the rate of return of the portfolio in excess of the Performance Index

Trading Book	Weighted Average Running Yield
Maranoa Regional Council	2.38



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Report Code: TEPACK020EXT-01.75
Report Description: Investment Report Pack
Parameters:
Trading Entity: Maranoa Regional Council
Trading Book: Maranoa Regional Council
Settlement Date Base
History Start Date: 1 Jan 2000
Income Expense Status: Authorised
FI Deal Status: Contract
Exclude Cash
Exclude Unallocated Cash
Exclude Negative Unit Holdings

OFFICER REPORT

Meeting: General 24 July 2019

Date: 18 July 2019

Item Number: 11.4

File Number: D19/61884

SUBJECT HEADING: Endorsement of Councillor attendance at upcoming conference

Classification: Open Access

Officer's Title: Lead Officer - Councillors' Support & Community Engagement

Executive Summary:

Endorsement of councillor attendance at an upcoming conference, as part of enhancing strategy and policy development for Maranoa Regional Council.

Officer's Recommendation:

That Council:

1. Endorse the attendance of Cr. McMullen at the LGAQ Waste Forum on 29 – 30 August 2019 in Fortitude Valley (Brisbane), on behalf of Council.
2. Draw the required funds from Cr. McMullen's Conference budget allocation.

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).

No

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).

Local Government Association of Queensland (LGAQ)

Context:

Why is the matter coming before Council?

To seek formal endorsement of Councillor attendances so as to not compromise insurance entitlements should circumstances arise that lead to the submission of an insurance claim.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

LGAQ Waste Forum

The Waste Forum will be scheduled over two half day sessions – 12noon-5pm on Thursday 29 August and 8.30am-1pm on Friday 30 August, 2019.

This is a free event for Queensland councils and will provide a timely opportunity to discuss first impressions of waste reform in Queensland and then focus on advancing debate/dialogue on the waste and resource recovery agenda moving forward.

This offers an ideal opportunity for departmental representatives and councils to participate and progress these discussions.

The agenda is in the process of being finalized, however at this stage, key updates/topics for discussion will include:

- Waste strategy
- Waste levy / compliance
- Queensland Waste and Resource Recovery Infrastructure Plan
- Energy from Waste (EfW) discussion paper
- Importance of waste data
- FOGO
- Sustainable procurement and use of recycled content
- Redefining regional priorities and planning (working in collaboration/partnerships)

Cr. McMullen has indicated an interest to attend this forum on behalf of Council in his capacity of Portfolio Chair Environment & Waste.

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)

Local Government Act 2009

Chapter 2

12Responsibilities of councillors

(1)A councillor must represent the current and future interests of the residents of the local government area.

(2)All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities.

(3)All councillors have the following responsibilities—

(a)ensuring the local government—

(i)discharges its responsibilities under this Act; and

(ii)achieves its corporate plan; and

(iii)complies with all laws that apply to local governments;

(b)providing high quality leadership to the local government and the community;

(c)participating in council meetings, policy development, and decision-making, for the benefit of the local government area;

(d)being accountable to the community for the local government's performance.

Section 107 Insurance

(1) A local government must maintain the following insurance—

- (a) public liability insurance;
- (b) professional indemnity insurance.

(2) The insurance must be for at least the amount required under a regulation.

(3) A local government may enter into a contract of insurance with WorkCover Queensland, or another insurer, to cover its councillors.

(4) For that purpose, a councillor's role includes attending—

(a) meetings of the local government or its committees that the councillor is entitled or asked to attend; and

(b) meetings for a resident of the local government area; and

(c) conferences, deputations, inspections and meetings at which the councillor's attendance is permitted by the local government; and

(d) official functions organised for the local government.

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)

Expenses Reimbursement Policy (Councillors)

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)

Cr. McMullen - Maranoa Regional Council

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)

No

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?

LGAQ Waste Forum

Registration:	No charge to attend (\$140 for conference dinner)
Flights:	\$388 return
Accommodation & Meals:	Estimated cost \$472

Total Estimate: \$1000

Associated costs to be drawn from Councilor's individual conference budget.

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)

No

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)

No

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
None identified	

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)

Endorse attendance of Mayor Golder and Cr. McMullen at the respective conferences.

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?

That Council:

1. Endorse the attendance of Cr. McMullen at the LGAQ Waste Forum on 29 – 30 August 2019 in Fortitude Valley (Brisbane), on behalf of Council.
3. Draw the required funds from Cr. McMullen's Conference budget allocation.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.1 Plan for our region's financial future

2.1.1 Consider both the short-term and longer term financial impacts of Council's policy development and decisions, on behalf of current and future residents.

Supporting Documentation:

Nil.

Report authorised by:

Manager - Communication, Information & Administration Services

Director - Corporate, Community & Commercial Services

OFFICER REPORT

Meeting: General 24 July 2019

Date: 19 June 2019

Item Number: 13.1

File Number: D19/51745

SUBJECT HEADING: Request for Fee Waiver from Maranoa Equestrian Club

Classification: Open Access

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Maranoa Equestrian Club (MEC) are hosting a two day horse clinic at Bassett Park, to be held on 31 August/1 September 2019. They have requested a fee waiver for the use of Bassett Park inner track car park area to conduct the clinic. It is recommended this request be approved.

Officer's Recommendation:

That Council:

1. Approve the request from Maranoa Equestrian Club (MEC) for a fee waiver on 31 August/1 September 2019 by providing:
 - a) Use of the Bassett Park inner track car park area
 - b) No charges for camping
2. Allocate the cost of this request, estimated to be \$164 to the Minor In-kind Budget for 2019/20 GL 2887.2246.2001

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).

Maranoa Equestrian Club (MEC) members and workshop/clinic attendees

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
Maranoa Equestrian Club	MEC

Context:

Why is the matter coming before Council?

Council has received a request from MEC – a not-for-profit organisation – to waive the fees associated with hire of Bassett Park for a horse clinic/workshop on 31 August/1 September 2019.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

A request has been received via email from MEC executive for Council to consider waiving the \$82/day hire fee of Bassett Park up to a total of \$164 for a two day Greg Cook Horsemanship Clinic to be held on 31 August/1 September. This would allow the executive to reduce costs for the participants to keep clinic costs affordable.

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)

Local Government Act 2009 | S 262 (3)(c)

Powers in support of responsibilities

(1) This section applies if a local government is required or empowered to perform a responsibility under a Local Government Act.

(2) The local government has the power to do anything that is necessary or convenient for performing the responsibilities.

(3) The powers include all the powers that an individual may exercise, including for example—

(a) power to enter into contracts; and

(b) power to acquire, hold, deal with and dispose of property; and

(c) power to charge for a service or facility, other than a service or facility for which a cost-recovery fee may be fixed.

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)

Council 2018/19 Fees and Charges state the following hire rates for Bassett Park: Weekend Event Area and Facility Hire (excluding rodeo and campdraft arenas) plus camping are \$82/day.

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)

Lloyd Waldron- Bassett Park Worker / Team Leader

Sue Sands-Regional Grants & Council Events Development Coordinator

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)

N/A

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?

N/A

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)

N/A

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)

N/A

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
Support for local not for profit groups	MEC is a not-for-profit group who are putting on a clinic for the benefit of their members and interested others. There is a risk without a fee waiver that the clinic costs may be costly, resulting in not having the required minimum participants and the clinic being cancelled.

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)

This clinic will be attended by drought affected participants, so Council support for this event continues with selected Community events to which Council has offered funding under the Empowering our Communities schedule, through the Western Queensland Primary Health Network (WQPHN). Council was able to dispense \$50,000 (ex GST) to encourage additional community activities/engagement to target improved mental health and resilience in drought affected areas. GM/05.2019/41 (Council meeting-22 May 2019)

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?

That Council:

1. Approve the request from Maranoa Equestrian Club (MEC) for a fee waiver on 31 August/1 September 2019 by providing:
 - a) Use of the Bassett Park inner track car park area
 - b) No charges for camping
2. Allocate the cost of this request, estimated to be \$164 to the Minor In-kind Budget for 2019/20 GL 2887.2246.2001

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Develop healthy and connected communities through sport and recreation activities and facilities

4.12.5 Implement initiatives to maximise use of facilities and participation in sport and recreation.

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 24 July 2019

Date: 11 July 2019

Item Number: 13.2

File Number: D19/59859

SUBJECT HEADING: Patsy Kemp - "The Drover's Daughter" Book Tour

Classification: Open Access

Officer's Title: (Acting) Regional Libraries, Arts & Culture
Development Coordinator

Executive Summary:

Author Patsy Kemp is visiting the region in August to promote her book "The Drover's Daughter" during the Cobb & Co Festival. She will be attending several events, in Surat & Yuleba, in conjunction with the Festival. Whilst she is in the region she would like the opportunity to visit some of our Libraries.

<http://www.patsykempdrover.com/>

Officer's Recommendation:

The Council

1. Commits to hosting "The Drover's Daughter" book talk at Wallumbilla and Injune Libraries, at no cost to Council.
2. Actively supports the promotion of the book tour event in our Libraries.

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).

N/A

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
N/A	N/A

Context:

Why is the matter coming before Council?

Author Patsy Kemp is visiting the region in August to promote her book "The Drover's Daughter" during the Cobb & Co Festival. She will be attending several events, in Surat & Yuleba, in conjunction with the Festival.

Whilst she is in the region she would like the opportunity to visit some of our Libraries. Patsy has previously visited the Roma & Mitchell Libraries and her tour was very well received.

The Drover's Daughter - <http://www.patsykempdrover.com/>

Drovers hold an iconic place in the Australian national identity, owing to the courage and perseverance needed to transport cattle and sheep hundreds of kilometres through rural and outback areas. But what of the women and children who travelled with them? In this memoir, Patsy Kemp shares the highs and lows of growing up on the stock routes of New South Wales and Queensland in the 1950s and 1960s.

While large families were common back then, it was unusual for a family of nine and a few workmen to live out of a small truck for months on end. She recounts the adventures she had during her ten years on the road, from riding a runaway sheep at the age of five to embarrassing tales of adolescence. Her story is full of warmth, honesty and humour, giving a unique voice to a neglected part of Australia's history.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Patsy will attend the following events as part of the Cobb & Co Festival:

- Friday 23rd August - opening of the new Cobb & Co Store Museum exhibition
- Saturday 24th August – Riverside Markets, Surat
- Sunday 25th August – Festival Markets, Yuleba

Proposed dates in addition to the above while she is in the region:

- Monday 26th August – Wallumbilla Library - this would be the first book talk to have been held at the Wallumbilla Library
- Tuesday 27th August – Injune Library

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)

N/A

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)

N/A

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)

Maranoa Regional Council Library staff

Johanne Hancock – Local Development Officer – Surat

Ed Sims – Manager – Economic & Community Development
Cobb & Co Store Museum Committee
Cobb & Co Festival Committee

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)

N/A

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?

N/A

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)

N/A

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)

N/A

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
Author cancellation at late notice	Unlikely to happen. In the event of this happening we may have readers arriving for an event that does not go ahead.

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)

Council should both support and actively promote this event, which we can do quite effectively through the My Maranoa Facebook page, community email lists and in house promotions, in order to attract the best possible audience base for the author.

Book talks have recently proven to be a popular public programming event within our Libraries. The proposed dates for the library visits are - Wallumbilla Library, Monday 26th August and Injune Library, Tuesday 27th August.

Through the provision of book talks we have an opportunity to invite current & potential readers into our library spaces and engage our communities, exposing them to a wider range of titles/subjects and potentially fostering an increase in our Library circulations and membership base.

Patsy Kemp shares a connection with our region and her book presents a very relevant subject within our rural communities - her book 'The Drover's Daughter' contains a chapter on Surat.

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?

The Council

1. Commits to hosting "The Drover's Daughter" book talk at Wallumbilla and Injune Libraries, at no cost to Council.
2. Actively supports the promotion of the book tour event in our Libraries.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Provide library services and programs that connect people and support lifelong learning and enjoyment

4.13.4 Continue Library Corner, providing a range of activities and programs catering for diverse ages and interests.

Supporting Documentation:

Nil

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services

OFFICER REPORT

Meeting: General 24 July 2019

Date: 10 July 2019

Item Number: 13.3

File Number: D19/59394

SUBJECT HEADING: QGAP Lead Agency Agreement 2019/2020 for Surat and Injune

Classification: Open Access

Officer's Title: (Acting) Regional Libraries, Arts & Culture Development Coordinator

Executive Summary:

The Maranoa Regional Council currently provides Lead Agency services to the Injune and Surat communities through the Queensland Government Agency Program (QGAP) under the banner of Smart Service Queensland. The term of the current agreement expired on 30th June 2019.

Officer's Recommendation:

That Council:

1. Note the results of Phase 1 of the Funding Review
2. Endorse the continuation of the Lead Agency Agreement with Smart Service Queensland for 2019/2020
3. Authorise the CEO to sign the agreement.

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).

N/A

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
QGAP	Queensland Government Agency Program

Context:

Why is the matter coming before Council?

The Maranoa Regional Council has received an offer to extend the provision of Lead Agency services to the Injune and Surat communities through the Queensland

Government Agency Program (QGAP) under the banner of Smart Service Queensland for the 2019/2020 Financial Year.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Maranoa Regional Council has been providing support services through the Queensland Government Agency Program since 2001. The extent of the services provided under the Lead Agency Agreement with Smart Service Queensland is outlined in Schedule 3 (page 21).

The provision of these services offers access to government agency services in rural and remote communities.

The QGAP services are offered in the multi-purpose complexes in Injune and Surat with duties and responsibilities undertaken by Library staff. Council employees in these facilities are trained to ensure that the Services are delivered in accordance with the Smart Services Queensland Customer Service Standards.

Smart Services have been undertaking a Funding Review (Phase 1) in an effort to improve the QGAP model. An initial assessment of transaction volumes and funding for Injune and Surat QGAPs has now been completed. Results show the relative analysis in:

- Transaction volumes for 2017/18 against the network average
- Funding for 2017/18 against the network average
- Average transactions per person in the community
- High level transaction volumes for the past 10 years.

Results of the initial analysis from Phase 1 has highlighted that further work, Phase 2, is require to fully assess and determine the next steps in improving the current QGAP model. There will be no changes to the agreement or funding levels for the 2019/20 financial year and phase 2 will look to make changes in the 2020/21 financial year.

The Maranoa Regional Council has received an offer to extend the term of the agreement for the 2019/2020 financial year.

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)

N/A

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)

N/A

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)

Edward Sims – Manager – Economic & Community Development
 Christopher Askew – Smart Services
 Susan Laycock – Library Services Officer (Injune)

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)

N/A

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?

Under the terms of the agreement, the Maranoa Regional council receive revenue for provision of QGAP Services in Injune and Surat to the accumulative amount of \$31 350.00 per year. This subsidy amount being offered has not changed in the 2019/2020 financial year.

Centre	Lead Agency Subsidy
QGAP - Injune	\$ 13,000.00
QGAP - Surat	\$ 15,500.00
GST (if applicable)	\$ 2,850.00
TOTAL	\$ 31,350.00

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)

Smart Services have been undertaking a Funding Review (Phase 1) in an effort to improve the QGAP model. An initial assessment of transaction volumes and funding for Injune and Surat QGAPs has now been completed.

Results of the initial analysis from Phase 1 has highlighted that further work, Phase 2, is required to fully assess and determine the next steps in improving the current QGAP model. There will be no changes to the agreement or funding levels for the 2019/20 financial year and phase 2 will look to make changes in the 2020/21 financial year.

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)

N/A

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
N/A	N/A

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)

The delivery of QGAP services in Injune and Surat has successfully provided ease of access to vital government agency services, in their respective communities, for many years.

It is recommended that Council endorse the continuation of the Lead Agency Agreement with Smart Service Queensland for 2019/2020 and authorise the CEO to sign the agreement.

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?

That Council:

1. Note the results of Phase 1 of the Funding Review
2. Endorse the continuation of the Lead Agency Agreement with Smart Service Queensland for 2019/2020
3. Authorise the CEO to sign the agreement.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Provide library services and programs that connect people and support lifelong learning and enjoyment

4.13.5 Where practical, integrate provision of a range of services and infrastructure that library customers can access (e.g. improved access to Jackson library).

Supporting Documentation:

- | | | | |
|---|--------------------------|--|-----------|
| 1 | <u>↓</u> | Maranoa Regional Council QGAP Correspondence July 2019 | D19/59407 |
| 2 | <u>↓</u> | QGAP Lead Agency Agreement_2019/2020 _Surat and Injune | L19/6 |
| 3 | <u>↓</u> | QGAP Review_Phase 1 Analysis_Injune | D19/59168 |
| 4 | <u>↓</u> | QGAP Review_Phase 1 Analysis_Surat | D19/59171 |

Report authorised by:

Manager - Economic & Community Development

Deputy Chief Executive Officer/Director - Development, Facilities & Environmental Services



Department of
Housing and Public Works

1 July 2019

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 42
Mitchell QLD 4455

Dear Julie

QGAP Lead Agency Agreement and Phase 1 Funding Review

As advised in my correspondence of 8 May 2019, Phase 1 of the Queensland Government Agent Program (QGAP) funding model is progressing within Smart Service Queensland (Smart Service). An initial assessment of transaction volumes and funding for Injune and Surat QGAPs now been completed. Attached are four graphs which show the relative analysis in:

- transaction volumes for 2017/18 against the network average
- funding for 2017/18 against the network average
- average transactions per person in the community
- high level transaction volumes for the past 10 years.

Results of the initial analysis from Phase 1 has highlighted that further work, Phase 2, is required to fully assess and determine next logical and equitable steps in improving the current QGAP model. There will be no changes to the agreement or funding levels for the 2019/20 financial year and phase 2 will look to make changes in the 2020/21 financial year. In this regard a copy of the QGAP Lead Agency Agreement for 2019/20 is attached for your signature and return to Smart Service.

I would appreciate any feedback you may have on the data provided and would encourage you to send through your input and feedback to Mr Christopher Askew, Operations Manager for QGAP. Mr Askew is available should you have any questions, input or information about the reviews and can be contacted via email at Christopher.askew@smartservice.qld.gov.au or on 07 3022 0505.

Yours sincerely



Matthew Nye
General Manager
Smart Service Queensland

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LEAD AGENCY AGREEMENT

BETWEEN

**STATE OF QUEENSLAND THROUGH THE DEPARTMENT OF
HOUSING AND PUBLIC WORKS AND SMART SERVICE
QUEENSLAND**

AND

**MARANOA REGIONAL COUNCIL
(Injune and Surat QGAP)**

2019 – 2020



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THIS AGREEMENT is made:

BETWEEN

STATE OF QUEENSLAND through the **Department of Housing and Public Works** and **Smart Service Queensland (SSQ)**.

AND

Maranoa Regional Council, PO Box 42 MITCHELL QLD 4465

BACKGROUND

- A) SSQ is responsible for the co-ordination of QGAP. QGAP is designed from a whole-of-Government perspective. Individual QGAP sites provide a broad cross-section of government services from processing transactions to accessing information from all departments on behalf of local residents.
- B) The Lead Agency has agreed to operate the QGAP sites set out in Schedule 1. The Lead Agency will be the principal representative of the Queensland Government in its QGAP site/s for the Service Agencies.
- C) The Lead Agency acknowledges that a QGAP site is provided principally for the benefit of the local community. In servicing their needs, the Lead Agency will act on behalf of all Service Agencies without favour ensuring the needs of the community are met in line with adopted client service standards.
- D) The Lead Agency has agreed to act as the agent of SSQ on the terms and conditions contained in this Agreement.

AGREED TERMS:

1 DEFINITIONS AND INTERPRETATION

In this Agreement the following definitions apply:

“Agreement” means this Agreement, and includes any Schedules or attachments to this Agreement;

“QGAP” means the Queensland Government Agent Program;

“SSQ” means Smart Service Queensland as the coordinating organisation for QGAP operations across the state of Queensland;

“Lead Agency” means the government department or organisation that is undertaking to operate the QGAP office/s in specific location/s;

“Community” means the resident of the town where the QGAP office is located;

“Computer Equipment” means any computers, printers, software, and related infrastructure used for delivery of the Services;

“Document” means any documents lodged by customers with the Lead Agency or produced in relation to the provision of the Services and any other documents required by the Financial Management Manual to be provided by the Lead Agency to the Service Agency or SSQ, and includes accountable forms system reports, bank deposits, and the like.

“Revenues” means the fees to be charged by the Lead Agency to customers for the Services as specified by the Service Agency;

“Financial Management Manual” means the Financial Management Manual for QGAP published by SSQ contained in Schedule 4;

“Government Agent” refers to the trained nominated person employed by the Lead Agency to operate the Queensland Government Agent office;

“MIS” means QGAP Management Information System;

“SSQ-QGAP Service Delivery Systems” means the QGAP-SSQ receipting and business management systems provided to the Lead Agency by SSQ for the purposes of this Agreement;

“Term” means the Term of this Agreement as set out in Item 1 of Schedule 1;

“QGAP site/s or Queensland Government Agent Office/s” means the sites or offices provided by the Lead Agency, at which the Services are provided;

“Services” mean the services to be provided by the Lead Agency through QGAP sites in accordance with this Agreement;

“Service Agency” refers to any government department or organisation that has entered an arrangement with SSQ for the delivery of its Services via QGAP sites;

“SSQ Funding” means funding provided to the Lead Agency under this Agreement, and includes the Lead Agency Subsidy, and additional funding provided under clauses 7 and 14 of this Agreement;

“Subsidy” means the sum provided by SSQ to the Lead Agency under this Agreement, in the amount as set out in Schedule 1.

2. TERM

2.1 This Agreement will operate for the Term unless earlier terminated in accordance with this Agreement.

3. APPOINTMENT OF LEAD AGENCY

3.1 The Lead Agency is appointed as the agent of SSQ, upon the terms and conditions of this Agreement, for the purposes of:

- a) supplying the Services; and
- b) collecting the Fees and the Documents.

3.2 The Lead Agency must manage all Revenues collected and all Documents created from supplying the Services in accordance with the Financial Management Manual.

- 3.3 Any monies payable pursuant to this clause and remaining unpaid by the Lead Agency constitute a debt due and payable by the Lead Agency to SSQ and may be recovered by SSQ in any court of competent jurisdiction.

4 REVENUES TO BE HELD IN TRUST

- 4.1 All Revenues collected by the Lead Agency are deemed, until they are remitted to SSQ in accordance with clause 3.2, to be held in trust for SSQ.

5 GOVERNMENT AGENTS

- 5.1 The Lead Agency must nominate a Government Agent who will operate the Queensland Government Agent office. The Lead Agency must nominate a person holding an appropriately senior and responsible position in the Lead Agency's operation.
- 5.2 The Lead Agency must notify SSQ in writing within 7 days of the resignation or replacement of the Government Agent.
- 5.3 The Lead Agency remains responsible for the actions of its employees or agents who are nominated as Government Agents and must ensure that they comply in all respects with the requirements of this Agreement.

6 LEAD AGENCY TO COMPLY WITH DIRECTIONS OF SSQ

- 6.1 The Lead Agency must comply strictly at all times with the directions and instructions issued from time to time to it by SSQ in relation to the operation of QGAP and in the absence of any such directions or instructions in relation to any particular matter will not act without first seeking the instructions of SSQ.
- 6.2 Without limiting the generality of clause 6.1, the Lead Agency must:
- a) Provide the Services as directed by SSQ and the Service Agencies.
 - b) Comply with the time-period requirements for notification and banking of transactions and disbursement of documentation set out in Service Agency agreements and procedures or as set out in the Financial Management Manual;
 - c) Keep and maintain throughout the Term accurate records and books of account in respect of the delivery of the Services in accordance with the Financial Management Manual;
 - d) Consider the viability of delivery of new Services;
 - e) Inform SSQ if there is significant demand for a service that is not currently provided by QGAP.
 - f) Develop and maintain a Business Continuity Plan for each of the QGAP office location under their administration.

7 COMPUTER & GENERAL OFFICE EQUIPMENT

- 7.1 SSQ will supply the Computer Equipment to the Lead Agency.

- 7.2 The Lead Agency must use, and ensure that the Government Agent uses, the SSQ-QGAP Service Delivery Systems for the delivery of the Services.
- 7.3 SSQ will, in addition to the Subsidy, provide additional funding as set out in Schedule 1 for IT costs related to the SSQ-QGAP Service Delivery Systems. This funding is provided for the purchase costs of Computer Equipment to be used for the delivery of the Services.
- 7.4 Computer Equipment purchased by the Lead Agency with SSQ Funding for the delivery of the Services will become the property of the Lead Agency while operating the QGAP site.
- 7.5 The Lead Agency must properly and adequately maintain the Computer Equipment purchased using SSQ Funding. The cost of maintenance will be funded by SSQ, subject to the Lead Agency obtaining prior written approval from SSQ.
- 7.6 The Lead Agency must not load anything other than QGAP specific software on this Computer Equipment without the prior written approval of SSQ.
- 7.7 Computer Equipment that is no longer used by the Lead Agency for the delivery of the Services must have all QGAP software and Government information removed.
- 7.8 The replacement Computer Equipment must meet any additional specifications required by SSQ to access SSQ-QGAP Service Delivery Systems.
- 7.9 Other office equipment, that is not Computer Equipment, used in the delivery of the Services (for example photocopier, fax, cordless telephone) purchased by the Lead Agency with SSQ funding will be the property of the Lead Agency while operating the QGAP site.
- 7.10 The Lead Agency must properly and adequately maintain office equipment at its own expense.
- 7.11 The Lead Agency must provide any other equipment necessary for the proper delivery of the Services at its expense.
- 7.12 Upon the termination or expiration of this Agreement, then all equipment less than 3 years of age and purchased with SSQ Funding must be dealt with by the Lead Agency in accordance with clause 24.5.

8 INFORMATION AND SERVICE REFERRALS

- 8.1 If the Lead Agency receives a request for the delivery of a government service that is not included in the Services, then the Lead Agency must seek information about the government service provided by a Queensland Government department, and refer the person making the request to the relevant Government department.

9 SERVICE STANDARDS REQUIRED

- 9.1 The Lead Agency must ensure that the Services are delivered in accordance with the SSQ Customer Service Standards.

10 ACCOMMODATION STANDARDS

- 10.1 The QGAP site must:
- (a) be sited in proximity to the local business area;
 - (b) provide for easy access by the public, including the disabled;
 - (c) protect customer privacy;
 - (d) be cleaned regularly and well presented to Government standards;
 - (e) utilise material displays which must be regularly refilled;
 - (f) offer a comfortable and safe environment to the customer; and
 - (g) provide reasonable security against intrusion and theft of Service Agency documents and funds.

11 ROLE OF SSQ

- 11.1 SSQ will develop training programs specific to QGAP such as the SSQ-QGAP Service Delivery Systems, business planning, marketing, and corporate image.
- 11.2 SSQ will maintain the List of Services on the SSQ-QGAP Service Delivery Systems.
- 11.3 SSQ will enter into agreements with the Service Agencies for the delivery of the Services through QGAP sites.
- 11.4 SSQ will be responsible for coordinating QGAP and directly managing:
- (a) new Services development;
 - (b) public information and generic marketing;
 - (c) evaluation, and
 - (d) QGAP/Service delivery training.

12 MONITORING OF SERVICES AND STANDARDS

- 12.1 The Lead Agency must set up management systems to ensure that staff provide the Services in accordance with:
- (a) the Key Performance Indicators;
 - (b) the Financial Management Manual; and
 - (c) any standards specified by Service Agencies for the delivery of Services for the Service Agency, as notified in writing by SSQ to the Lead Agency.
- 12.2 If the Lead Agency considers that a service standard problem has arisen that requires advice and support from SSQ, it will advise SSQ in writing without delay. SSQ will provide the advice and support requested within a reasonable time of the request.

- 12.3 SSQ may monitor the compliance of the Lead Agency with service standards and operational procedures by:
- (a) QGAP site evaluation (advised in advance to the Lead Agency), which can include an audit of office standards, systems and processes undertaken by the Lead Agency;
 - (b) public consultation to discuss all aspects of services provided through the Lead Agency's QGAP site/s;
 - (c) on-going contact with the Lead Agency, Service Agencies, and the Community;
 - (d) reports of QGAP transaction activities undertaken at the QGAP site, gathered by the SSQ web-based service delivery systems;
 - (e) audits of Lead Agency financial reports (to be provided as reasonably requested by SSQ), which relate to receipting and disbursements to Service Agencies; and
 - (f) announced and unannounced audits relating to financial issues and service delivery.
- 12.4 SSQ, the Lead Agency and the Service Agencies may use information collected from MIS to monitor QGAP related activities for the QGAP site.
- 12.5 The Lead Agency must undertake audits of their QGAP operations to ensure compliance with the procedures and policies contained within the Financial Management Manual. The Lead Agency is required to provide SSQ with all audit issues it has identified at the moderate to high risk level at its QGAP Site(s) and within 14 days of receipt of the reported issues.
- 12.6 SSQ will evaluate performance of each QGAP site with the Lead Agency and the Community. After each evaluation, SSQ will de-brief the Lead Agency.
- 12.7 At any time, SSQ may request, and the Lead Agency must supply, information relating to the Services and service standards as well as financial details regarding current QGAP site operations.
- 12.8 The Lead Agency must permit an SSQ officer, and any other persons authorised in writing by SSQ, reasonable access to premises where records relating to Services are being held and must permit such authorised persons to inspect any such records or other material related to the delivery of QGAP Services.
- 12.9 The SSQ officer and any other person authorised by SSQ, when at the Lead Agency's premises, must comply with all rules, directions and procedures including those relating to security and to workplace health and safety in effect at the premises or in regard to the facilities as notified by the Lead Agency or QGAP Agent.

13 RESOLVING ISSUES

- 13.1 If SSQ determines that there is a problem with the delivery of the Services by the Lead Agency, SSQ will advise the Lead Agency in writing of the problem. SSQ will in consultation with the Lead Agency develop an action plan to overcome the problem. The Lead Agency must adhere to the action plan.

- 13.2 If, in the opinion of SSQ, the problem with the delivery of the Services continues, SSQ may terminate the Agreement under clause 25.
- 13.3 Upon agreement that the Lead Agency will cease delivery of QGAP Services at a particular site, all Computer Equipment and office equipment purchased using SSQ Funding that is less than 3 years old, must be returned to SSQ and will, upon appointment of another Lead Agency, be transferred to that other Lead Agency.

14 FUNDING ARRANGEMENTS

- 14.1 Funding of the QGAP site/s operated by the Lead Agency for the period of this Agreement will be derived from the following sources:
- a subsidy from SSQ, as indicated in Schedule 1
- 14.2 The Subsidy will be paid within 30 days of the Commencement Date, and thereafter will be paid annually as agreed between the parties.
- 14.3 The Lead Agency must manage normal increases in demand for the Services and costs of providing the Services within the Subsidy.
- 14.4 The Lead Agency may submit a bid to increase the Subsidy prior to the start of each financial year of the Term. If the SSQ-QGAP Service Delivery System data demonstrates an increase in the level of Services delivered, then SSQ may in its sole discretion agree to increase the amount of the Subsidy.
- 14.5 If the SSQ-QGAP Service Delivery System data demonstrates a substantial decrease in the level of Services delivered by the Lead Agency in a financial year, then SSQ may in its sole discretion decrease the amount of the Subsidy.
- 14.6 The Lead Agency must ensure that staff are aware of the QGAP Financial Management Manual and are fully conversant with their responsibilities in accordance with the QGAP operating procedures contained within the manual.
- 14.7 Where SSQ has installed EFTPOS facilities into a QGAP site, SSQ will be responsible for all merchant fees applied to EFTPOS payments for the delivery of QGAP Services.
- 14.8 Where SSQ is recognised as the merchant, it will accept responsibility when a customer disputes a payment or a “chargeback” is initiated. SSQ will make every reasonable effort to provide the financial institution with information to support a disputed payment within the relevant deadline. SSQ will then advise the Lead Agency, who must take appropriate action in accordance with section 4.2.7 of the QGAP Financial Management Manual.

15 NEW SERVICES DEVELOPMENT

- 15.1 SSQ will advise the Lead Agency regarding any additional services to be provided at a QGAP site and any associated service delivery matters. If a new service is to be added, SSQ will advise the Lead Agency and, in conjunction with the Service Agency, arrange for the provision of necessary documents, forms and appropriate training.
- 15.2 Should any equipment be required to provide a specific service (eg. terminals and connection to the Service Agency system, safety or measuring equipment) the cost of providing this equipment or connectivity will be negotiated by SSQ

and the Service Agency. The Service Agency will be required to maintain the equipment and pay any operating costs (eg. data communication charges).

16 PUBLIC INFORMATION AND MARKETING

- 16.1 SSQ will develop and implement a generic information and marketing strategy for QGAP. This will involve providing the Lead Agency with corporate image materials such as signage and displays. The costs will be paid directly by SSQ.
- 16.2 The Lead Agency must not conduct any marketing or publicity activities for QGAP without prior consultation and authorisation from SSQ.
- 16.3 The Lead Agency must develop a local QGAP business and marketing plan as directed by SSQ, which provides QGAP business analysis and proposed marketing initiatives for the year. SSQ will review the plans and provide a Subsidy for this purpose.
- 16.4 Subject to the approval of SSQ, the Lead Agency must spend the amount of the Subsidy designated for publicity and marketing on publicity and marketing of QGAP. The Lead Agency is to provide SSQ with evidence that the Marketing Subsidies have been expended according to the purposes intended by the end of July of each year.

17 TRAINING

- 17.1 SSQ will coordinate the training of the Government Agent in respect of:-
 - (a) SSQ-QGAP Service Delivery Systems and/or procedures required to deliver the Services under this Agreement, and
 - (b) all generic and agency specific training responsibilities and duties required in the delivery of QGAP Services (eg: Justice of the Peace and customer service standards).

SSQ will also co-ordinate all initial and on-going training required regarding the matters set out in clause 15.1.

- 17.2 The Lead Agency must ensure that each employee acting as a Government Agent undertakes service delivery system and basic QGAP training as directed by SSQ from time to time in relation to the delivery of the Services, such training to take place at such times and places and in such manner as nominated by SSQ from time to time.
- 17.3 The cost of specific skills training co-ordinated by SSQ will be met by SSQ. These costs include:
 - (a) travel costs (where necessary);
 - (b) accommodation, meals and incidentals; and
 - (c) Justice of the Peace fees, associated with the purchasing of manuals and swearing in, are to be paid by the Lead Agency in the first instance and will be reimbursed by SSQ.
- 17.4 All travel, accommodation, meals and incidental costs associated with this training will be paid in accordance with Schedule B of the *Queensland Government Travel Directive No.10/06 – Domestic Travelling and Relieving Expenses*. (all travel arrangements will be made through SSQ)

- 17.5 The Lead Agency must continue to pay any salary costs for the Government Agent during training and for relief staff required during such periods of training.
- 17.6 Unless otherwise agreed, the Lead Agency must ensure that relief or support staff are available and trained by the Lead Agency to ensure continuity of delivery of the Services during periods of absence or leave by the Government Agent.
- 17.7 Non-specific QGAP training in areas such as staff development, general computer usage and general office procedures not provided for in the QGAP coordinated training schedule but required by the Lead Agency as good practice in the operation of an office is the responsibility of the Lead Agency.

18 WORKING TOGETHER TO DEVELOP QGAP

- 18.1 The success of QGAP will largely rely on the positive working relationship that develops between the Lead Agency and SSQ. At all times, SSQ is ready to advise and support the Lead Agency in providing a high quality service to Queensland communities.
- 18.2 The relationship is intended to be one of mutual support, with the Lead Agency and SSQ working together to make the Services more effective and to be available to Queensland communities.
- 18.3 The Lead Agency and SSQ should work together to develop the potential of QGAP, including participation in training, as well as agent forums and Lead Agency meetings arranged by SSQ.

19 PRIVACY AND DISCLOSURE OF PERSONAL INFORMATION

19.1 Personal Information

In this clause, "Personal Information" means information or an opinion (including information or an opinion forming part of a database) whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.

19.2 The Lead Agency must in performing its obligations under this Agreement:

- (a) protect Personal Information against loss, unauthorised access, use, modification or disclosure and against other misuse;
- (b) not use Personal Information other than for the purpose of performing the Services under this Agreement, unless required or authorised;
- (c) not disclose Personal Information without the written authorisation of SSQ, unless required or authorised by law;
- (d) ensure that the only Lead Agency's authorised personnel have access to Personal Information;
- (e) immediately notify SSQ if it becomes aware that a disclosure of Personal Information is, or may be, required or authorised by law;
- (f) ensure that its employees, agents and subcontractors are aware of the Lead Agency's obligations under this clause including, when requested by SSQ, requiring any of them to sign an undertaking in relation to Personal Information substantially in the form of this clause; and

- (g) comply with other privacy and security measures reasonably required in writing by SSQ from time to time.

19.3 Indemnity for interference with an Individual's Privacy

The Lead Agency indemnifies SSQ from and against any liability incurred or arising out of or in connection with a breach of this clause 20. 'Liability' means liability, loss or expense, and includes any amount paid by SSQ for compensation for an interference with the privacy of an individual, for which the Lead Agency would have been otherwise liable.

19.4 Return and Destruction of Personal Information

On the expiration or termination of this Agreement, or at any other time when requested in writing to do so by SSQ, the Lead Agency must immediately deliver to SSQ or destroy or permanently de-identify, as directed by SSQ, all forms of Personal Information in the Lead Agency's custody or control that relate to the Services, including but not limited to information contained in any documents, files, computer system or any other media whatsoever.

20 HANDLING OF PRIVACY COMPLAINTS

20.1 The parties must handle any complaint alleging an interference with the privacy of an individual in accordance with the following procedure:

- (a) Where SSQ receives a complaint alleging an interference with the privacy of an individual by the Lead Agency or by the Lead Agency's employees, agents or subcontractors, SSQ will notify the Lead Agency and provide the Lead Agency with only details of the complaint as necessary to minimise any breach or prevent further breaches;
- (b) Where the Lead Agency receives a complaint alleging an interference with the privacy of an individual by the Lead Agency or by the Lead Agency's employees, agents or subcontractors, the Lead Agency must immediately notify SSQ of such complaint by giving only details of the complaint as necessary to minimise any breach or prevent further breaches;
- (c) After notice has been given in accordance with paragraph (a) or (b), the Lead Agency must provide SSQ with all necessary information, documents and assistance reasonably required by SSQ and SSQ may at its sole discretion investigate and handle such complaint;
- (d) Each party must keep the other party informed of the progress of the complaint; and
- (e) SSQ must give the Lead Agency 7 days written notice of SSQ's intention to assume a liability for any complaint.

21 NOTICES

21.1 Notices under this Agreement may be given at the addresses of the parties set out in Schedule 1, or as may be notified by the parties from time to time.

22 INSURANCE

22.1 The Lead Agency must take out and maintain for the term of this Agreement:

- (a) A Public Liability Insurance Policy in respect of each QGAP site, for the amount set out in Schedule 1, and
- (b) Workers' compensation insurance in accordance with the *Workers' Compensation and Rehabilitation Act 2003*.

22.2 The Lead Agency is to provide SSQ with copies of the current Public Liability and Workers Compensation policy for each QGAP site(s) with the return of the signed Lead Agency Agreement to SSQ and thereafter within 14 days of each policy renewal.

23 COMPLIANCE WITH LAWS

23.1 The Lead Agency must comply with all relevant laws in providing the Services.

24 TERMINATION AND DEFAULT

24.1 This Agreement may be terminated by either party giving the other party 90 days notice in writing.

24.2 SSQ may immediately terminate this Agreement by notice in writing to the Lead Agency if:

- (a) the Lead Agency has failed to remedy a breach of this Agreement within 14 days after a notice to remedy has been by SSQ given specifying the breach; or
- (b) the Lead Agency:
 - (i) becomes insolvent;
 - (ii) becomes subject to any form of external administration;
 - (iii) enters into an arrangement with its creditors or otherwise takes advantage of any laws in force in connection with insolvent debtors;
 - (iv) is wound up, voluntarily or involuntarily;
 - (v) abandons or refuses to proceed with the Services;
 - (vi) fails to comply with any of the provisions of clause 12 (Monitoring of Services and Standards);
 - (vii) fails to comply with the requirements of clause 17 (Training);
 - (viii) fails to comply with the requirements of clause 22 (Insurance); or
 - (ix) fails to comply with the requirements of clause 23 (Compliance with laws).

24.3 Termination of this Agreement will not affect any claim or action either party may have against the other by reason of any prior breach of this Agreement and will not relieve either party of any obligation under this Agreement which is expressed to continue after termination.

24.4 Upon termination of this Agreement neither party will be liable to pay any compensation to the other party.

24.5 Upon termination of this Agreement, the Lead Agency must:

- (a) repay a pro-rata portion of the Subsidy, and
- (b) return all QGAP Computer Equipment purchased using SSQ Funding.

25 DISPUTE RESOLUTION

- 25.1 For the better management of the Agreement, and any disputes, the parties nominate the Contract Officers specified in Schedule 1.
- 25.2 A dispute or difference arising between the parties concerning the meaning or effect of, or anything to be done or a party's rights or obligations (express or implied) under this agreement, is to be determined in the way set out in this clause.
- 25.3 If an officer of a party believes there is a dispute or difference, the first party must give the other party a written notice reasonable detailing the existence and nature of the dispute or difference ("Dispute Notice").
- 25.4 The parties must then use all reasonable endeavours to resolve the issues identified in the Dispute Notice, and if the Contact Officers:
 - (a) agree upon resolution of the dispute or difference, they must immediately commit it to writing and their determination will take effect; or
 - (b) do not resolve the dispute or difference within twenty-one 21 days after the Dispute Notice is given, they must refer the matter immediately to the Chief Executive of each party for resolution.

26 TRANSFER/SUBCONTRACT

- 26.1 The Lead Agency must not subcontract the delivery of the Services without the prior written approval of SSQ.
- 26.2 The Lead Agency must not transfer the management or operation of QGAP sites to another operator without the prior written approval of SSQ.

27 ENTIRE AGREEMENT

- 27.1 This Agreement constitutes the entire Agreement between the parties and supersedes all prior representations, agreements, statements and understandings, whether verbal or in writing.

28 VARIATION OF AGREEMENT

- 28.1 The Agreement may be varied at any time by an agreement in writing executed by both parties.
- 28.2 It will be sufficient evidence of any agreement to vary a Schedule to the Agreement if the parties execute and date a document purporting to be a substitute Schedule.

29 SEVERABILITY

- 29.1 Each and every provision of this Agreement, and each and every part thereof shall, unless the context otherwise necessarily requires it, be read and

construed as a separate and severable provision, or as separate and severable parts thereof, so that if any provision, or part thereof, is void or otherwise unenforceable for any reason, then that provision, or part thereof, as the case may be, shall be severed and the remainder shall be read and construed as if the severable provision, or part thereof, had never existed.

30. APPLICABLE LAW

- 30.1 This Agreement shall be governed by and construed in accordance with the laws of Queensland and the parties agree that the courts of Queensland shall have jurisdiction to entertain any action in respect of, or arising out of, this Agreement and hereby submit themselves to the jurisdiction of those courts.

31. WAIVER

- 31.1 A waiver by either party in respect of a breach of a provision of this Agreement by the other party shall not be deemed to be a waiver in respect of any other breach and the failure of either party to enforce at any time a provision of this Agreement shall in no way be interpreted as a waiver of such provision.

32 CONFIDENTIALITY

- 32.1 All information obtained by the Lead Agency in the course of delivering the Services must be treated as confidential information and must not be used or disclosed or allowed by the Lead Agency to be used or disclosed by any person for any purpose other than for delivering the Services.

33 INDEMNITY

- 33.1 In this clause 33:

“**SSQ**” includes its officers, employees and agents;

“**claim**” includes any claim, action, proceeding, demand, liability, obligation, costs, loss, damages and expenses; and

“**Lead Agency**” includes its employees, agents or sub-contractors.

- 33.2 The Lead Agency releases, discharges and indemnifies SSQ against any claim which may be brought against or made upon or incurred by SSQ arising from an unlawful or negligent act or omission of the Lead Agency in the course of the supply or attempted or purported supply of the Services, except to the extent that any act or omission by SSQ caused or contributed to the claim.

34. CLAUSES TO SURVIVE TERMINATION

- 34.1 This clause 34 and the following clauses will survive termination of this Agreement:

- (a) Clause 19 – Privacy and Disclosure of Personal Information;
- (b) Clause 22 – Insurance;
- (c) Clause 30 – Applicable Law;
- (d) Clause 32 – Confidentiality; and
- (e) Clause 33 – Indemnity.

This Agreement has been executed by the parties on the dates below.

Signed for and on behalf of
THE STATE OF QUEENSLAND

.....
signature

General Manager
Smart Service Queensland

this day of 2019

in the presence of

(Please print name)

.....
signature of witness

Signed by and on behalf of **Maranoa Regional
Council**

by Julie Reitano (Chief Executive Officer)

.....
signature

this day of 2020

in the presence of

(Please print name)

.....
signature of witness

SCHEDULE 1

- Item 1:** TERM (clause 2): 01 July 2019 – 30 June 2020
- Item 2:** ANNUAL SUBSIDY (See table below): **\$31,350.00**
- Item 3:** ADDRESS FOR NOTICES (clause 21):
Maranoa Regional Council
PO Box 42 MITCHELL QLD 4465
- Item 4:** AMOUNT OF PUBLIC LIABILITY INSURANCE (clause 22):
\$10 million
- Item 5:** LEAD AGENCY CONTACT OFFICER
(clause 25.1):
Coordinator Libraries, Arts and Culture
PO Box 42
MITCHELL QLD 4465
council@maranoa.qld.gov.au
- SSQ/DEPARTMENT OF HOUSING AND PUBLIC WORKS
CONTACT OFFICER (clause 25.1):
Christopher Askew
QGAP Operations Manager
Smart Service Queensland
PO Box 10817
Brisbane Adelaide Street QLD 4000

Centre	Lead Agency Subsidy
QGAP - Injune	\$ 13,000.00
QGAP - Surat	\$ 15,500.00
GST (if applicable)	\$ 2,850.00
TOTAL	\$ 31,350.00

ACCUMULATIVE TOTAL: \$31,350.00

SCHEDULE 2**Performance Indicators**

These QGAP performance indicators are introduced in line with the QGAP service ethic of providing excellent customer service. These indicators, in association with SSQ Customer Service Standards, will serve as a guide to Government Agents and Lead Agencies in QGAP performance measures

Strategic Performance Measure	Key Performance Indicators	Evaluation Methodology	Evaluation Tools
Ministerial Program Statement Deliverables	SSQ meets its objectives as stated within the Ministerial Program Statement	Dependent on nature and type of program initiative on an annual basis	
Service Agency Satisfaction	No less than 80% of service agency representatives surveyed are satisfied with the Queensland Government Agency Program	Measured by feedback received through face-to-face consultation and stakeholder surveys conducted by SSQ	Renewed Service Agency Agreement.
Lead Agency Satisfaction	No less than 80% of Lead Agency representatives surveyed are satisfied with the Queensland Government Agent Program	Measured by feedback received through face-to-face consultation and/or stakeholder surveys conducted by SSQ	Renewed Lead Agency Agreement.
Does the Model enhance Business Management?	Information generated by QGAP Agents and MIS provides improved decision making data for participating agencies and from a whole-of-Government perspective	<ul style="list-style-type: none"> • Reports • Service Agency Feedback • Dissemination of information across the public sector 	<ul style="list-style-type: none"> • SSQ-QGAP Service Delivery System reports • Feed back from QGAP Service and Lead Agencies
	QGAP-MIS data secure and financial and business processing accurate eg: risk of Fraud, Transaction Errors	<ul style="list-style-type: none"> • SSQ-QGAP Service Delivery Systems • QGAP site evaluations by SSQ • QGAP office audits by Lead Agency 	<ul style="list-style-type: none"> • SSQ-QGAP Service Delivery System reports • SSQ evaluation reports • Lead Agency feedback
	System and processes reliable (eg: audit ability, recoverability and business continuity)	<ul style="list-style-type: none"> • Quality Financial, Business & MIS office and service delivery procedures • System Disaster Recovery Plan 	<ul style="list-style-type: none"> • SSQ-QGAP Service Delivery System Audit Logs • SSQ operational reports to include errors analysis and trends • SSQ Business continuity plan • SSQ System

Strategic Performance Measure	Key Performance Indicators	Evaluation Methodology	Evaluation Tools
			disaster recovery procedures
Customers			
Increase in Customer Participation in Business Processes	Does customer have improved access to Government information and services	<ul style="list-style-type: none"> SSQ to review usage trend for business take-up rates measured against similar size offices, demographics and historical data. Bench mark best practice in other States 	<ul style="list-style-type: none"> Review of operational reports to include: Usage by QGAP site Type of requests (eg: Information only, Referrals and Financial Transactions)
Customer Satisfaction	Individual's information secure	Compliance with Privacy Regime SSQ evaluations of QGAP offices	<ul style="list-style-type: none"> Complaints register – SSQ SSQ Evaluation visits
	Reliability and quality of service	Consultation System availability Service Benchmark Customer feedback Services quality monitoring	<ul style="list-style-type: none"> Review operational reports Customer surveys by SSQ SSQ Complaints register Quality monitoring reports
	No less than 80% of community members satisfied with the services provided by the Queensland Government Agent Program offices	Measured by feedback received through face-to-face consultation and stakeholder surveys conducted by SSQ on the performance of the Queensland Government Agent Program	<ul style="list-style-type: none"> SSQ Evaluation visits Customer surveys
Internal			
Efficient and Effective Processing of Services (information to payment)	Quality of service provision through QGAP Agents compared with service levels by comparable organisations. (eg. Courthouses, Police, Service Agency)	<ul style="list-style-type: none"> SSQ Evaluation of QGAP offices Service Agency satisfaction with MIS design and useability Comparison with agencies previous system/plans for system 	<ul style="list-style-type: none"> SSQ Training results SSQ-QGAP Staff survey SSQ-QGAP Service Agency feedback/survey
	Reduction in re-work Process efficiency gains	Service Agency Business assessment	<ul style="list-style-type: none"> Non-compliance statistics Re-work statistics Number of flow

Strategic Performance Measure	Key Performance Indicators	Evaluation Methodology	Evaluation Tools
			charts/manuals available through MIS
System performance and functionality	All agents using MIS to record data	Stakeholder feedback SSQ-QGAP Service Delivery System quality monitoring	<ul style="list-style-type: none"> • SSQ-QGAP Service Delivery System reports • Banking reports • Transaction reports • Disbursement Reports
	Is system availability meeting client requirements	System availability statistics	<ul style="list-style-type: none"> • SSQ-QGAP Service Delivery System reports
Organisational Learning and Growth			
Benefits to Agencies justifying participation in QGAP	Identified or demonstrated opportunities to promote Government policies and agenda	Cross agency information sharing and project participation	<ul style="list-style-type: none"> • Case studies • Joint Project evaluation reports
	Usefulness of management information	Access to management reports	<ul style="list-style-type: none"> • SSQ-QGAP Service Delivery System reports
	Greater presence and representation	Increased market share Community recognition	<ul style="list-style-type: none"> • SSQ-QGAP evaluation • SSQ-QGAP Service Delivery System reports
Commitment to Continuous Improvement	The SSQ, the Service Agency and the Lead Agency engage in continuous improvement	<ul style="list-style-type: none"> • stakeholder participation in periodic discussions including issue resolution • establishment of standards to service as bench marks for performance measurement utilising the data from the SSQ-QGAP Service Delivery Systems. 	<ul style="list-style-type: none"> • Lead & Service Agency meetings. • Updating of Service procedures, flowcharts and manuals • Review of QGAP and Service Agency training
Expansion of QGAP model processes across Government	QGAP-MIS provide a platform to leverage more efficiency in the future	Plug and play architecture Re-useable functionality	<ul style="list-style-type: none"> • Identification of common modules, processes and data tables • Interface to legacy systems

Strategic Performance Measure	Key Performance Indicators	Evaluation Methodology	Evaluation Tools
	<ul style="list-style-type: none"> Standardise business processes across QGAP offices Business process re-engineering Can processes be delivered more efficiently 	<ul style="list-style-type: none"> SSQ Business process re-engineering methodology Standard service component framework 	Utilisation of common processes via SSQ
Does QGAP effectively assist in delivering Government Policy, Services, Skilling Staff, Community access to Services/Information	Does QGAP provide a cost effective method and improved access to Government services and information	<ul style="list-style-type: none"> Broader, useful and accessible information to provide management information SSQ-QGAP Service Delivery System statistics being used in business cases 	<ul style="list-style-type: none"> Service Agency feedback SSQ-QGAP Service Delivery System reports Management feedback Consumer surveys
	Positive or negative impacts on regional/rural communities and services	Range of Services available through SSQ-QGAP	<ul style="list-style-type: none"> SSQ-QGAP Service Delivery System reports
	Positive or negative impacts on multi-cultural and disabled communities and services	Range of Services available through QGAP	<ul style="list-style-type: none"> Feedback from agencies Community Surveys

SCHEDULE 3

The following services are reflective of the types of services delivered in QGAP sites throughout the State. The actual number of services available in any one particular QGAP office will vary depending on legislative requirements, staff training and community demand and agreed upon between the Client or Service Agency and SSQ in accordance with clause 6 of the Lead Agency Agreement. The complete list of services per QGAP site will be maintained within the SSQ-QGAP Service Delivery System.

QUEENSLAND GOVERNMENT DEPARTMENTS / AGENCIES

ALL STATE GOVERNMENT DEPARTMENTS

- Provide information and referral services
- Stock publication material
- Promote services in local communities

HOUSING

- Home Loan Inquiries
- Rent collection for Public Housing
- Rent collection for Aboriginal and Torres Strait Islander Housing
- Bond loan repayment
- Loan repayment
- Change of household circumstances/income
- Public Housing Rental applications
- Succession of Tenancy for Public Rental Housing
- Bond loan application
- Bond loan approvals
- Maintenance
- Keys Management
- Tenancy Agreement for Public Rental Housing
- Tenancy Agreements for Aboriginal and Torres Strait Islander Housing
- Tenancy issues
- Property Inspection
- Property Settlement – loan payment
- Property Settlement – Sale
- Property Settlement – Department Advancing Funds

ENVIRONMENT & RESOURCE MANANGEMENT

- Collection of water charges
- Receipt of Waterworks Licence Permit application
- Receipt of water sample
- Receipt of GAB Bore application
- Receipt of Water Allocation Transfer application
- Receipt of Controlled Quarry Material and Royalty Collection application
- Leasehold Land payment
- Leasehold Application Fee
- Saleable products and publications
- Provision of Wildlife Permit
- Provision of Environment Licence
- National Parks Permits
- Desert Park Passes

- Damage Mitigation Permits

JUSTICE AND ATTORNEY-GENERAL

- Accepting payment for Court fines prior to enforcement/due date
- SPER payments
- Bailiff Book
- Burial Assistance
- Convene a Court
- Coroners
- District Court Civil
- District Court Criminal
- Domestic Violence
- Family Law
- Magistrates Court Civil
- Magistrates Court Criminal and Quasi-Criminal
- Mediation Referrals
- Small Claims Tribunal
- Appeal Costs Fund Fees (Civil)
- Bail Forfeited/Cash Bail
- Court Suitors Fund

ELECTORAL COMMISSION OF QUEENSLAND

- Assist Electors
- Complete Pre-Poll Returns
- Utilisation of premises for Polling Booth on Election Day and Training
- Report to and liaise with ECQ
- Enrolment Form
- Electoral Roll Search

LIQUOR LICENSING

- General Purpose Permit - Receipt Application
- Forward application to regional office
- General Purpose Permit - Issue Permit
- Infringement Notice

MINES AND ENERGY

- Receipt Leasehold rental – for mining leases
- Receipt of Drillers Licence application – for petroleum and gas drilling
- Receipt of Controlled Quarry Material and Royalty Collection application
- Leasehold Land payment – for mining tenures
- Leasehold Application fee – for mining tenures
- Search fees – for mining tenures
- Other fees – for mining tenures

FAIR TRADING

- Business Name Application
- Renewal of Registration of a Business Name
- Notification of Changes
- Associations Fee
- Associations Kit/Application

- Application for a Security Provider's Licence
- Promote & Accept Applications - Training Courses
- Phone Listing
- Oversee Examinations for Auctioneers and Agents Licences
- Individual Licence
- Application for a Corporation Licence
- Application for Managers Licence
- Application for a Certificate of Registration
- Mutual Recognition Information
- Application for Appointment of Substitute Licensee
- Application for Renewal or Restoration of Licence - Individual or Director of a Corporation
- Application for Renewal or Restoration - Corporation Licence
- Application for Renewal or Restoration – Manager's Licence
- Addressing Meeting

GAMING REGULATION

- Category 3 Game (Art Union/Calcutta Sweep)
- Penalty Infringement Notice
- Gaming Machine Site Licence or Machine Manager's Licence

PRIMARY INDUSTRIES

- Weigh Bill application
- Instructing on pink HGP Free Cattle Tags
- Lodgement of property Registration Form
- Sale of Waybill Books
- Application for Brand and/or Earmark
- Transfer of Brand or Earmark
- Tick fever Vaccine
- Emergency Ear Tags

PUBLIC TRUSTEE

- Will Instructions & Will Signing
- Funeral
- Funeral Payments
- Deceased Estate Preliminary Work
- Deceased Estate Client Information Form
- Deceased Estate Administration
- Property Management Activities
- Rent or Periodic Payment Collection
- EPA Instructions & EPA Signing
- EPA Signing - Revocation
- EPA Attendance outside Office
- Client Information for Persons with a Disability
- Public Trustee Investment Fund

QUEENSLAND OMBUDSMAN'S OFFICE

- Assistance in complaint lodgement and process
- Interpreter and disability assistance
- Specialised assistance

TRANSPORT AND MAIN ROADS

- Sale of "Your keys to driving in Queensland"
- Permit Fee (Disability Parking)
- Vehicle/Vessel Registration - New
- Vehicle/Vessel Registration - Renewal
- Vehicle/Vessel - Transfer
- Vehicle/Vessel - Cancellation
- Certificate Replacement Application
- Label Replacement Application
- Plate Replacement Application
- Permit (Registration)
- Change to Customer/Product record
- Traffic Offence and Camera Detected Offence
- Low Volume VIN Applications
- Release of Information Application
- Receipt of Monies to Customer Account
- Work Diaries
- Licence Renewal/Issue
- Learner's Permit (excluding test)
- Administer Written Test
- Driving Test Booking
- Driver Licence Transfer
- Licence Surrender
- Receipt of Fees for Recreational Ship Masters Licence

BIRTHS, DEATHS AND MARRIAGES

- Application for Birth Certificate
- Application for Death Certificate
- Application for Marriage Certificate
- Application for Commemorative Birth Certificate
- Register a Birth
- Register a Birth – Late Fees
- Registration Search
- Marriage Booking - Lodgement of a Notice of Intended
- Marriage Ceremony
- Marriage Administration - shortening of period of notice of Intended Marriage

SENIORS CARD

- First Time Applicant
- Renewal/Replacement for Lost/Destroyed Card
- Change of Address/Telephone Number/Other Details
- Deceased Advice
- Consumer Appeal

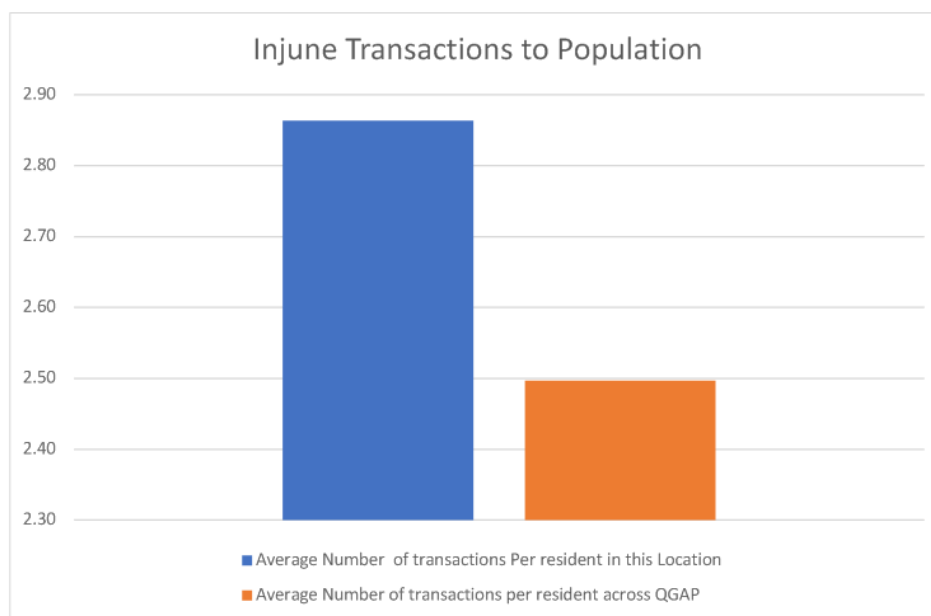
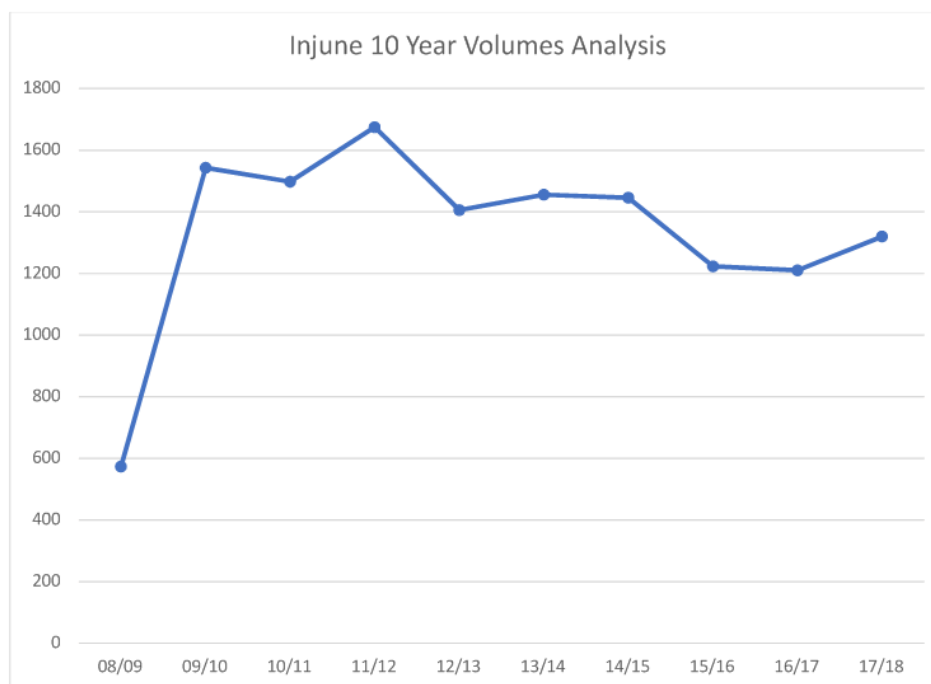
WORKPLACE HEALTH AND SAFETY

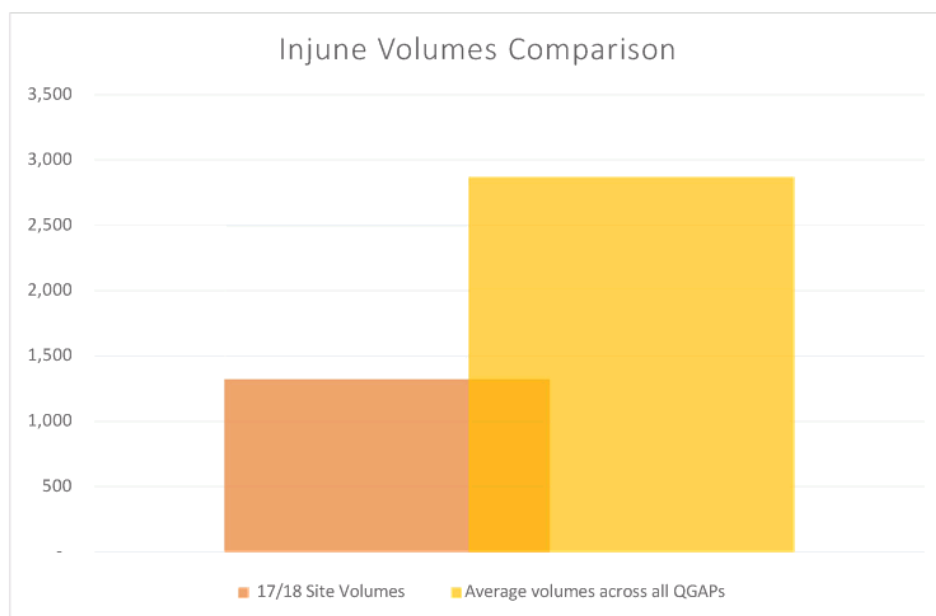
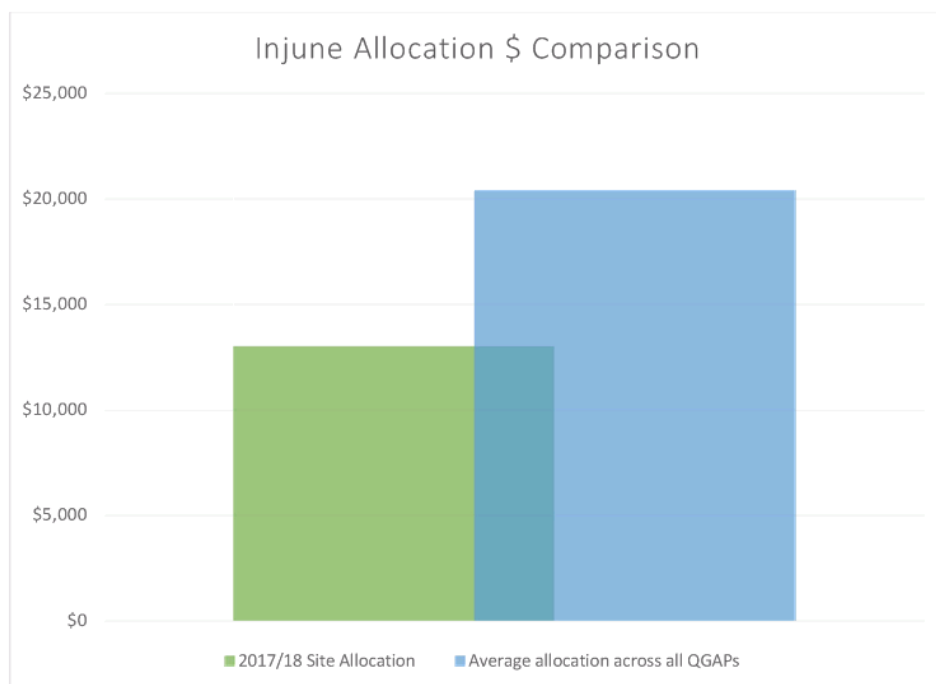
- Workplace Registration Application
- Workplace Registration Renewal
- Certificate of Competency Application

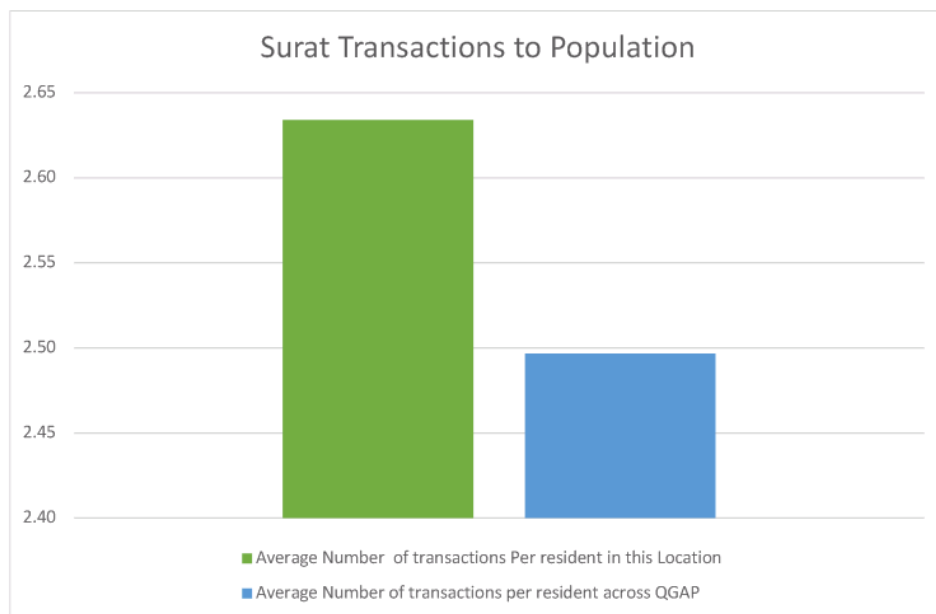
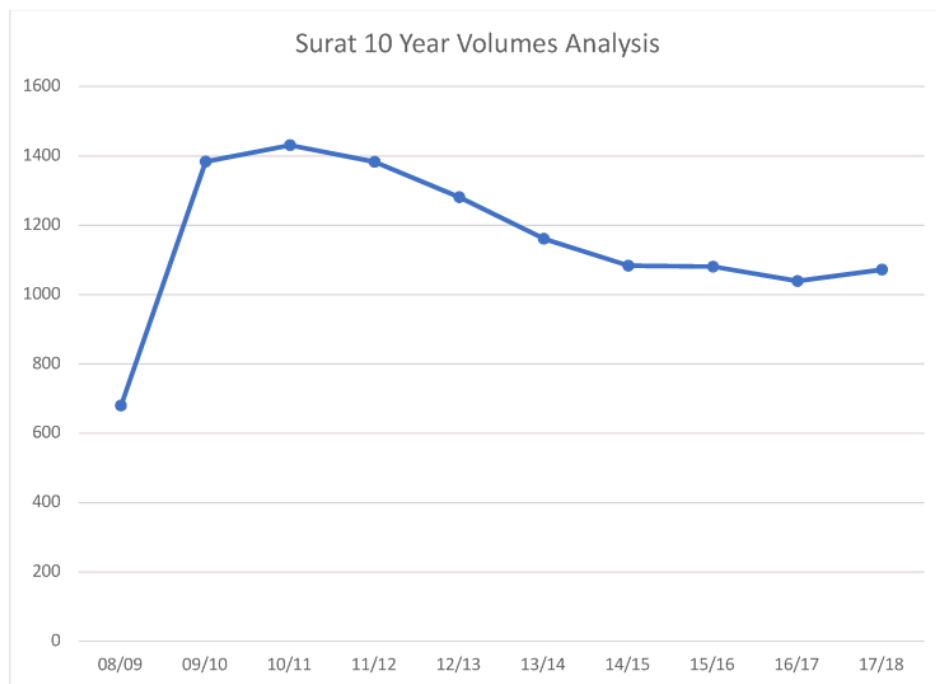
FEDERAL GOVERNMENT DEPARTMENTS / AGENCIES -

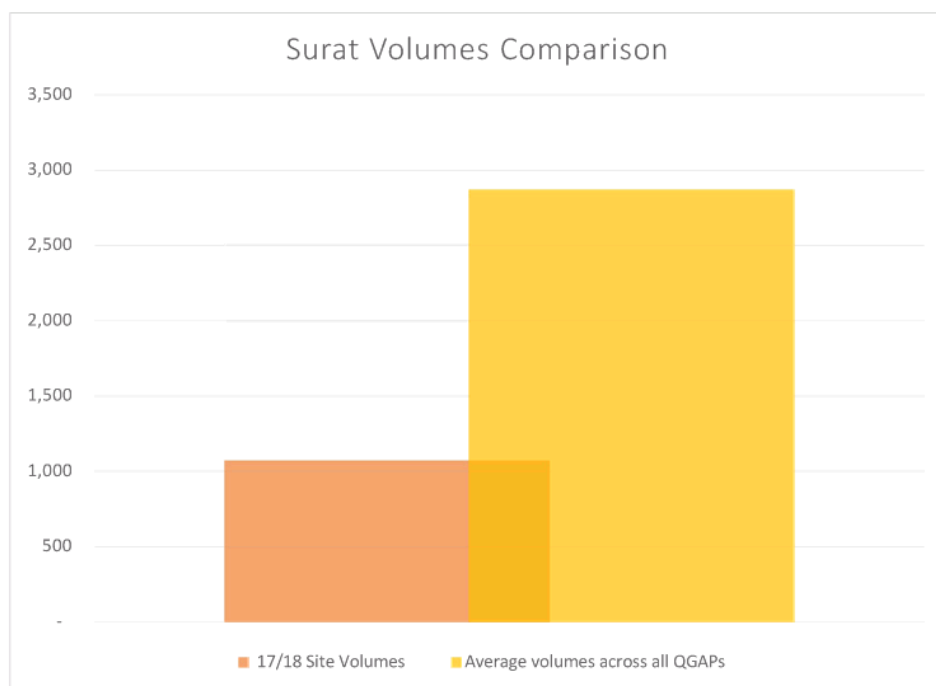
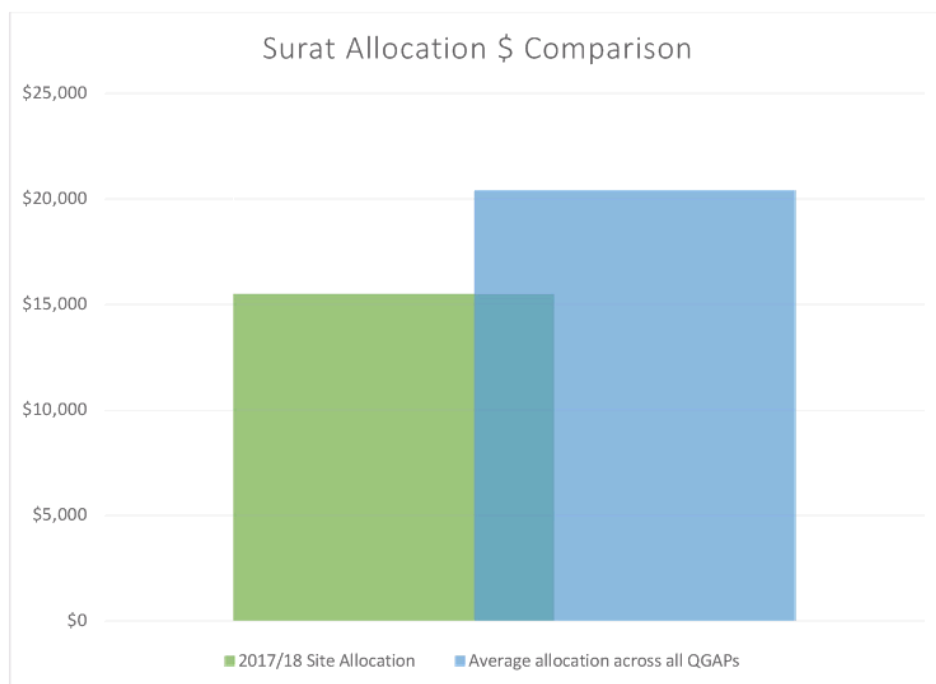
General Enquiries, Information and Referral for –

- Department of Veterans' Affairs









COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: General 24 July 2019

Date: 15 July 2019

Item Number: 16.1

File Number: D19/60334

SUBJECT HEADING: Give heavy vehicle access to southern side of Amby for rural properties

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

The Department of Transport and Main Roads completed upgrades along the Warrego Highway (including through Amby) which has eliminated heavy vehicle highway access where it was possible to turn at the Amby Store. This has been eliminated with the completed upgrades.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

Proposed solution: Bituminise the corner of Chambers Street, Amby which is the route that all heavy vehicles follow to access rural properties on the southern side of Amby.

There are exiting customer requests from a resident who resides on Chambers Street. The customer has stated that there is an extreme amount of dust, which has occurred since the complete upgrades by the Department of Transport and Main Roads.

There is a heavy maintenance team planned to be in Amby this financial year and could do this small amount of work to solve the residents issue, if Council agree.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: General 24 July 2019

Date: 18 July 2019

Item Number: 16.2

File Number: D19/61842

SUBJECT HEADING: Wallumbilla Showgrounds Upgrade

Classification: Open Access

Councillor's Title: Cr Tyson Golder

Executive Summary:

Council give approval for placement of upgrades at the western end of the camping area at the Wallumbilla showgrounds in line with the request from Wallumbilla Town Improvement.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

Wallumbilla Town Improvement is keen to expedite these upgrades to enable increased economic development in the Wallumbilla community.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: General 24 July 2019

Date: 16 July 2019

Item Number: 16.3

File Number: D19/60742

SUBJECT HEADING: Volunteers at Kenniff Court House Mitchell

Classification: Open Access

Councillor's Title: Cr Jan Chambers

Executive Summary:

Kenniff Court House in Mitchell houses the history of the Kenniffs, residents would like to see the building manned by volunteers.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

At the community consultation in Mitchell regarding the Mitchell Memorial Park Master Plan, suggestions were made about opening the Kenniff Court House for tourists with volunteers manning the building.

Currently Council open the building each weekday and there is no one manning the building. The suggestion is about having the volunteers be there to tell the story of the Kenniffs.

One of the suggestions was to look at Newstart Work for the Dole persons, the residents advised that Newstart persons have to do some volunteering. Could the question be asked of Centrelink, and also whether it would be worthwhile to do an expression of interest call for volunteers if Council were happy with them to be there and also whether volunteers could open the building on weekends and public holidays etc.

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: General 24 July 2019

Date: 16 July 2019

Item Number: 16.4

File Number: D19/60771

SUBJECT HEADING: Formation of proposed "South West Regional Waste Group"

Classification: Open Access

Councillor's Title: Cr Geoff McMullen

Executive Summary:

Proposal, with the assistance of State Development, for Maranoa Regional Council to join forces with regional councils to the west of the Maranoa region to help reduce the amount of rubbish going to land fill.

Councillor's Recommendation:
That Council:

- 1. Approve the inclusion of Maranoa Regional Council in the proposed "South West Regional Waste Group".**
- 2. Nominate Cr. Geoff McMullen as Council's representative for the group.**

Details of Requested Agenda Report:

I am proposing, with the assistance of State Development, that Maranoa Regional Council join forces with regional councils to the west of us to help reduce the amount of rubbish going to land fill.

I have received written confirmation (below) that Quilpie Shire have agreed to the proposal, and I have also have had a discussion with the Balonne Shire Councillor, portfolio for waste.

Email from Roger Volz – 11/07/19

From: Roger Volz <RVolz@quilpie.qld.gov.au>

Sent: Thursday, July 11, 2019 10:19 am

To: Geoffrey (Geoff) McMullen

Subject: Re: Waste levy

Geoff,

At our recent council meeting we moved that we would be supportive of forming a group as per your email and that I would be the representative for the Quilpie Shire.

Hope that you have received positive support from other shires in this regard.

Cheers,

Roger

Supporting Documentation:

Nil

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: General 24 July 2019

Date: 18 July 2019

Item Number: 16.5

File Number: D19/61840

SUBJECT HEADING: Composting Subsidy Program

Classification: Open Access

Councillor's Title: Cr Wendy Newman

Executive Summary:

Proposal to investigating Council participating the Composting Subsidy Program – The Compost Revolution.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I'd like to seek Council's support in further investigating the Compost Revolution program.

In brief, this program allows councils to subsidize, to a level determined by the individual councils, the purchase of home composters and worm farms. In turn councils are given an individualized website and inclusion in online marketing, and participants have access to free online tutorials.

I see the potential for

- council to actively and publicly partner with residents in providing increased awareness of the why and how of waste reduction,
- a 'good news' strategy of financial support to individuals who wish to individually participate and
- council to decrease the amount of waste going to our landfill sites.

As a quick introduction to the program for Council's, the following statement has been obtained from the group's website <https://compostrevolution.com.au/>

We partner with councils across Australia to scale up home organics recovery.

Co-designed with councils, the Compost Revolution is a multi-award-winning program which educates and equips residents to cut their waste in half through home composting and worm farming. This

platform is the only all-in-one education, infrastructure logistics and marketing program of its kind streamlining the process so that councils achieve waste and emissions reduction targets while saving money.

All you have to do is approve orders and we take care of the rest. The Compost Revolution comes with a suite of customisable tutorials, marketing materials and a free digital marketing program (Facebook/Google Adwords) to get the word out for you, an easy to use online ordering system and our bin-to-door delivery service which ensures hassle-free delivery direct to your residents' doors.

Now the biggest community of composters in Australia, we are proving that home composting can be a popular, powerful, and cost-effective keystone of any waste strategy.

Supporting Documentation:

Nil