

BUSINESS PAPER

Special Meeting

Thursday 31 October 2019

Roma Administration Centre

NOTICE OF MEETING

Date: 31 October 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
Corporate, Community & Commercial Services)
Ms Sharon Frank (Director Corporate, Community & Commercial
Services)

Please find attached agenda for the **Special Meeting** to be held at the Roma Administration Centre on
October 31, 2019 at 3.00PM



Julie Reitano
Chief Executive Officer

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Item No	Subject
1	Welcome
2	Apologies
3	Business
3.1	Draft Annual Report 2018/193 Prepared by: Chief Executive Officer

Confidential Items

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

C Confidential Items

- C.1 Roma Saleyards Multi-Purpose Building - Concrete Panel Facade Treatment**
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.
- C.2 Roma Saleyards Multi-Purpose Facility - Furniture**
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.3 Roma Saleyards Multi-Purpose Facility - Combined Administration Space**
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.4 Tender 20003**
Classification: Closed Access
Local Government Regulation 2012 Section 275(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Closure

OFFICER REPORT

Meeting: Special 31 October 2019

Date: 31 October 2019

Item Number: 6.1

File Number: D19/101376

SUBJECT HEADING: Draft Annual Report 2018/19

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:

The report tables the draft 2018/19 Annual Report.

Officer's Recommendation:

That:

1. Council receive the draft as tabled noting proposed additional inclusions.
2. Council adopt, subject to inclusion of the supplementary information, and a brief period of internal feedback and proof-reading prior to publication.
3. Council seek relevant funding bodies' approval of the content prior to release to the website.
4. The updated copy (summary and detail) be printed for all Councillors within 7 days and tabled at the General meeting on 13 November 2019.
5. Publish the report on Council's website within two (2) weeks.
6. An online version be made available so that residents may view both summary and detailed information about Council functions.
7. Make the 2018/19 Annual Report available for sale at cost price for those wishing to purchase the document.
8. The Minister be provided with an update on the annual report status by the Chief Executive Officer.

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
QAO	Queensland Audit Office

Context:

Why is the matter coming before Council?

Section 182 of the *Local Government Regulation 2012* (Regulation) prescribes that a local government must prepare an annual report for each financial year.

The annual report must be adopted within one (1) month after the day the Auditor-General gives the Auditor-General's report about the local government's financial statements for the financial year to the local government.

The Regulation also specifies that the Annual Report must be published on Council's website within two (2) weeks of adopting the annual report.

Corporate Plan:

Is this type of matter incorporated in, or consistent with, Council's 5 Year Corporate Plan? If so, where/how?

Corporate Plan 2018-23

Strategic Priority 2 Delivering strong financial management

2.5 Measure and report what we have done

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

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Final Management Letter and Report for 2018/19 was issued by QAO to the Mayor on 30 September 2019 (26 November 2018 last year). Council must adopt the Annual Report with one (1) month i.e. by 31 October 2019.

**Legislation, Local Laws, State Policies & Other Regulatory Requirements:
What does the legislation and other statutory instruments include about the matter under consideration?**

Local Government Regulation 2012

Division 3 Annual report

181 What [div 3](#) is about

This division explains what an annual report for a local government must contain.

182 Preparation of annual report

- (1) A local government must prepare an annual report for each financial year.*
- (2) The local government must adopt its annual report within 1 month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.*
- (3) However, the Minister may, by notice to the local government, extend the time by which the annual report must be adopted.*
- (4) The local government must publish its annual report on its website within 2 weeks of adopting the annual report.*

183 Financial statements

The annual report for a financial year must contain—

- (a) the general purpose financial statement for the financial year, audited by the auditor-general; and*
- (b) the current-year financial sustainability statement for the financial year, audited by the auditor-general; and*
- (c) the long-term financial sustainability statement for the financial year; and*
- (d) the auditor-general's audit reports about the general purpose financial statement and the current-year financial sustainability statement.*

184 Community financial report

The annual report for a financial year must contain the community financial report for the financial year.

185 Particular resolutions

The annual report for a financial year must contain—

- (a) a copy of the resolutions made during the financial year under [section 250\(1\)](#); and*
- (b) a list of any resolutions made during the financial year under [section 206\(2\)](#).*

186 Councillors

- (1) The annual report for a financial year must contain particulars of—*

- (a) for each councillor, the total remuneration, including superannuation contributions, paid to the councillor during the financial year; and
- (b) the expenses incurred by, and the facilities provided to, each councillor during the financial year under the local government's expenses reimbursement policy; and
- (c) the number of local government meetings that each councillor attended during the financial year; and
- (d) the total number of the following during the financial year—
 - (i) orders made under section 150I(2) of the [Act](#);
 - (ii) orders made under section 150AH(1) of the [Act](#);
 - (iii) decisions, orders and recommendations made under section 150AR(1) of the [Act](#); and
- (e) each of the following during the financial year—
 - (i) the name of each councillor for whom a decision, order or recommendation mentioned in paragraph (d) was made;
 - (ii) a description of the unsuitable meeting conduct, inappropriate conduct or misconduct engaged in by each of the councillors;
 - (iii) a summary of the decision, order or recommendation made for each councillor; and
- (f) the number of each of the following during the financial year—
 - (i) complaints referred to the assessor under section 150P(2)(a) of the [Act](#) by local government entities for the local government;
 - (ii) matters, mentioned in section 150P(3) of the [Act](#), notified to the Crime and Corruption Commission;
 - (iii) notices given under section 150R(2) of the [Act](#);
 - (iv) notices given under section 150S(2)(a) of the [Act](#);
 - (v) decisions made under section 150W(a), (b) and (d) of the [Act](#);
 - (vi) referral notices accompanied by a recommendation mentioned in section 150AC(3)(a) of the [Act](#);
 - (vii) occasions information was given under section 150AF(4)(a) of the [Act](#);
 - (viii) occasions the local government asked another entity to investigate, under [chapter 5A](#), part 3, division 5 of the [Act](#) for the local government, the suspected inappropriate conduct of a councillor;
 - (ix) applications heard by the conduct tribunal about the alleged misconduct of a councillor.

(2) In this section—

councillor includes a person mentioned in section 150M of the [Act](#).

local government entity, for a local government, means the following—

- (a) the local government;
- (b) a councillor of the local government;
- (c) the chief executive officer of the local government.

187 Administrative action complaints

(1) The annual report for a financial year must contain—

- (a) a statement about the local government's commitment to dealing fairly with administrative action complaints; and
- (b) a statement about how the local government has implemented its complaints management process, including an assessment of the local government's performance in resolving complaints under the process.

(2) The annual report must also contain particulars of—

- (a) the number of the following during the financial year—
 - (i) administrative action complaints made to the local government;

- (ii) administrative action complaints resolved by the local government under the complaints management process;
 - (iii) administrative action complaints not resolved by the local government under the complaints management process; and
- (b) the number of administrative action complaints under paragraph (a)(iii) that were made in a previous financial year.

188 Overseas travel

(1) The annual report for a financial year must contain the following information about any overseas travel made by a councillor or local government employee in an official capacity during the financial year—

- (a) for a councillor—the name of the councillor;
- (b) for a local government employee—the name of, and position held by, the local government employee;
- (c) the destination of the overseas travel;
- (d) the purpose of the overseas travel;
- (e) the cost of the overseas travel.

(2) The annual report may also contain any other information about the overseas travel the local government considers relevant.

189 Expenditure on grants to community organisations

The annual report for a financial year must contain a summary of—

- (a) the local government's expenditure for the financial year on grants to community organisations; and
- (b) expenditure from each councillor's discretionary fund, including—
 - (i) the name of each community organisation to which an amount was allocated from the fund; and
 - (ii) the amount and purpose of the allocation.

190 Other contents

(1) The annual report for a financial year must contain the following information—

- (a) the chief executive officer's assessment of the local government's progress towards implementing its 5-year corporate plan and annual operational plan;
- (b) particulars of other issues relevant to making an informed assessment of the local government's operations and performance in the financial year;
- (c) an annual operations report for each commercial business unit;
- (d) details of any action taken for, and expenditure on, a service, facility or activity—
 - (i) supplied by another local government under an agreement for conducting a joint government activity; and
 - (ii) for which the local government levied special rates or charges for the financial year;
- (e) the number of invitations to change tenders under [section 228\(7\)](#) during the financial year;
- (f) a list of the registers kept by the local government;
- (g) a summary of all concessions for rates and charges granted by the local government;
- (h) the report on the internal audit for the financial year;
- (i) a summary of investigation notices given in the financial year under [section 49](#) for competitive neutrality complaints;
- (j) the local government's responses in the financial year on the QCA's recommendations on any competitive neutrality complaints under [section 52\(3\)](#).

(2) *In this section—*

annual operations report, for a commercial business unit, means a document that contains the following information for the previous financial year—

- (a) information that allows an informed assessment of the unit's operations, including a comparison with the unit's annual performance plan;
- (b) particulars of any changes made to the unit's annual performance plan for the previous financial year;
- (c) particulars of the impact the changes had on the unit's—
 - (i) financial position; and
 - (ii) operating surplus or deficit; and
 - (iii) prospects;
- (d) particulars of any directions the local government gave the unit.

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?

The content requirements of the Annual Report are outlined in the *Local Government Act 2009* and *Local Government Regulation 2012*.

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?

The 2018/19 Annual Report is now presented to Council. The report is provided under separate cover due to the size of the document.

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?

Printing and submission already included in the 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)

Not anticipated.

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)

The Annual Report is our key accountability tool – communicating our achievements, challenges, and financial and non-financial performance for the financial year. It also provides a comprehensive and externally audited Financial Report as well as a simplified, easy to read Community Financial Report.

Risks:

Is there any uncertainty associated with the requested decision? 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)

Risk	Description of likelihood & consequences
Legislative requirement to adopt an annual report.	Guidance from the Department of Local Government, Racing & Multicultural Affairs and/or QAO about Council's obligations to comply with legislative obligations.

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?

That the supplementary information be included.

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)).

As listed.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Measure and report on what we've done

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

Supporting Documentation:

Nil.

Report authorised by:

Chief Executive Officer