



In accordance with Section 277E of the *Local Government Regulation 2012* it is not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19.

The meeting will therefore be closed to the public, with only Councillors and staff essential for the functioning of the meeting in attendance. Consistent with Council's legislative responsibilities, the minutes of Council's meeting will be made available for inspection by the public at Council's office and on its website. Further the minutes will be available for purchase upon confirmation at the next meeting.

As an additional proactive step during these difficult times, Council will also upload a video of the meeting to Council's official Facebook page.

Mayor Tyson Golder
Meeting Chairperson.

BUSINESS PAPER - Ordinary Meeting

Wednesday 10 June 2020

Ernest Brock Room (Roma Cultural Centre)

NOTICE OF MEETING

Date: 5 June 2020

Mayor: Councillor T D Golder

Deputy Mayor: Councillor G B McMullen
Councillors: Councillor J R P Birkett
Councillor M C Edwards
Councillor J L Guthrie
Councillor J M Hancock
Councillor W L Ladbrook
Councillor C J O'Neil
Councillor W M Taylor

Chief Executive Officer: Ms Julie Reitano

Executive Management: Mr Rob Hayward (Deputy Chief Executive Officer/Director
Development, Facilities & Environmental Services)
Ms Sharon Frank (Director Corporate & Community Services)

Attached is the agenda for the **Ordinary Meeting** to be held at the Ernest Brock Room (Roma Cultural Centre) on **10 June, 2020 at 9.00AM**.

Julie Reitano
Chief Executive Officer

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Status Reports

Next General Meeting

- To be held at the Ernest Brock Room (Roma Cultural Centre) on 24 June 2020.

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	Recommendation to purchase nine (9) Single Cab 4x2 Utilities
	Classification: Closed Access

Local Government Regulation 2012 Section 275(c) (e) the local government budget; AND contracts proposed to be made by it.

C.2 Recommendation to purchase one (1) 5m³ Front End Wheel Loader
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 Recommendation to purchase one (1) 28T - 32T Excavator
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 Project Allocation to Works for Queensland (W4Q) Additional COVID-19 Payment and Roads to Recovery Supplementary Payment for Local Government Areas in Drought
Classification: Closed Access

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

C.5 Bigger Big Rig - Community Flyer - Project Overview/Update
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.6 Addition to the Road Register - Extension of Humphreys Road Length / Request to rename Humphreys Road
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 Amby Water Quality Update
Classification: Closed Access

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

C.8 Trade Waste Application Fee Waiver
Classification: Closed Access

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

C.9 Contract Plumber for Injune 2020/21
Classification: Closed Access

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

C.10 Upgrade of concrete footpath and installation of concrete verge - Bowen Street road reserve, Roma

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.11 Request for the removal of concrete floodway - Gunnewin West Road

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.12 Execution of Regional Recycling Transport Assistance Package

Classification: Closed Access

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

C.13 Delegation of authority to sign grant agreement - Communities Combating Pests and Weeds During Drought - round 2

Classification: Closed Access

Local Government Regulation 2012 Section 275(e) contracts proposed to be made by it.(The report discusses the signing of a contract between council and the Federal Department of Agriculture, Water and the Environment for project funding.)

C.14 Applications for Community Grants Round Two 2019/20

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.(Discussion of Community Grants)

C.15 Fee Waiver request - Anglicare

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.(fee waiver consideration)

C.16 Claim for Damages - Bymount West Road, Roma

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.17 Roma Girl Guides Surrender of Lease

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.18 Public Safety Business Agency - Lot 14 on W4097

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.19 Council Asset - 181 Alice Street, Mitchell

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.20 Application for Conversion of Tenure - Lot 1328 on MNG53

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.21 Booringa Heritage Group Incorporated - Renewal of Commercial Tenancy Agreement

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.22 Planning Consultancy Services

Classification: Closed Access

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

C.23 Payment to Queensland Local Government Mutual managed by Jardine Lloyd Thompson Pty Ltd - Annual Liability Insurance Payment

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.24 Community Engagement Software

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.25 MapInfo Pro and Spectrum Spatial Analyst GST Software - Licence & Service Agreement

Classification: Closed Access

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

C.26 Roma Saleyards Prime Sales

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.27 Council Publication - Extension of Bottle Tree Bulletin Contract

Classification: Closed Access

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

C.28 Council News - June edition review

Classification: Closed Access

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

C.29 Budget Review

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.

Councillor Business

14 Councillor Business

14.1 Extra Services for the Maranoa 174
Prepared by: Mayor

Closure

MINUTES OF THE ORDINARY MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 27 MAY 2020 COMMENCING AT 9.00AM

ATTENDANCE

Mayor Cr. T D Golder chaired the meeting with, Deputy Mayor Cr. G B McMullen, Cr. J R P Birkett, Cr. M C Edwards, Cr. J L Guthrie, Cr. J M Hancock, Cr. W L Ladbrook, Cr. C J O'Neil, Cr. W M Taylor, Chief Executive Officer – Julie Reitano, and Minutes Officer – Kelly Rogers in attendance.

ATTENDANCE AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate, & Community Services – Sharon Frank, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Manager Facilities (Land, Buildings & Structures) – Tanya Mansfield, Manager Airports (Roma, Injune, Surat, Mitchell) – Ben Stewart, Manager Economic & Community Development – Ed Sims, Manager Community Safety – Samantha Thrupp, Manager Water, Sewerage & Gas – Graham Sweetlove, Operations Manager Plant, Fleet & Workshops – David Parker, Local Area Manager Injune / Regional Sport & Recreation Development Coordinator – Fiona Vincent.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.10am, and immediately adjourned the meeting to allow for all attendees to be present for its commencement. The meeting resumed at 9.18am.

CONFIRMATION OF MINUTES

Item C.5 – Community Safety Fees & Charges Adoption (Financial Year 2020/21)

[Resolution No. OM/05.2020/37]

That Community Safety fees and charges for 2020/21 be set and adopted at 50% of the 2019/20 fees and charges, noting that these charges will apply to the 2020/21 animal registration renewal notices to be issued 1 June 2020. This is a COVID-19 initiative of Maranoa Regional Council.

The Director Corporate and Community Services indicated that she had circulated an email the previous night. The Director sought clarification from Councillors in regard to the abovementioned resolution, prior to the minutes being confirmed, as to whether it pertained to all community safety fees or just the registration fees. In response, the Mayor indicated that it was for all fees.

Resolution No. OM/05.2020/69

Moved Cr Golder

Seconded Cr Ladbrook

That the minutes of the Ordinary Meeting held on 13 May 2020 be confirmed, and note receipt of an amendment identifying a correction (typo) which was as follows:

Item C.6 – Recommendation to purchase Nine (9) Single Cab 4 x 2 Utilities

[Resolution No. OM/05.2020/38]

That Council:

- 1. Select Black Auto Group (Black Toyota) as the recommended supplier of nine (9) Single Cabin 4x2 Utilities (manual ~~transmission~~ **transmission**) at a cost of \$317,787.84 including GST excluding registration and CTP insurance, for the reasons of:**
 - 5 year unlimited kilometre warranty**
 - General resale**

2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Black Auto Group (Black Toyota) and raise purchase orders if the final terms are acceptable.

[Resolution No. OM/05.2020/39]

That the matter lay on the table until next meeting to obtain further information regarding auto / manual ~~transition~~ **transmission**.

CARRIED

9/0

Resolution No. OM/05.2020/70

Moved Cr McMullen

Seconded Cr Birkett

That the minutes of the Special Meeting held on 20 May 2020 be confirmed.

CARRIED

9/0

DECLARATIONS OF CONFLICTS OF INTEREST

Cr Ladbroke

Item	Title
C.17	Addition to the Road Register - Extension of Humphreys Road Length

Cr Ladbroke advised C.17 - family members.

The Mayor asked clarifying questions about how he would be dealing with the matter – he advised he would be leaving the room.

The Mayor enquired about the nature of Cr Ladbroke's interest (e.g. perceived conflict of interest or material personal interest noting that Cr Ladbroke had signed a petition). Cr Ladbroke confirmed he would be leaving the room.

Mayor Golder

Item	Title
C.4	Council Asset – 236 Edwardes Street, Roma

Mayor Golder foreshadowed that he had interest in C.4, and that he would be declaring a 'Conflict of Interest' as the reasons that his mother had flood mitigation compensation from Council in a previous term of Council (2 terms ago) and that he had received legal advice that he would have a perceived 'Conflict of Interest'.

Mayor Golder foreshadowed that he would be dealing with this by leaving the room.

Cr Edwards

Item	Title
C.3	Financial Year 2020 Fees and Charges - Airports
C.6	Expression of Interest – Regional Arts Development Fund (RADF) Committee

Cr Edwards foreshadowed that he had two 'Conflicts of Interest'.

Item C.3 (Financial Year 2020 Fees and Charges – Airports) He explained that he is a member of the Roma Aero Club Inc. and through his membership with Roma Aero Club this represented a conflict, and foreshadowed that he would be dealing with this conflict of interest by leaving the meeting while this matter is discussed and voted on.

Item, C.6 (Expression of Interest – Regional Arts Development Fund (RADF) Committee) He was related to [named persons] the wife [named person] who was going for a position, and explained that nature of the interest is that the [named person] is a relative, and indicated that because of that relationship he is a relative of the person who was applying for a position, a benefit may accrue.

Cr. Edwards foreshadowed that he would be dealing with this conflict of interest by leaving the meeting while this matter is discussed and voted on.

Cr Birkett

Item	Title
C.14	Tender Specifications – Production & Distribution of Bottle Tree Bulletin

Cr Birkett foreshadowed that he had a 'Conflict of Interest' in regard to Item C.14, and that the nature of the interest was that he was a member of the Booringa Action Group, but had since resigned and further advised that his resignation had been received by the Secretary of the Booringa Action Group.

Cr Birkett acknowledged that he would leave it in the hands of other Councillors as to whether he had a real or perceived 'Conflict of Interest' in the matter, and if so let the other Councillors determine that.

The outcome of that determination is as follows:

Resolution No. OM/05.2020/71

Moved Cr O'Neil

Seconded Cr McMullen

The Cr Birkett does not have either a real 'Conflict of Interest' or a perceived 'Conflict of Interest' or a perceived 'Conflict of Interest' in the matter because he has shared with the Council that he has in fact resigned from Booringa Action Group and, is accordingly free to participate in the meeting while this matter is discussed, including by voting on the matter.

CARRIED

8/0

Cr Birkett did not vote on this motion as he was the declaring Councillor under consideration in this matter.

Cr Hancock

Item	Title
12.1	Surat Water Restriction June 2020
13.5	Mitchell Show Society - Showgrounds Boundary Fence
C.12	Application for Permit to Occupy – Part of Reserve Lot 124 on EG247
C.14	Tender Specifications – Production & Distribution of the Bottle Tree Bulletin
C.18	Re-alignment of Thomby Road

Cr Hancock foreshadowed that she had a number of conflicts, and firstly requested that the Mayor consider splitting the resolution for Item 12.1.

Cr. Hancock explained that she has no conflict with the Surat water restrictions and felt that she could add to the discussions, but that her conflict was in regard to point 3 of the recommendation pertaining to postage of information to the community.

The Mayor indicated he was happy to accept the request from Cr Hancock to split the resolution.

The CEO also suggested that point 3 could be removed from the item and voted on separately. The CEO said that she was happy for that point to be removed if Council was in favour of this approach. The CEO also advised that noting of this discussion at the start of the meeting would be recorded in the minutes for transparency.

Mayor Golder advised that separation of the recommendation would be dealt with at the point in which the item was scheduled to be considered in the agenda.

It was noted during discussion that this might be something that Council wants to consider in the future, i.e. how we communicate with the community (e.g. policy).

Item 13.5 Mitchell Show Society - Showgrounds Boundary Fence Cr Hancock foreshadowed that she had a perceived 'Conflict of Interest' in this matter as she has a relationship with the President of the Mitchell Show Society – the nature of this relationship with Steven Hancock is that he is her brother-in-law, and therefore foreshadowed that she would be dealing with this conflict of interest by leaving the meeting while this matter is discussed and voted on.

Item C.12 Application for Permit to Occupy – Part of Reserve Lot 124 on EG247 Cr Hancock declared that she had a perceived 'Conflict of Interest' in this matter as she has a relationship with the applicant and foreshadowed that she would be dealing with this conflict of interest by leaving the meeting while this matter is discussed and voted on.

Item C.14 Tender Specifications – Production & Distribution of the Bottle Tree Bulletin Cr Hancock advised that because Australia Post is mentioned in the document (she also indicated she would seek legal advice on this conflict going forward), but that for this meeting she declared a 'Material Personal Interest' in this matter as her husband Graham Hancock, stands to gain a benefit or suffer a loss, dependant on the outcome of Council's consideration of this matter, and foreshadowed that she would be dealing with this Material Personal Interest by leaving the meeting while this matter is discussed and voted on.

Item C.18 Re-alignment of Thomby Road Cr Hancock declared that she had a perceived 'Conflict of Interest' in this matter as her husband, Graham Hancock operates a mail run on this road.

Cr Hancock declared that she had determined that: *this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I will best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on the matter.*

However, I acknowledge that the remaining councillors must now determine pursuant to section 175E(4) of the Local Government Act 2009:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and*
- (b) If so, whether:*
 - I. I must leave the meeting while this matter is discussed or voted on; or*
 - II. I may participate in the meeting in relation to the matter, including by voting on the matter.*

Resolution No. OM/05.2020/72

Moved Cr O'Neil

Seconded Cr Taylor

That Cr Hancock has a perceived 'Conflict of Interest' in the matter and, notwithstanding the conflict, Cr Hancock may participate in the matter, discuss and vote upon it.

[C.18]

CARRIED

8/0

Cr Hancock did not vote on this motion as she was the declaring Councillor under consideration in this matter.

BUSINESS

OFFICE OF THE CEO

Item Number:

10.1

File Number: D20/44670

SUBJECT HEADING:

**PROPOSED BUDGET SUBMISSIONS & FINANCIAL
PLANNING STANDING COMMITTEE AND DRAFT POLICY
(TERMS OF REFERENCE)**

Officer's Title:

**Director - Corporate & Community Services
Chief Executive Officer**

Executive Summary:

This report proposed the formation of a Budget Submissions & Financial Planning Standing Committee.

A draft Policy (Terms of Reference) for the Committee was attached for Council's consideration.

Resolution No. OM/05.2020/73

Moved Cr O'Neil

Seconded Cr Birkett

That Council:

- 1. Approve the formation of a Budget Submissions & Financial Planning Standing Committee.**
- 2. Adopt the Policy (Terms of Reference) for the Committee [with two amendments below].**
- 3. Include – Consideration of untied funding announcements.**
- 4. Include – Review of the proposed plant investment program, including results of employee consultation.**

[Wording amended by Cr O'Neil from his original wording following further discussion regarding suggested additions emailed to all Councillors on Saturday 23 May 2020 at 3.15pm by the CEO]

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: 10.2 File Number: D20/44671

SUBJECT HEADING: PROPOSED COUNCILLOR BRIEFINGS AND DRAFT POLICY (TERMS OF REFERENCE)

Officer's Title: Director - Corporate & Community Services
Chief Executive Officer

Executive Summary:

This report proposed Councillor briefings for policies and other strategic matters.

The briefings will provide a forum:

- *to assist all Councillors in being able to make informed decisions at a future meeting for the benefit of the broader community;*
- *to help Councillors consider the current and future interests of the residents of the Maranoa Region; and*
- *for Councillors to ask questions relevant to all Councillors and hear information and advice directly from employees or advisors with specialist / technical knowledge.*

A draft Policy (Terms of Reference) for the Committee was attached for Council's consideration.

Moved Cr Golder

Seconded Cr McMullen

That Council:

- 1. Approve the establishment of Councillor Briefings.**
- 2. Adopt the Policy (Terms of Reference) for the briefings with an update to the frequency to include the following wording:**
 - **Briefings will occur with informal approval in writing (e.g. email) from a majority of Councillors with a determination made on the Friday prior to the Wednesday Briefing.**

[Wording amended by Mayor Golder from his original motion following further discussion surrounding clarifying the Mayor's intent of the draft motion.]

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Mayor Golder proposing the following procedural motion:

Resolution No. OM/05.2020/74

Moved Cr Golder

That the matter lay on the table to later in the meeting, to get more information about the wording to allow for flexibility.

CARRIED

8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. O'Neil
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. McMullen	
Cr. Taylor	

Item Number:

10.3

File Number: D20/44672

SUBJECT HEADING:

PROPOSED LOCAL ROADS STANDING COMMITTEE
AND DRAFT POLICY (TERMS OF REFERENCE)

Officer's Title:

Director - Corporate & Community Services
Chief Executive Officer

Executive Summary:

This report proposed the formation of a Local Roads Standing Committee (including Roads, Drainage and Bridge Network).

A draft Policy (Terms of Reference) for the Committee was attached for Council's consideration.

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Not approve the formation of a Local Roads Standing Committee.
2. Not adopt the Policy (Terms of Reference) for the Committee.
3. Further discuss the potential of Special Meetings outside the advertised Ordinary Meeting cycle to consider local road matters and other matters, with a view that this would occur on the 1st and / or 3rd Wednesday of each month.

[Wording amended by Mayor Golder from his original motion following further discussion with Councillors and in consideration of suggested wording put forward by the CEO]

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Mayor Golder proposing the following procedural motion:

Resolution No. OM/05.2020/75

Moved Cr Golder

That the matter lay on the table until further in the meeting to get legal advice on Cr O'Neil's point.

[This related to the decision making powers of Standing Committees].

CARRIED

9/0

Cr. Birkett left the meeting at 10.31am.

CORPORATE & COMMUNITY SERVICES

Item Number: 11.1

File Number: D20/43906

SUBJECT HEADING: INVESTMENT REPORT FOR THE MONTH ENDED 30 APRIL 2020

Officer's Title: Contractor - Finance Systems Support

Executive Summary:

The purpose of this report was to present to Council the Investment Report (including the Trading Limits Report) as at 30 April 2020.

Resolution No. OM/05.2020/76

Moved Cr Hancock

Seconded Cr O'Neil

That the Investment Report as at 30 April 2020 be received and noted.

CARRIED

8/0

Responsible Officer

Contractor - Finance Systems Support

Cr. Birkett returned to the meeting at 10.33am.

Item Number: 11.2

File Number: D20/44011

SUBJECT HEADING: MONTHLY FINANCIAL REPORT FOR THE MONTH OF APRIL 2020

Officer's Title: Contractor - Finance Systems Support
Chief Executive Officer

Executive Summary:

The purpose of this report was 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 April 2020 (including year to date).

Resolution No. OM/05.2020/77

Moved Cr McMullen

Seconded Cr O'Neil

That the monthly financial report for the period ending 30 April 2020 be received and noted.

CARRIED

9/0

Responsible Officer

Contractor - Finance Systems Support / Chief Executive Officer

INFRASTRUCTURE SERVICES

Cr. O'Neil initially suggested / moved (procedurally) that the Mayor consider first dealing with Items (points) 1, 2 and 4 of the officer's recommendation for the following item. Cr McMullen indicated he was happy to 'Second' the draft motion. Cr O'Neil then, as an alternate way forward, requested the Mayor as Chairman consider this approach, to which the Mayor confirmed he was happy to do.

This proposed approach effectively split item 12.1 into its two separable discussions and decisions. This allowed for Cr Hancock to participate in elements of this item (referenced in discussions as points 1, 2, and 4), for which she did not have a 'Material Personal Interest'.

Item Number: 12.1 **File Number:** D20/43586

SUBJECT HEADING: SURAT WATER RESTRICTION JUNE 2020

Officer's Title: Team Coordinator – Projects & Compliance WSG

Executive Summary:

Surat has a dual water supply system with potable and raw water. The volume available for use is determined by the allocation and the level of the river. Water restrictions are currently in place. The remaining allocated volume is low which requires further restrictions to be introduced.

Resolution No. OM/05.2020/78

Moved Cr McMullen

Seconded Cr Golder

That Council:

1. Receive and note the information contained in the report in relation to the Surat water consumption.
2. Approve further restrictions, removing all watering for Mondays, commencing Monday, 8 June 2020.

The new schedule proposed is as follows:

- Wednesday, Friday & Sunday – East may water
 - Tuesday, Thursday & Saturday – West may water
 - Watering is only permitted from 6am to 10am and 2pm to 6pm.
3. Authorise the lifting of these restrictions 1 July 2020.
 4. Write to the Department of Natural Resources, Mines and Energy advising them that with the possibility of exceeding the Surat water allocation Council have reduced the permissible watering hours.
 5. Update the community of their current allocation usage and endorse the concept of signage placement in this regard.
 6. Instigate the options of purchasing an additional water allocation to increase the ability of the residents of Surat to use water in regards to their position as one of the premium river towns in the Maranoa, and not be subject to further water restrictions.

[Wording amended by Cr McMullen from his original motion following suggestions from Cr Hancock and Mayor Golder and discussion with Council]

[Note: Point 6 refers to a private allocation].

CARRIED

9/0

Responsible Officer	Manager Water, Sewerage & Gas / Team Coordinator – Projects & Compliance (Water, Sewerage & Gas)
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In relation to the subsequent, separable discussion and decision-making (referenced as point 3 of the initial officer's recommendation), Cr. Hancock, declared a 'Material Personal for Item 12.1 (3), as her husband Graham Hancock, stands to gain a benefit or suffer a loss, dependant on the outcome of Council's consideration on the outcome of the postage, and foreshadowed that she would be dealing with this Material Personal Interest by leaving the meeting while this matter is discussed and voted on.

Cr. Hancock left the meeting at 10.46am, taking no part in discussion and debate on this aspect of Item 12.1.

Resolution No. OM/05.2020/79

Moved Cr O'Neil

Seconded Cr Guthrie

That Council:

- 1. Inform the Surat community of this restriction and all other matters through the previous resolution through a letter drop through the Surat Post Office.**
- 2. Investigate development of a policy in relation to all mail outs for Council information going forward, and it be presented at an upcoming Council meeting.**

[Wording amended by Cr O'Neil from his original motion following a suggested change to wording put forward by the CEO]

CARRIED

8/0

Responsible Officer

Lead Corporate Communications & Design Officer

At cessation of discussion and debate on the abovementioned item, Cr Hancock returned to the meeting at 10.48am.

During discussions on the following item, Mayor Golder enquired as to whether Cr Hancock may have a 'Conflict of Interest' regarding her being a member of SDDA (i.e. Surat & District Development Association). Cr. Hancock clarified that she is a member of the SDDA, but not a committee member.

Item Number:

12.2

File Number: D20/44306

SUBJECT HEADING:

COMMUNITY CONSULTATION SURAT AND YULEBA BORES

Officer's Title:

Manager - Water, Sewerage & Gas

Executive Summary:

Council received funding from the Australian Government's Drought Communities Programme for a new bore in Surat and Yuleba. Community consultation documents had been drafted for these new bores.

Resolution No. OM/05.2020/80

Moved Cr Hancock

Seconded Cr O'Neil

That Council:

- 1. Proceed with community consultations in Surat and Yuleba, with the draft documents to be circulated to Councillors for review and comment prior to distribution.**
- 2. Write to community and sporting groups in the respective towns requesting their feedback.**

3. Identify key locations in the respective communities as to where Council can advertise and provide feedback forms for community access.
4. Within the feedback form, allow the community to provide comment on a potential alternative location/s should they wish to do so.

[Wording amended by Cr Hancock from her original motion following a suggestion from Cr O'Neil and Mayor Golder and further discussion with Council and the CEO]

CARRIED

9/0

Responsible Officer	Manager - Water, Sewerage & Gas / Lead Officer - Elected Members & Community Engagement
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Item Number: 12.3 File Number: D20/39880

SUBJECT HEADING: INJUNE WATER STRATEGY

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

Executive Summary:

A strategy has been prepared for Injune water to address the current issues, including the age of Bore 2, storage adequacy and the water main renewal burden.

Resolution No. OM/05.2020/81

Moved Cr Guthrie

Seconded Cr Birkett

That Council:

1. Note the contents of the report.
2. Adopt the 10 year water supply strategy for Injune

CARRIED

9/0

Responsible Officer	Manager - Water, Sewerage & Gas
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COUNCIL ADJOURNED THE MEETING
FOR MORNING TEA AT 11.03AM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING AT 11.43AM

DEVELOPMENT, FACILITIES & ENVIRONMENTAL SERVICES

Item Number: 13.1 File Number: D20/44664

SUBJECT HEADING: COVID-19 TASKFORCE RECOVERY ACTION PLAN

Officer's Title: Manager - Economic & Community Development

Executive Summary:

At the Council meeting on 13 May 2020, Council resolved as follows:

Resolution No. GM/05.2020/48
That:

1. Council take the lead of the COVID 19 Recovery Plan Taskforce as a welcome opportunity to partner with the community for our region.
2. Council allocate a budget of \$111,500 from Work Order # W21881.
3. A report be presented on an action plan for a regional approach to COVID-19 at the Ordinary meeting on 27 May 2020.
4. A plan be developed for how staff across the region can assist in the coordination and delivery of the action plan.

This is an information report by way of update on progress to date, and reporting actions that are necessary to deliver the outputs of the resolution.

Resolution No. OM/05.2020/82
Moved Cr O'Neil
Seconded Cr Birkett
That:

1. Council receive and note the Officer's report as presented.
2. A further report be presented on the COVID-19 action plan once the results of the community survey are finalised.
3. Council authorise the Chief Executive Officer (or delegate) to negotiate the Terms of Reference for the COVID-19 partnership, and a subsequent report be presented at an upcoming Ordinary meeting of Council.

CARRIED
9/0
Responsible Officer
Manager - Economic & Community Development
Item Number:
13.2
File Number: D20/34764
SUBJECT HEADING:
**REQUEST FOR BUDGET CONSIDERATIONS (2020/21)
FOR COMMUNITY CHRISTMAS CELEBRATIONS**
Officer's Title:
Manager - Economic & Community Development
Executive Summary:

Community members of Wallumbilla and the Surat tinsel trail have requested on separate occasions that Council assist in purchasing Christmas items for their respective communities. A similar project was conducted back in the 2015/16 budget where the purchasing and installation of banners and banner poles took place in the Mitchell and Injune townships.

It was requested that Council consider a budget of \$15,000, allocating \$5,000 per community in response to the request.

Resolution No. OM/05.2020/83
Moved Cr Hancock
Seconded Cr Guthrie

That Council, in the upcoming budget deliberations for 2020/21, consider a budget allocation of \$15,000 for the communities of Wallumbilla, Yuleba and Surat (\$5,000 each), to be used for decorations for the respective towns during Christmas celebrations.

CARRIED
9/0
Responsible Officer
Manager - Economic & Community Development

Item Number: 13.3 File Number: D20/37168

SUBJECT HEADING: REQUEST PERMISSION - CHARACTERS OF INJUNE STORIES

Officer's Title: Support Officer - Economic & Community Development

Executive Summary:

A request from the Cultural Heritage Injune Preservation Society (CHIPS) was received concerning the use of the stories of the Characters of Injune sculptures, to be used in the proposed Injune Centenary Book.

As these stories were a joint project between Injune District Tourism and Maranoa Regional Council, CHIPS sought permission to use these stories for the book.

Resolution No. OM/05.2020/84

Moved Cr Guthrie

Seconded Cr McMullen

That Council grant permission for the Cultural Heritage Injune Preservation Society to use the Character of Injune stories in the Injune Centenary Book publication.

CARRIED

9/0

Responsible Officer

Manager – Economic & Community Development / Support Officer

Item Number: 13.4 File Number: D20/38766

SUBJECT HEADING: URBAN ADDRESSING APPROVAL - INJUNE

Officer's Title: Regional Sport & Recreation Development Coordinator

Executive Summary:

Injune Queensland Ambulance Service (QAS) staff have advised that there is a lack of urban addressing on residential properties in Injune.

Correspondence was received in 2013 and more recently in 2019, outlining concerns with regards to locating homes quickly during an emergency call out. With the regular change-over of permanent staff and ongoing relief staff who operate from Injune QAS, concerns have been raised about locating injured or ill residents quickly and effectively.

Resolution No. OM/05.2020/85

Moved Cr McMullen

Seconded Cr Golder

That Council:

- 1. Approve for members of the Injune Local Emergency Coordination Committee to stencil house numbers on street guttering, from approved Council mapping to correctly identify and locate properties in the urban area.**
- 2. Approve for the Injune Local Emergency Coordination Committee Coordinator to liaise with Council staff on appropriate location for stenciling and safe operations involving volunteers working on a community project.**
- 3. Approve the purchase of paint and stencils to a value of \$1,400, noting that funding is available to be allocated to these works.**

4. Include consultation with the residents before the street numbering is commenced to ensure residents are in agreement with the proposed numbering and placement.

[Wording amended by Cr McMullen from his original motion following further discussion with Council, the Mayor and CEO]

CARRIED

9/0

Responsible Officer	Regional Sport & Recreation Development Coordinator
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Cr. Hancock, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 11.27am, taking no part in discussion or debate on the matter.

Item Number: 13.5 **File Number:** D20/41141

SUBJECT HEADING: MITCHELL SHOW SOCIETY - SHOWGROUNDS BOUNDARY FENCE

Officer's Title: Administration Officer - Land Administration

Executive Summary:

The Mitchell Show Society has been successful in obtaining funds to undertake improvements at the Mitchell Show Grounds. As part of the improvements, the Mitchell Show Society plan to upgrade or replace the perimeter fence.

The purpose of this report was to consider a request received from the Mitchell Show Society to include additional Council owned land into the showgrounds when the new boundary fence is erected.

Resolution No. OM/05.2020/86

Moved Cr O'Neil

Seconded Cr Birkett

That Council:

1. Grant permission for the Mitchell Show Society Incorporated to include Council owned freehold land described as Lot 2 on RP84571 within the external boundary of the Mitchell Showgrounds, on the condition that the purchase and installation of the new boundary fence is borne by the Mitchell Show Society Incorporated.
2. Pay the Mitchell Show Society the \$15,000 contribution allocated in the 2019/20 capital works budget towards the construction of a new arena fence at the Mitchell Showgrounds.

CARRIED

8/0

Responsible Officer	Administration Officer - Land Administration
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At cessation of discussion and debate on the abovementioned item, Cr. Hancock returned to the meeting at 11.31am.

Item Number: 13.6 File Number: D20/44825

SUBJECT HEADING: REQUEST FOR SUPPORT - CONSERVATION AND LAND MANAGEMENT ECONOMIC STIMULUS

Officer's Title: Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

An email was received through the Office of the Mayor on 13 May 2020, with information pertaining to a proposal for Council to consider a motion of support and a letter to the Prime Minister supporting potential COVID-19 Economic Stimulus measures for Conservation and Land Management.

Resolution No. OM/05.2020/87

Moved Cr Golder

That the matter lay on the table to receive further information later in the meeting as advised by the CEO.

[Cr. Hancock returned during the discussion on this item. The Mayor advised an updated motion, and included Cr. Hancock in the voting].

CARRIED

9/0

CONFIDENTIAL ITEMS

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.21 and LC.1, which it has deemed to be of a confidential nature and specifically pertaining to the following sections:

- (b) industrial matters affecting employees;
- (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. OM/05.2020/88

Moved Cr McMullen

Seconded Cr Edwards

That Council close the meeting to the public (12.22pm).

CARRIED

9/0

Cr Hancock left the meeting at 12.35pm, and returned at 12.39pm.

Cr O'Neil left the meeting at 12.40pm, and returned at 12.41pm.

Cr. Edwards, having previously foreshadowed a 'Conflict of Interest' in Item C.3, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 12.48pm, taking no part in discussion on the matter.

Cr. Edwards did not return to the meeting following discussion of the abovementioned item as Council adjourned the meeting for lunch.

COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 1.00PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 2.03PM

Cr. Hancock, having previously foreshadowed a perceived 'Conflict of Interest' in Item C.12, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.27pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr. Hancock returned to the meeting at 2.34pm.

Cr. McMullen left the meeting at 2.33pm, and returned at 2.35pm.

Mayor Golder, having previously foreshadowed a 'Conflict of Interest' in Item C.4, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.39pm, taking no part in discussion on the matter.

The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

At cessation of discussion on the abovementioned item, Mayor Golder returned to the meeting at 2.54pm, assuming the Chair.

Cr. Birkett left the Chamber at 2.54pm, and returned at 2.55pm.

Cr. Edwards, having previously foreshadowed a 'Conflict of Interest' in Item C.6, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 2.55pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr. Edwards returned to the meeting at 2.58pm.

Mayor Golder left the Chamber at 3.08pm with the Deputy Mayor taking the role of 'Acting Chair' in his absence.

Mayor Golder returned to the meeting at 3.09pm, assuming the Chair.

Cr. Hancock, having previously foreshadowed a 'Material Personal Interest' in Item C.14, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 3.28pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr Hancock returned to the meeting at 4.06pm.

Cr. Ladbroke left the meeting at 3.41pm, and returned at 3.42pm.

Cr. O'Neil left the meeting at 4.07pm, and returned at 4.10pm.

Cr. Ladbroke, having previously foreshadowed a 'Material Personal Interest' in Item C.17, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 4.17pm, taking no part in discussion on the matter.

At cessation of discussion on the abovementioned item, Cr. Ladbroke returned to the meeting at 4.30pm.

**COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 4.57PM**

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
 COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 5.05PM

Resolution No. OM/05.2020/89	
Moved Cr O'Neil	Seconded Cr McMullen
That Council open the meeting to the public (6.54pm).	
CARRIED	9/0

Item Number: C.1 **File Number:** D20/36968

SUBJECT HEADING: REQUEST FOR QUOTE FOR SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) UPGRADE PROJECT - EQUIPMENT INSTALLATION

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

Executive Summary:

Council's Supervisory Control and Data Acquisition (SCADA) and Industrial Control Systems (ICS) are used to monitor and control the water reticulation network and wastewater network via telemetry networks and control systems. These systems are important for demonstrating and delivering efficient and effective management of assets. The current system is outdated and contains operational inefficiencies.

The SCADA upgrade project has been developed to upgrade the SCADA system to modern technology providing reliable, timely monitoring and control of the water and wastewater networks.

A request for quote (RFQ) was sent to the Register of pre-qualified suppliers of the supply, installation and maintenance of SCADA systems and associated services for the installation, upgrade and commissioning of new SCADA equipment to replace the current network equipment.

Resolution No. OM/05.2020/90	
Moved Cr McMullen	Seconded Cr O'Neil
That Council:	
<ol style="list-style-type: none"> Select SAFEgroup Automation Pty Ltd as the recommended supplier for SCADA upgrade project equipment installation noting the tendered value of \$340,619.40 including GST. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with SAFEgroup Automation Pty Ltd, and form a contract to perform the equipment installation, upgrading and commissioning of Council's SCADA Network if the final terms are acceptable. Approve the project budget contingency as referenced in this officer's report and authorise the Project Superintendent to draw down the contingency as/if required. 	
CARRIED	9/0

Responsible Officer	Manager - Water, Sewerage & Gas
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Item Number: C.2 File Number: D20/36626

SUBJECT HEADING: RESPONSE TO ANIMAL CONTROL MATTERS RAISED BY RESIDENT

Officer's Title: Manager - Community Safety

Executive Summary:

As per resolution GM/03.2020/57 Council endorsed that a report be prepared for a future meeting addressing the issues raised in correspondence received by the Office of the Mayor from a Yuleba resident relating to animal control issues pertaining to both dogs and horses.

Resolution No. OM/05.2020/91

Moved Cr Birkett

Seconded Cr Hancock

That the officer's report be received and noted.

CARRIED

9/0

Responsible Officer

Manager - Community Safety

Cr. Edwards, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 6.57pm, taking no part in discussion and debate on the matter.

Item Number: C.3 File Number: D20/37330

SUBJECT HEADING: FINANCIAL YEAR 2020/21 FEES AND CHARGES - AIRPORTS

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

Executive Summary:

This report served to present the proposed fees and charges applicable to the operations of Maranoa Regional Council's airports for the 2020/21 financial year for Council's consideration.

Resolution No. OM/05.2020/92

Moved Cr Golder

That this lay on the table until the next meeting to gain more information about having no fee to increase tourism, and as a COVID measure for light GA [General Aviation] aircraft landing fees for the next 12 months.

CARRIED

8/0

Responsible Officer

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

At cessation of discussion and debate on the abovementioned item, Cr. Edwards returned to the meeting at 6.58pm.

Mayor Golder, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 6.58pm, taking no part in discussion and debate on the matter.

The Deputy Mayor took the role of 'Acting Chair' in the Mayor's absence.

Item Number: C.4 File Number: D20/37343

SUBJECT HEADING: COUNCIL ASSET - 236 EDWARDES STREET, ROMA

Officer's Title: Administration Officer - Land Administration

Executive Summary:

Council owns freehold property located at 236 Edwardes Street, Roma. Council's direction was sought as to the proposed disposal of the property.

Resolution No. OM/05.2020/93

Moved Cr McMullen

That the matter lay on the table until the next meeting to receive a costing on subdivision.

CARRIED

8/0

Responsible Officer

Administration Officer - Land Administration

At cessation of discussion and debate on the abovementioned item, Mayor Golder returned to the meeting at 7.00pm, assuming the Chair.

Item Number: C.5 File Number: D20/38681

SUBJECT HEADING: CLAIM FOR DAMAGES - OFF THIRD AVENUE, INJUNE - 9 APRIL 2020

Officer's Title: Lead Land Administration Officer

Executive Summary:

Council received a claim for damages relating to an incident that occurred on 9 April 2020.

Resolution No. GM/05.2020/94

Moved Cr O'Neil

Seconded Cr McMullen

That Council, reimburse the claimant \$1,147.53 being the cost to reinstate the claimant's vehicle on the following condition:

- The claimant agrees to accept the amount of \$1,147.53 from Council as a full and final settlement of all claims arising from the alleged incident on 9 April 2020.

CARRIED

9/0

Responsible Officer

Lead Land Administration Officer

Cr Edwards, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 7.01pm, taking no part in discussion and debate on the matter.

Item Number: C.6 File Number: D20/40906

SUBJECT HEADING: EXPRESSION OF INTEREST - REGIONAL ARTS DEVELOPMENT FUND (RADF) COMMITTEE

Officer's Title: Specialist - Arts & Culture

Executive Summary:

Council called for expression of interest for applicants to join the Regional Arts Development Fund (RADF) Committee, with two applications being received.

Resolution No. OM/05.2020/95

Moved Cr O'Neil

Seconded Cr McMullen

That Council:

1. Endorse the two applicants to join the Regional Arts Development Fund (RADF) Committee.
2. Elect Cr Joh Hancock and Cr Wendy Taylor to sit on the RADF Committee for the full term of Council.

CARRIED

8/0

Responsible Officer

Specialist - Arts & Culture

At cessation of discussion and debate on the abovementioned item, Cr. Edwards returned to the meeting at 7.03pm.

Item Number: C.7 File Number: D20/42592

SUBJECT HEADING: RECOMMENDATION TO PURCHASE THREE (3) BACKHOE LOADERS

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

Executive Summary:

The report tabled an assessment and recommendation for quotations received for the supply and delivery of 4WD/AWD Backhoe Loaders and Attachments.

Resolution No. OM/05.2020/96

Moved Cr Birkett

Seconded Cr Hancock

That Council:

1. Select Hasting Deering (Australia) Limited as the recommended supplier of three (3) Backhoe Loaders and accessories at a cost of \$716,100 including GST excluding registration and Compulsory Third Party (CTP) insurance.
2. Authorise the Chief Executive Officer (or delegate) to enter into final negotiations with Hasting Deering (Australia) Limited and raise purchase orders if the final terms are acceptable.
3. Assign expenditure to General Ledger 6551.6075.2005 (Plant Capital Works-Heavy Plant Purchase-Capital Purchase).

4. Delay replacement of Plant 2018 - John Deere 770GP 'Construction' Grader to part of the budget deliberations for 2020/21 in lieu of the purchase of a new Backhoe Loader for Mitchell (replacing Plant Item 175).

CARRIED

9/0

Responsible Officer

Operations Manager - Plant, Fleet & Workshops

Item Number:

C.8

File Number: D20/42594

SUBJECT HEADING:

RECOMMENDATION TO PURCHASE ONE (1) 5M³ FRONT END WHEEL LOADER

Officer's Title:

Operations Manager - Plant, Fleet & Workshops

Executive Summary:

The report tabled and assessment and recommendation for quotations received for the supply & delivery of one (1) 5m³ Front End Loader.

Resolution No. GM/05.2020/97

Moved Cr Golder

That this lay on the table until the next Ordinary Meeting to receive advice on future financial priorities.

[Wording amended (insertion of the word 'financial') by Mayor Golder from his original motion following clarifying queries from Cr O'Neil]

CARRIED

8/1

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. O'Neil
Cr. Edwards	
Cr. Golder	
Cr. Guthrie	
Cr. Hancock	
Cr. Ladbrook	
Cr. McMullen	
Cr. Taylor	

Responsible Officer

Operations Manager - Plant, Fleet & Workshops

Item Number: C.9 File Number: D20/44488

SUBJECT HEADING: RECOMMENDATION TO PURCHASE NINE (9) SINGLE CAB 4X2 UTILITIES

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

Executive Summary:

Requests for quotations were called for the supply & delivery of nine (9) Single Cab 4x2 Utilities via Vendor Panel (VP173132). This report was first presented to Council at the Ordinary Meeting on 13 May 2020 at which point Council resolved to lay the report on the table until additional information could be provided. The additional information has been added to the Advice to Council section of the report.

Responses were reviewed by the evaluation panel and the report submitted for Council's consideration.

Resolution No. OM/05.2020/98

Moved Cr Golder

That this lay on the table until the next Ordinary Meeting to receive advice on future financial priorities.

CARRIED 7/2

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Hancock
Cr. Edwards	Cr. O'Neil
Cr. Golder	
Cr. Guthrie	
Cr. Ladbroke	
Cr. McMullen	
Cr. Taylor	

Responsible Officer	Operations Manager - Plant, Fleet & Workshops
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Item Number: C.10 File Number: D20/43212

SUBJECT HEADING: 171 ALICE STREET, MITCHELL - DESIGN FOR REPLACEMENT RESIDENCE

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

Executive Summary:

The design for the replacement house to be built at 171 Alice Street, Mitchell has been developed. Council's input on the proposed design was sought prior to inviting tenders for construction.

Resolution No. OM/05.2020/99
Moved Cr Birkett
Seconded Cr Golder

That Council approve the design for the proposed new residence to be built at 171 Alice Street, Mitchell as presented, and call tenders for the construction of the dwelling with one alteration, looking at getting flood levels from the 2012 flood and accommodate an increase in the height of the dwelling off the ground in consideration of the flood level, if required, to minimise the risk of above floor inundation.

[Wording amended by Cr Birkett from his original motion following discussion with Councillors and the CEO]

CARRIED
9/0

Responsible Officer	Manager - Facilities (Land, Buildings & Structures)
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Item Number:
C.11
File Number: D20/42879
SUBJECT HEADING:
REQUEST TO ACQUIRE RESERVE LAND
Location:
Lot 8 M3831 Muckadilla.
Officer's Title:
Lead Land Administration Officer
Executive Summary:

A local company has expressed interest in acquiring land on Rose Smith Lane, Muckadilla being Lot 8 on CP M3831. This land is reserve land of which Council is the trustee.

Resolution No. OM/05.2020/100
Moved Cr O'Neil
Seconded Cr Ladbrook

That Council advise the Department of Natural Resources, Mines and Energy that Lot 8 on CP M3831 *[said 331, but intended M3831 as per agenda report]* being a local government reserve with sub-purpose bore, is no longer required for public purpose.

CARRIED
9/0

Responsible Officer	Lead Land Administration Officer
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Cr Hancock, having previously foreshadowed a perceived 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 7.11pm, taking no part in discussion and debate on the matter.

Item Number:
C.12
File Number: D20/43366
SUBJECT HEADING:
APPLICATION FOR PERMIT TO OCCUPY - PART OF RESERVE LOT 124 ON EG247
Officer's Title:
Administration Officer - Land Administration
Executive Summary:

Council received an application for permission to occupy over part of state land described as Lot 124 on EG247, Reserve for Camping and Water, for the purpose of grazing.

Resolution No. OM/05.2020/101

Moved Cr Golder

Seconded Cr McMullen

That Council support the application for a Permit to Occupy over a Camping and Water Reserve being part of Lot 124 on EG247.

CARRIED

8/0

Responsible Officer

Administration Officer - Land Administration

At cessation of discussion and debate on the abovementioned item, Cr. Hancock returned to the meeting at 7.12pm.

Item Number:

C.13

File Number: D20/44186

SUBJECT HEADING:

REQUEST TO PAINT ROMA ON BUNGIL GALLERY

Officer's Title:

Council Buildings & Structures Maintenance Officer / Team Coordination

Executive Summary:

Council received correspondence from Roma on Bungil Gallery Inc asking Council to consider painting the interior of the Roma on Bungil Gallery.

Resolution No. OM/05.2020/102

Moved Cr O'Neil

Seconded Cr Guthrie

That Council:

- 1. Paint the interior of the Roma on Bungil Gallery while the facility is closed due to COVID-19 community gathering restrictions.**
- 2. Accept the co-contribution offer of \$2,000 from Roma on Bungil Gallery Incorporated.**

CARRIED

9/0

Responsible Officer

Council Buildings & Structures Maintenance Officer / Team Coordination

Cr Hancock, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 7.13pm, taking no part in discussion and debate on the matter.

Item Number:

C.14

File Number: D20/44214

SUBJECT HEADING:

TENDER SPECIFICATIONS - PRODUCTION & DISTRIBUTION OF THE BOTTLE TREE BULLETIN

Officer's Title:

Lead Corporate Communications & Design Officer

Executive Summary:

With the current contract due to expire 30 June 2020, Council's views were sought on the tender specifications for the Production & Distribution of the Bottle Tree Bulletin.

Resolution No. OM/05.2020/103
Moved Cr O'Neil
That this lays on the table to a future Ordinary Meeting of Council.
CARRIED
8/0
Responsible Officer
Lead Corporate Communications & Design Officer

At cessation of discussion and debate on the abovementioned item, Cr. Hancock returned to the meeting at 7.14pm.

Item Number:
C.15
File Number: D20/42732
SUBJECT HEADING:
SOUTH WEST REGIONAL ROAD GROUP - PROGRAM CHANGE REQUEST
Officer's Title:
**Deputy Director / Strategic Road Management
Program Funding & Budget Coordinator**
Executive Summary:

Through the South West Regional Road and Transport Group, Council receives funding for projects on the Local Roads of Regional Significance network under the Transport Infrastructure Development Scheme (TIDS). The TIDS program is provided on an annual no "carry-over" basis.

The current program includes approved 2019/20 projects and the recently endorsed four year program from 2020/21 to 2023/24. One of the funded projects on the 2019/20 program is the upgrade of Russell and East Street in Wallumbilla.

A recent construction review of the 2019/20 capital works program has identified that programmed works on the Russell and East Street Wallumbilla projects is at considerable risk of not being fully expended by 30 June 2020.

To ensure and enable full expenditure of the 2019/20 funding, a program change request has been submitted to the South West Regional Road Group for approval.

The change request proposed to bring forward the commencement of a project on the 2020/21 program and defer a portion of the funding for Russell and East Street Wallumbilla project to 2020/21. This proposal aims to ensure the full funding allocation for both projects remains secured – albeit with the main change being the funding would be split over the 2019/20 and 2020/21 financial years.

Resolution No. OM/05.2020/104
Moved Cr McMullen
Seconded Cr Edwards
That Council:

- 1. Receive and note the submitted program change request to the SWRRTG to amend the funding allocation of the Russell and East Street Upgrade project and the Mt Moffatt Rehabilitation Project under the 2019/20 and 2020/21 Transport Infrastructure Development Scheme program.**
- 2. Endorse the abovementioned change to allow the full 2019/20 funding allocation provided to Maranoa Regional Council under the SWRRTG to be expended by 30 June 2020.**

CARRIED
9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Item Number: C.16 **File Number:** D20/43347

SUBJECT HEADING: ADDITION TO THE ROAD REGISTER - UNNAMED ROAD OFF FREEMANS ROAD

Officer's Title: Deputy Director / Strategic Road Management
Assets Officer - Transport Network

Executive Summary:

Council received a request to undertake maintenance on a section of road that is situated off Freemans Road, Roma. Upon investigation, it has been identified that the section is currently not listed on Council's Road Register.

This report tabled the details of the request, the investigation completed by Council Officers and recommendations for Council's consideration.

Resolution No. OM/05.2020/105

Moved Cr O'Neil

Seconded Cr Hancock

That Council:

1. Include this section of unnamed roadway to Council's Road Register with the classification of Rural Access – Secondary, with a length of 0.910 kilometres.
2. Name the section of unnamed roadway off Freemans Road as Nugents Road.

CARRIED

9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Cr Ladbrook, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 7.16pm, taking no part in discussion and debate on the matter.

Item Number: C.17 **File Number:** D20/44651

SUBJECT HEADING: ADDITION TO THE ROAD REGISTER - EXTENSION OF HUMPHREYS ROAD LENGTH

Officer's Title: Deputy Director / Strategic Road Management
Assets Officer - Transport Network

Executive Summary:

At the Council meeting on 13 May 2020, Council endorsed the addition of a section of unnamed formed road between Humphreys Road and Brookfield Road to Council's Rural Road Register. This report sought to confirm the additional road attributes and classification information required to finalise the inclusion to the Road Register.

Resolution No. OM/05.2020/106
Moved Cr Golder

That the matter lay on the table and form part of the agenda for a Special Meeting on 3 June 2020.

[Wording amended by Mayor Golder from his original motion following discussion with Councillors and the CEO]

CARRIED
8/0

Responsible Officer	Deputy Director / Strategic Road Management
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At cessation of discussion and debate on the abovementioned item, Cr. Ladbrook returned to the meeting at 7.18pm.

Item Number:
C.18
File Number: D20/37450
SUBJECT HEADING:
RE-ALIGNMENT OF THOMBY ROAD
Officer's Title:
**Deputy Director / Strategic Road Management
Assets Officer - Transport Network**
Executive Summary:

A request was received from the applicant notifying Council of their intention to construct a new exclusion boundary fencing along the western side of Lot 8 on Plan EG59.

Upon completion of surveying and fence line setout, it has been brought to Council's attention that a small section of new fencing will come within close proximity to Thomby Road.

This report presented further details of the request, and outlined what options are available to Council in considering this matter.

Resolution No. OM/05.2020/107
Moved Cr O'Neil
Seconded Cr Ladbrook
That Council:

- 1. Approve the realignment of Thomby Road, between Chainage 63.050 and Chainage 63.250, to provide additional clearance between the edge of the road shoulder and the proposed boundary fence of Lot 8 on Plan EG59.**
- 2. Undertake the realignment works in conjunction with the scheduled gravel resheeting of Thomby Road as a means of reducing the overall cost of the works.**
- 3. Approve the realignment works be funded through the Unallocated Minor Work budget within the Roads and Drainage function.**

CARRIED
9/0

Responsible Officer	Deputy Director / Strategic Road Management
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Item Number: C.19 File Number: D20/43346

SUBJECT HEADING: ADDITION TO THE ROAD REGISTER - UNNAMED ROAD OFF ROMA SOUTHERN ROAD

Officer's Title: Deputy Director / Strategic Road Management
Assets Officer - Transport Network

Executive Summary:

Council received a request to undertake maintenance on a section of road that is situated off Roma Southern Road, Roma. Upon investigation, it has been identified that the section is currently not listed on Council's Road Register.

This report tabled the details of the request, the investigation completed by Council Officers and recommendations for Council's consideration

Resolution No. GM/05.2020/108

Moved Cr McMullen

Seconded Cr Taylor

That Council:

1. Include this section of unnamed roadway to Council's Road Register with the classification of Rural Access – Secondary, with a length of 1.190 kilometres.
2. Name the section of unnamed roadway off Southern Road Roma [i.e. intended Roma Southern Road], Joes Lane.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: C.20 File Number: D20/44499

SUBJECT HEADING: POLICY - MAINTENANCE ON GRIDS

Councillor's Title: Mayor Golder

Executive Summary:

Mayor Golder requested Council consider that the maintenance of grids be reviewed in the interest of road safety to the property owners on Council roads.

Resolution No. GM/05.2020/109

Moved Cr Golder

Seconded Cr McMullen

That a report be prepared for an upcoming Council meeting, with the view to drafting a policy in consideration of this and other future similar requests.

Further, Council confirms that the matter will be considered as part of an open agenda at a future meeting to remove any doubt.

[Wording amended by Mayor Golder from his original motion following further discussion]

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

It was noted that the individual matter will be handled as a customer request, with the Director also holding discussions with Forestry.

Item Number: C.21 File Number: D20/44498
 SUBJECT HEADING: OPERATING LOCALLY
 Councillor's Title: Mayor Golder

Executive Summary:

Mayor Golder's proposal to operate locally was provided to Councillors for consideration.

Resolution No. OM/05.2020/110

Moved Cr Golder

Seconded Cr Edwards

That the Chief Executive Officer be authorised to update Maranoa Regional Council team members and their representatives that a preliminary proposal has been brought forward for possible organisational reshaping. However, Councillors felt that there was more discussion to be had, therefore a further briefing and discussion will occur with all Councillors and the Leadership team in the first instance. That this will occur within the next week, and a further update will be provided after the next Ordinary Meeting.

[Minor word amendment to the original motion as agreed to by Mayor Golder – from 'at' the next Ordinary Meeting to 'after' the next Ordinary Meeting]

CARRIED

9/0

Responsible Officer

Chief Executive Officer

LATE CONFIDENTIAL ITEM

Item Number: LC.1 File Number: D20/45580
 SUBJECT HEADING: COMMUNITY ENGAGEMENT SOFTWARE
 Officer's Title: Lead Officer - Elected Members & Community Engagement

Executive Summary:

The report tabled a proposal for Council to further investigate community engagement software to enhance Council and resident engagement about future initiatives and projects for the Maranoa Region.

Moved Cr Birkett

Seconded Cr O'Neil

That:

1. Council further investigate and action community engagement software options and associated costs.
2. Funds be made available from unexpended funds from vacant positions and allocated to a new work order.

[Wording amended by Cr Birkett from his original motion following further discussion]

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr O'Neil proposing the following procedural motion:

Resolution No. OM/05.2020/111

Moved Cr O'Neil

That this matter lays on the table until the Special Meeting that is proposed for Wednesday 3 June 2020.

CARRIED

9/0

Responsible Officer

Manager – ICT Solutions / Director Corporate & Community Services

LATE ITEM

Item Number:

L.1

File Number: D20/45782

SUBJECT HEADING:

COVID-19 CLEANING PRODUCT FOR THE MARANOA

Councillor's Title:

Mayor Golder

Executive Summary:

The ABC Radio website features Health Reports with Dr Norman Swan. One episode Deep Cleaning for Coronavirus, Dr Swan interviewed the Chairman for Aeris Environmental who discussed an Australian-made product that deactivates COVID-19 in 60 seconds and validates for 200 touches.

Resolution No. GM/05.2020/112

Moved Cr Golder

Seconded Cr McMullen

That a report be prepared for an upcoming Council meeting.

CARRIED

9/0

Responsible Officer

Manager Facilities (Land, Buildings Services & Structures)

Item Number:

10.2

File Number: D20/44671

SUBJECT HEADING:

PROPOSED COUNCILLOR BRIEFINGS AND DRAFT POLICY (TERMS OF REFERENCE)

Officer's Title:

**Director - Corporate & Community Services
Chief Executive Officer**

Executive Summary:

This report proposed Councillor briefings for policies and other strategic matters.

The briefings will provide a forum:

- *to assist all Councillors in being able to make informed decisions at a future meeting for the benefit of the broader community;*
- *to help Councillors consider the current and future interests of the residents of the Maranoa Region; and*

- for Councillors to ask questions relevant to all Councillors and hear information and advice directly from employees or advisors with specialist / technical knowledge.

A draft Policy (Terms of Reference) for the Committee was attached for Council's consideration.

This matter had been laid on the table earlier during the meeting. Council resumed its deliberations.

Resolution No. OM/05.2020/113

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Approve the establishment of Councillor Briefings.
2. Adopt the Policy (Terms of Reference) for the briefings with an update to the frequency to include the following wording:
 - Briefing arrangements will be discussed while Councillors are together on the day of the Ordinary Meeting, the week prior to the Briefing.
 - Councillors ordinarily set aside the 1st and 3rd Wednesday of each month for briefings, if required.
 - The decision to have a Briefing will be made with the majority view of Councillors.

[Wording amended by Mayor Golder on his initial draft, with the matter being returned to the table and subsequent discussion of Council]

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number:

10.3

File Number: D20/44672

SUBJECT HEADING:

**PROPOSED LOCAL ROADS STANDING COMMITTEE
AND DRAFT POLICY (TERMS OF REFERENCE)**

Officer's Title:

**Director - Corporate & Community Services
Chief Executive Officer**

Executive Summary:

This report proposed the formation of a Local Roads Standing Committee (including Roads, Drainage and Bridge Network).

A draft Policy (Terms of Reference) for the Committee was attached for Council's consideration.

This matter had been laid on the table earlier during the meeting, Council resumed its deliberations.

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Not approve the formation of a Local Roads Standing Committee.
2. Not adopt the Policy (Terms of Reference) for the Committee.
3. Further discuss the potential of Special Meetings outside the advertised Ordinary Meeting cycle to consider local road matters and other matters, with a view that this would occur on the 1st and / or 3rd Wednesday of each month.

4. Further consider a framework which defines the types of road matters that would be considered at a Special Meeting.

[Wording amended by Mayor Golder on his initial draft, with the matter being returned to the table and subsequent discussion of Council]

NO VOTE TAKEN

No vote was taken on the draft motion at that time, with Cr O'Neil proposing the following procedural motion:

Resolution No. OM/05.2020/114

Moved Cr O'Neil

That this matter lays on the table until the next Ordinary Meeting of Council so that [Council] can receive a full briefing as to what delegated powers could be if Council chose to delegate to a Roads Standing Committee.

[Wording amended by Cr O'Neil on his initial motion, following discussion with Mayor Golder]

CARRIED

9/0

Responsible Officer	Director - Corporate & Community Services
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Item Number: 13.6 **File Number:** D20/44825

SUBJECT HEADING: REQUEST FOR SUPPORT - CONSERVATION AND LAND MANAGEMENT ECONOMIC STIMULUS

Officer's Title: Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

An email was received through the Office of the Mayor on 13 May 2020, with information pertaining to a proposal for Council to consider a motion of support and a letter to the Prime Minister supporting potential COVID-19 Economic Stimulus measures for Conservation and Land Management.

This matter had been laid on the table earlier during the meeting, Council resumed its deliberations.

Resolution No. OM/05.2020/115

Moved Cr O'Neil

That the matter lay on the table until the next Ordinary Meeting of Council.

CARRIED

9/0

Responsible Officer	Executive Customer Service Officer - Office of the Mayor & CEO
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Following an enquiry from Cr O'Neil, Council informally discussed the next Ordinary Meeting of Council and the start date of the trial of the meeting rotations (specifically in relation to the Post Election Meeting resolution element initially planned for this meeting (27 May 2020) about the Chief Health Officer's directions in regard to COVID-19).

Mayor Golder indicated that it was his intent to forward correspondence to postpone the trial date until after the budget. The Mayor provided his further thoughts on the matter as did Cr Birkett. It was foreshadowed that a rescission and an amendment would be put forward by the Mayor.

Cr Birkett also enquired about some Mitchell projects' follow-up (he clarified that he was seeking updates / requests for information). The Chief Executive Officer advised that an update would be provided on all projects at the Special Meeting.

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 7.58pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 10 June 2020, at Mitchell Administration Centre.

.....
Mayor.

.....
Date.

.....
Deputy Mayor.

.....
Date.

MINUTES OF THE BUDGET SUBMISSIONS & FINANCIAL PLANNING STANDING COMMITTEE MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 3 JUNE 2020 SCHEDULED FOR COMMENCEMENT AT 9.00AM

ATTENDANCE

Mayor Cr T D Golder chaired the meeting with Deputy Mayor Cr G B McMullen, Cr J R P Birkett, Cr M C Edwards, Cr J L Guthrie, Cr J M Hancock, Cr W L Ladbrook, Cr C J O'Neil, Cr W M Taylor, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

ATTENDANCE AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann, Operations Manager Plant, Fleet & Workshops – David Parker, Program Funding & Budget Coordinator – Cindy Irwin.

WELCOME

The Mayor welcomed all present and declared the meeting open at 9.06am.

DECLARATION OF CONFLICTS OF INTEREST

There were no declarations of Conflicts of Interest.

BUSINESS

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.5, 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/06.2020/01

Moved Cr Golder

Seconded Cr McMullen

That the Committee close the meeting to the public (9.07am).

CARRIED

9/0

Cr O'Neil left the meeting at 9.13am, and returned at 9.15am.

**COUNCIL ADJOURNED THE MEETING
FOR LUNCH AT 1.15PM**

**SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 2.06PM**

Cr McMullen left the meeting at 3.56pm, and returned at 3.58pm.

COUNCIL ADJOURNED THE MEETING
FOR A BRIEF RECESS AT 3.59PM

SUBJECT HEADING: RESUMPTION OF STANDING ORDERS
COUNCIL RESUMED THE MEETING IN CLOSED SESSION AT 4.04PM

Resolution No. BUD/06.2020/02

Moved Cr McMullen

Seconded Cr Birkett

That the Committee open the meeting to the public (4.28pm).

CARRIED

9/0

Item Number:

C.1

File Number: D20/51052

SUBJECT HEADING:

DRAFT REVENUE POLICY 2020/21

Officer's Title:

Director - Corporate & Community Services

Executive Summary:

The purpose of this Revenue Policy is to set out the principles used by Council for:

- *Levying rates and charges;*
- *Granting concessions for rates and charges;*
- *The recovery of unpaid rates and charges; and*
- *Cost recovery fees and methods.*

Resolution No. BUD/06.2020/03

Moved Cr Golder

Seconded Cr Hancock

That the Committee:

- 1. Receive the draft document titled "Revenue Policy 2020/21".**
- 2. Note the review of the Revenue Policy.**
- 3. Refer the matter for consideration at the next Ordinary Meeting of Council on the 10th June 2020.**

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: C.2 File Number: D20/51402

SUBJECT HEADING: PRELIMINARY DISCUSSION ABOUT RATING

Officer's Title: Director - Corporate & Community Services

Executive Summary:

The purpose of this report was for the new term of Councillors to consider the approach for setting rates and charges.

Preliminary rates and charges modelling for 2020/21 financial year has been completed using the same rates and charges set for the 2019/20 financial year – i.e. 'rates freeze' for all categories.

The Mayor and Councillors considered what work they would like to be undertaken or additional information to be provided.

Resolution No. BUD/06.2020/04

Moved Cr Golder

Seconded Cr Guthrie

That the Committee recommend the following actions:

1. Three (3) differential general rating scenarios as discussed be modelled for the 2020/21 budget.
2. Investigation of options for incentives for water storage, footpath mowing and economic development.
3. Investigations into a new differential rating category for employer sponsored accommodation.
4. Preparation of benchmarked data for differential general rates.
5. Investigation of Councils that use volumetric charging for sewerage (Commercial pedestal charges).

[Cr O'Neil proposed an amendment to the motion as follows:]

That Council include in the resolution what each of the scenarios are in relation to point one (1) of the resolution.

[The Mayor (Mover) and Cr Guthrie (Seconder) indicated they were happy to accept the amendment put forward by Cr O'Neil]

The amended motion as follows, was then voted on:

That the Committee recommend the following actions:

1. Three (3) differential general rating scenarios as discussed be modelled for the 2020/21, as follows:

Scenario 1

- a) Residential categories 1 - 4 - down 25%;
- b) Large Homesites/rural residential categories 5 - 8 – 0% cap rates freeze;
- c) Commercial and industrial – down similar to modelling Mayor's proposed scenario 2019/20 financial year – reduction;
- d) Extractive categories – 0% cap rates freeze;

- e) Workers/accommodation camps – increase differential between Mayor's and committee's [Budget Submissions & Financial Planning Standing Committee] last year [2019/20];
- f) Petroleum leases/gas & oil categories – increase differential between Mayor's and committee's [Budget Submissions & Financial Planning Standing Committee] last year [2019/20];
- g) Rural/intensive animal industry categories – 0% cap rates freeze.

Scenario 2

True rates freeze – all categories capped at 0%.

Scenario 3

All categories – based on Cost Index for Queensland Councils – 1.88%.

2. Investigation of options for incentives for water storage, footpath mowing and economic development.
3. Investigations into a new differential rating category for employer sponsored accommodation.
4. Preparation of benchmarked data for differential general rates.
5. Investigation of Councils that use volumetric charging for sewerage (Commercial pedestal charges).

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number:

C.3

File Number: D20/51436

SUBJECT HEADING:

BUDGET PARAMETERS 2020/21

Officer's Title:

Director - Corporate & Community Services

Executive Summary:

The report tabled for discussion, Budget parameters. These provide a framework to commence preparing the annual budget.

Resolution No. BUD/06.2020/05

Moved Cr Golder

Seconded Cr O'Neil

That a draft 'business as usual' operating budget be prepared for the next committee meeting.

[This is the Budget Submissions & Financial Planning Standing Committee]

CARRIED

9/0

Responsible Officer

Director - Corporate & Community Services

Item Number: C.4 File Number: D20/51257

SUBJECT HEADING: DRAFT PLANT INVESTMENT PROGRAM 2020/21

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

Executive Summary:

This report provided an overview (by way of presentation) of the adopted 2019/20 Plant Investment Program, including background information on the team's priorities for disposal, replacement, and purchases.

A proposed Plant Investment Program has now been developed for internal consultation as part of the 2020/21 financial year budget preparations.

Resolution No. BUD/06.2020/06

Moved Cr Golder

Seconded Cr McMullen

That the Committee endorse for consultation to occur with our teams for the proposed Plant Investment Program for 2020/21 budget.

CARRIED

9/0

Responsible Officer

Operations Manager - Plant, Fleet & Workshops

Item Number: C.5 File Number: D20/51493

SUBJECT HEADING: PROJECT ALLOCATION TO WORKS FOR QUEENSLAND (W4Q) ADDITIONAL COVID-19 PAYMENT AND SUPPLEMENTARY DROUGHT ASSIST PAYMENT UNDER THE ROADS TO RECOVERY (R2R) PROGRAM

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

Both the Australian Government and the State Government have announced stimulus packages for local governments in the wake of the drought, and more recently, the COVID-19 Pandemic.

This report presented Council with an overview of these packages, and a suite of projects for Council to consider nominating to receive funding. The funding is provided on a non-contestable basis, so the funding allocation is set, with the projects only needing to align with the applicable eligibility criteria of each program.

Resolution No. BUD/06.2020/07

Moved Cr McMullen

Seconded Cr Golder

The matter be referred to the Special Meeting on the 3rd of June 2020.

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 4.36pm.

These Minutes are to be confirmed at the next Ordinary Meeting of Council to be held on 10 June 2020, at the Roma Administration Centre.

.....
Mayor.

.....
Date.

MINUTES OF THE SPECIAL MEETING OF MARANOA REGIONAL COUNCIL HELD AT ROMA ADMINISTRATION CENTRE ON 3 JUNE 2020 SCHEDULED FOR COMMENCEMENT AT 2.00PM

ATTENDANCE

Mayor Cr T D Golder chaired the meeting with Deputy Mayor Cr G B McMullen, Cr J R P Birkett, Cr M C Edwards, Cr J L Guthrie, Cr J M Hancock, Cr W L Ladbrook, Cr C J O'Neil, Cr W M Taylor, Chief Executive Officer – Julie Reitano and Minutes Officer – Kelly Rogers in attendance.

ATTENDANCE AS REQUIRED

Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services – Rob Hayward, Director Corporate & Community Services – Sharon Frank, Deputy Director Infrastructure Services / Strategic Road Management – Cameron Hoffmann.

WELCOME

The Mayor welcomed all present and declared the meeting open at 2.10pm, and then adjourned the meeting advising that Council was waiting for papers. [referring to the printed agenda for the Special Meeting].

The Mayor resumed the Special Meeting at 5.02pm, advising that Council took the opportunity to finalise this morning's Budget Submissions & Financial Planning Standing Committee Meeting, and an additional briefing prior to resuming this Special Meeting, hence the time we [Council] are starting [resuming the meeting].

DECLARATION OF CONFLICTS OF INTEREST

Cr Ladbrook

Item	Title
C.3	Addition to the Road Register - Extension of Humphreys Road Length

Cr Ladbrook advised:

I, Councillor George Ladbrook declare that I have a 'Material and Personal Interest,' as defined by the *Local Government Act 2009*, section 175B for the agenda Item C.4 of myself, use of Humphreys Road. In accordance with Section 175C (2)(b) of the *Local Government Act 2009*, I will leave the room while this matter is being discussed and voted on.

[Councillors sought to confirm the item number for which Cr Ladbrook was declaring an interest, and Cr Ladbrook indicated a correction, and confirmed that his declaration pertained to Item C.3]

Cr Edwards

Cr Edwards sought to clarify information contained on the new forms - Councillor Declarations for Conflict of Interest; and the need to complete a form, concerning membership on a community group, sporting club or similar organisation, regarding and a potential conflict for him personally, for which he was uncertain if a conflict existed or not.

The CEO advised that she could not provide advice other than provide the template for each individual Councillor to fill out.

Mayor Golder suggested when in doubt to declare a perceived conflict.

Item	Title
6.1	Councillor Representation – External and Community Committees and Arrangements for Council Initiated Advisory Committees

Cr Edwards advised:

I, Councillor Mark Edwards declare that I have a perceived 'Conflict of Interest,' for agenda Item 6.1, Subject Heading Councillor Representation – External and Community Committees and Arrangements for Council Initiated Advisory Committees because I am a member of Roma Aero Club Inc. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest. I'll best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on the matter. However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*:

- (a) Whether I have a real conflict of interest in this matter or a perceived conflict of interest in this matter; and
- (b) If so, whether:
 - I. I must leave the meeting while this matter is discussed or voted on; or
 - II. I may participate in the meeting in relation to the matter, including by voting on the matter.

Cr Taylor enquired about which item Cr Edwards was foreshadowing a conflict, which Cr Edwards re-confirmed. Cr O'Neil also asked where the name of the group was referenced in the report. Cr Edwards indicated that the reference was Airports User Group and on page 13 [of the agenda]. Cr. O'Neil then confirmed for context, that this group was a Council initiated user group.

Resolution No. SM/06.2020/02

Moved Cr O'Neil

Seconded Cr McMullen

That Cr Edwards has a perceived 'Conflict of Interest' in the matter and, notwithstanding the conflict, Cr Edwards may participate in the matter, discuss and vote upon it.

Cr Edwards did not vote on this motion as he was the declaring Councillor under consideration in this matter.

CARRIED

8/0

Cr Birkett

Item	Title
6.1	Councillor Representation – External and Community Committees and Arrangements for Council Initiated Advisory Committees

Cr. Birkett advised:

I declare that I have a 'Conflict of Interest' in this matter [6.1] on the Mitchell RSL Sports Club, I've a relationship - I'm the Chair of that committee. I have determined that this personal interest is not of sufficient significance that it will lead me to making a decision on the matter that is contrary to the public interest.

I'll best perform my responsibility of serving the overall public interest of the whole of the Council area by participating in the discussion and voting on the matter. However, I acknowledge that the remaining Councillors must now determine pursuant to section 175E(4) of the *Local Government Act 2009*.

Mayor Golder sought to clarify Cr Birkett's membership with the committee. Cr Birkett indicated that the report was not about the club, but did confirm that he was a representative of the club.

The Mayor suggested that while no one could give legal advice that it was his understanding that if you were on the committee you'd leave the room. Mayor Golder explained it was Cr Birkett's decision, but indicated that being just a member of a group is a different level. Cr Birkett further indicated he was uncertain and could change his approach. In closing the Mayor recommended to err on the side of caution.

Cr Birkett advised:

I declare that I have a 'Conflict of Interest' in this matter [6.1] on the Mitchell RSL Sports Club, my relationship - I am the Chairman of the organisation. I will be dealing with the matter by leaving the room while the matter is discussed and voted upon.

BUSINESS

CONSIDERATION OF NOTICES OF MOTION

Item Number: 5.1 File Number: D20/46151

SUBJECT HEADING: PROPOSAL TO REPEAL RESOLUTION NO. GM/02.2020/71 - ROAD UPGRADE TO FOUR GRID APPROACHES (WOMBLEBANK GAP ROAD AND MT MOFFATT ROAD)

Councillor's Title: Cr. Geoff McMullen

Resolution No. SM/06.2020/03

Moved Cr McMullen

Seconded Cr Birkett

That Council repeal Resolution No. GM/02.2020/71 that stated:

That Council:

1. *Undertake removal of existing double grids and installation of double grids at chainage 44.140 on Womblebank Gap Road to the existing road level including maintenance works on [of] the grid approaches for ride ability in accordance with Grids & Gates Policy and Council's standard works practice.*
2. *Undertake removal of single grids and replacement with double grids at chainage 4.980 on Mt Moffatt Road (Grid 2), chainage 25.360 on Mt Moffatt Road (Grid 3) and chainage 19.000 on Mt Moffatt Road (Grid 4) to the existing road level including maintenance works to the grid approaches for ride-ability, widening of the shoulders to accommodate the installation of the double grids in accordance with Grids & Gates Policy and Council's standard works practice.*
3. *Undertake maintenance works of road drainage to remove ponding of water at all replacement grids entry and exit points in conjunction with local landholder knowledge and seek written approval from the applicants for any drainage works and erosion controls that may encroach on their private land.*

4. Advise the applicants to remove and reinstate any fencing and gates to accommodate the installation of the grids and required side tracks at their own cost.
5. Advise the applicants to respond in writing of their approval to the delivery and scope of works.
6. Advise the applicants that the delivery will be in conjunction when other works are programmed for these roads as per the Grids & Gates Policy.

CARRIED

9/0

Responsible Officer	Deputy Director Infrastructure Services / Strategic Road Management
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Item Number: 5.2 File Number: D20/47329

SUBJECT HEADING: PROPOSAL TO AMEND RESOLUTION NO. PE/04.2020/02
- SETTING OF MEETING DAYS AND TIMES

Councillor's Title: Mayor Golder

Moved Cr Golder

Seconded Cr Birkett

I propose to amend the resolution as follows (amendments underlined):

[Underlined amendments are those which were proposed to be changed from the initial resolution - PE/04.2020/02]

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates from 22 April 2020 to 23 September 2020 inclusive, commence the meeting at 9am at Council's Roma Administration Centre or Ernest Brock Room (Roma Cultural Centre) as advertised.
- Council conduct a six (6) month trial on the 2nd and 4th Wednesday of each month commencing on 14 October 2020 (ordinary meeting date), with the meeting commencing at 6.30pm and finishing no later than 10.30pm.
- For the trial, Council hold ordinary Council meetings on a rotational basis for the first meeting of each month, starting in Mitchell, then Surat, then Yuleba and then Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesdays as the ordinary meeting schedule, it is just the time and location that may change in the future having regard to the outcome of the trial.
- The Mayor issue a letter of invitation to residents ~~that will be posted~~ at least two weeks in advance (with an RSVP date) inviting residents in the meeting locality to join Council for supper (which will be provided by Council) at 6.00pm and inviting them to stay for the meeting if they wish.
- The above be subject to compliance with the Chief Health Officer's directions current at the time.

[Cr. Hancock foreshadowed that she now had a conflict because we've [Council] used the word 'posted,' and Cr. Hancock requested this be changed as she would like to participate and discuss the matter. The Chief Executive Officer suggested this was not integral to the resolution and suggested alternate wording, which Mayor Golder (Mover) confirmed he was happy to amend, this amendment is identified in red text]

[The Chief Executive Officer suggested clarification regarding the location of the meeting given the COVID-19 implications and not being in the Chambers. The Mayor (Mover) and Cr Birkett (Seconder) indicated they were happy to accept the amendment. This amendment is identified in red text]

NO VOTE TAKEN

Responsible Officer	Chief Executive Officer / Lead Officer – Elected Members & Community Engagement
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No vote was taken on the motion at that time, with Cr O'Neil proposing an amendment to point 2 of the motion. Cr Hancock advised she was happy to 'Second' the amendment and agreed to the refinements as discussed at the meeting:

Resolution No. SM/06.2020/05

Moved Cr O'Neil

Seconded Cr Hancock

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates from 22 April 2020 to 23 September 2020 inclusive, commence the meeting at 9am at Council's Roma Administration Centre (post COVID-19) or Ernest Brock Room (Roma Cultural Centre) as advertised.
- Council conduct a four (4) month trial commencing on 14 October 2020 with two (2) of those meetings commencing at 6.30pm to 10.30pm, and the other two (2) of the meetings commencing at 12.00pm to 6.00pm (lunch at 11.30am with supper at 6pm). This reflects the first meeting of the month (in the regional communities).
- For the trial, Council hold ordinary Council meetings on a rotational basis for the first meeting of each month, starting in Mitchell, then Surat, then Yuleba and then Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesdays as the ordinary meeting schedule, it is just the time and location that may change in the future having regard to the outcome of the trial.
- The Mayor issue a letter of invitation to residents at least two weeks in advance (with an RSVP date) inviting residents in the meeting locality to join Council for supper (which will be provided by Council) at 6.00pm and inviting them to stay for the meeting if they wish.
- The above be subject to compliance with the Chief Health Officer's directions current at the time.

[Wording amended by Cr O'Neil from his original wording for point 2 following suggestions from Councillors, Chief Executive Officer and clarification of the Mayor's intention of the first and second meetings which led to a number of adjustments.]

CARRIED

5/4

With the amendment accepted in principle, Council then voted on the final motion with further refinements as discussed with all Councillors:

Resolution No. SM/06.2020/06

Moved Cr Golder

Seconded Cr Birkett

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates from 22 April 2020 to 23 September 2020 inclusive, commence the meeting at 9am at Council's Roma Administration Centre (post COVID-19) or Ernest Brock Room (Roma Cultural Centre) as advertised.
- Council conduct a four (4) month trial commencing on 14 October 2020 with two (2) of those meetings commencing at 6.30pm until no later than 10.30pm (with supper from 5.30pm), and the other two (2) of the meetings will be commencing at 12.00pm (lunch at 11.30am), until no later than 6.00pm, followed by supper. This relates directly to the first meeting of the month. The second meeting of the month commences at 9am in Roma at Council's Roma Administration Centre (post COVID-19) or Ernest Brock Room (Roma Cultural Centre) as advertised.
- For the trial, Council hold ordinary Council meetings on a rotational basis for the first meeting of each month, starting in Mitchell, then Surat, then Yuleba and then Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesdays as the ordinary meeting schedule, it is just the time and location that may change in the future having regard to the outcome of the trial.
- The Mayor issue a letter of invitation to residents at least two weeks in advance (with an RSVP date) inviting residents in the meeting locality to join Council for supper / **lunch** (which will be provided by Council) **at 6.00pm** and inviting them to stay for the meeting if they wish.
- The above be subject to compliance with the Chief Health Officer's directions current at the time.

[Further discussion occurred and refinements were incorporated by Council]

CARRIED

5/4

Cr. Golder called for a division of the vote.

The outcomes were recorded as follows:

Those in Favour of the Motion	Those Against the Motion
Cr. Birkett	Cr. Edwards
Cr. Guthrie	Cr. Golder
Cr. Hancock	Cr. Ladbrook
Cr. O'Neil	Cr. McMullen
Cr. Taylor	

Responsible Officer	Chief Executive Officer / Lead Officer Elected Members & Community Engagement
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Cr. Birkett, having previously foreshadowed a 'Conflict of Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.53pm, taking no part in discussion or debate on the matter.

Item Number: 6.1 File Number: D20/40077

SUBJECT HEADING: COUNCILLOR REPRESENTATION - EXTERNAL AND COMMUNITY COMMITTEES AND ARRANGEMENTS FOR COUNCIL INITIATED ADVISORY COMMITTEES

Officer's Title: Lead Officer - Elected Members & Community Engagement

Executive Summary:

The purpose of this report was to provide Council an overview of arrangements that were in place for representation on External and Community Committees, and Council Initiated Advisory Committees at the close of the former term of Council, so that the 2020 – 2024 term of Maranoa Regional Council can begin to consider representation framework for these committees.

Resolution No. SM/06.2020/07

Moved Cr O'Neil

Seconded Cr Golder

That Council:

1. Receive and note the list of External and Community Committees and Council Initiated Advisory Committees in place at the end of the 2016 – 2020 term of Council.
2. Further consider future arrangements at an upcoming Councillor Briefing.
3. Appoint Cr McMullen in an interim basis to the South West Regional Waste Group to fulfill an upcoming commitment.

[Wording amended by Cr O'Neil from his original wording following further discussion and a suggestion provided by the Chief Executive Officer, as the appointment referenced in point 3 now addressed any priority appointments]

CARRIED

8/0

Responsible Officer

Lead Officer - Elected Members & Community Engagement

At cessation of discussion and debate on the abovementioned item, Cr Birkett returned to the meeting at 5.55pm.

Item Number: 6.2 File Number: D20/39530

SUBJECT HEADING: REVIEW OF REPORT DEADLINES TO ORDINARY MEETINGS & OTHER MEETINGS INCLUDING BRIEFINGS

Officer's Title: Lead Officer - Elected Members & Community Engagement

Executive Summary:

At its Ordinary meeting on 22 April 2020 Council requested that a report be prepared about potentially bringing forward report deadlines for ordinary meetings. Given recent decisions about other Council forums (e.g. Special Meetings, Briefings and Committee meetings), consideration has been given to all meetings as part of this report's preparation.

Resolution No. SM/06.2020/08

Moved Cr O'Neil

This lays on the table until the next Ordinary Meeting of Council.

CARRIED

9/0

Responsible Officer

Lead Officer - Elected Members & Community Engagement

Item Number:

6.3

File Number: D20/51954

SUBJECT HEADING:

EXPENSES REIMBURSEMENT POLICY

Officer's Title:

Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

A new policy has been drafted for the new term of Council.

Resolution No. SM/06.2020/09

Moved Cr O'Neil

Seconded Cr Ladbrook

That this matter be held over to the Ordinary meeting of the 10th of June 2020.

CARRIED

9/0

Responsible Officer

Director Corporate and Community Services / Chief Executive Officer

CONFIDENTIAL ITEMS

Item Number:

C.1

File Number: D20/37687

SUBJECT HEADING:

QUARTER 3 REPORT - PROGRESS ON IMPLEMENTING THE CORPORATE PLAN AND OPERATIONAL PLAN INCLUDING BUDGET REVIEW AND UPDATE ON PROJECTS TO 31 MAY 2020

Officer's Title:

**Chief Executive Officer
Contractor - Strategic Finance**

Executive Summary:

At the meeting a report was tabled for the third quarter's progress on implementing the Corporate Plan and Operational Plan. Council's progress with the budget has also been integrated into the document so that all information about the quarter is in one place. An update on all projects was included in the bound document up to 31 May 2020.

In accordance with S170 (3) of the Local Government Regulation 2012, the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

Resolution No. SM/06.2020/10
Moved Cr McMullen
Seconded Cr Hancock

That the Quarter 3 Report and the Project Status Update to 31st of May 2020 be received and contents noted, with the revised budget to be referred to the next meeting.

[Wording amended by Cr McMullen from his original wording following further discussion]

CARRIED
9/0
Responsible Officer
Chief Executive Officer
Item Number:
C.2
File Number: D20/47950
SUBJECT HEADING:
COVID-19 EXTENDED SUPPORT - PAYMENT FOR GOODS AND SERVICES
Officer's Title:
Manager - Communication, Information & Administration Services
Executive Summary:

At the Ordinary meeting 17 March 2020, Council endorsed an initial support package for the community in response to the COVID-19 pandemic – Resolution No. GM/03.2020/80.

This report proposed to continue the support to assist businesses with cashflow during this time.

Resolution No. SM/06.2020/11
Moved Cr Taylor
Seconded Cr Birkett

That Council assist businesses with cashflow during this time by making authorised payments to Council's suppliers of goods and services on a fortnightly basis, where possible until the 31st of July 2020.

CARRIED
9/0
Responsible Officer
Manager - Communication, Information & Administration Services
CONFIDENTIAL ITEM (discussed in closed session)

Cr. Ladbroke, having previously foreshadowed a 'Material Personal Interest' in the following item, for reasons stated under the Section 'COUNCILLOR DECLARATIONS OF CONFLICTS OF INTEREST,' left the meeting at 5.59pm, taking no part in discussion or debate on the matter.

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, Council resolved to close the meeting to discuss closed items [C.3], which it has deemed to be of a confidential nature and specifically pertaining to the following section:

- (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. SM/06.2020/12
Moved Cr Golder
Seconded Cr McMullen
That Council close the meeting to the public (6.00pm).
CARRIED
8/0
Resolution No. SM/06.2020/13
Moved Cr McMullen
Seconded Cr O'Neil
That Council open the meeting to the public (6.28pm).
CARRIED
8/0

Cr. Ladbrook did not return to the meeting for discussion or debate on the following item, having declared a 'Material Personal Interest' in the item, prior to Council moving into closed session, and again opening the meeting to consider the matter.

Item Number:
C.3
File Number: D20/50280
SUBJECT HEADING:
ADDITION TO THE ROAD REGISTER - EXTENSION OF HUMPHREYS ROAD LENGTH / REQUEST TO RE-NAME HUMPHREYS ROAD
Officer's Title:
**Deputy Director / Strategic Road Management
Assets Officer - Transport Network**
Executive Summary:

At the Council Meeting on 13 May 2020, Council endorsed the addition of a section of unnamed formed road between Humphreys Road and Brookfield Road to Council's Rural Road Register.

This report sought to confirm the additional road attributes and classification information required to finalise the inclusion to the Road Register.

Resolution No. SM/06.2020/14
Moved Cr McMullen
That we [Council] lay it on the table until the next meeting.
CARRIED
8/0
Responsible Officer
**Deputy Director / Strategic Road
Management**

At cessation of discussion and debate on the abovementioned item, Cr Ladbrook returned to the meeting at 6.30pm.

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.4 – C.6, 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. SM/06.2020/15
Moved Cr Golder
Seconded Cr McMullen
That Council close the meeting to the public (6.31pm).
CARRIED
9/0

Cr. McMullen left the meeting at 7.01pm, and returned at 7.03pm.

Resolution No. SM/06.2020/16
Moved Cr O'Neil
Seconded Cr Hancock
That Council open the meeting to the public (7.12pm).
CARRIED
9/0
Item Number:
C.4
File Number: D20/50509
SUBJECT HEADING:
COMMUNITY ENGAGEMENT SOFTWARE
Officer's Title:
Director - Corporate & Community Services
Executive Summary:

The report tabled further information regarding a proposal for Council to consider community engagement software to enhance Council and resident engagement about future initiatives and projects for the Maranoa region.

Resolution No. SM/06.2020/17
Moved Cr O'Neil
That we [Council] lay this on the table [until the next meeting].
CARRIED
9/0
Responsible Officer
Director - Corporate & Community Services

Item Number: C.5 File Number: D20/51252

SUBJECT HEADING: QUEENSLAND MUSEUM SERVICE LEVEL AGREEMENT

Officer's Title: Executive Customer Service Officer - Office of the Mayor & CEO

Executive Summary:

At a Council Meeting on 25 September 2019, a report was presented to Council for consideration (Peter Keegan Design Brief and Plan).

Resolution No. SM/06.2020/18

Moved Cr Golder

Seconded Cr Guthrie

That Council authorise the Chief Executive Officer to sign the Queensland Museum Service Level Agreement for Queensland Museum Network.

CARRIED

9/0

Responsible Officer

Executive Customer Service Officer - Office of the Mayor & CEO

Item Number: C.6 File Number: D20/51261

SUBJECT HEADING: BIGGER BIG RIG - COMMUNITY FLYER - PROJECT OVERVIEW

Officer's Title: Deputy Director / Strategic Road Management
Project Officer - Program & Contract Management

Executive Summary:

Council officers provided a Briefing to Elected Members on 26 May 2020.

This report provided Council with a draft update flyer. It also provided Council with an update on additional project activities that have occurred since the Briefing.

Resolution No. SM/06.2020/19

Moved Cr Golder

Seconded Cr Ladbrook

That Council:

1. Receive the draft Bigger Big Rig Project update.
2. Note Councillors' feedback.
3. Liaise with the funding bodies and informally with Councillors on the updated draft.
4. Be presented with the revised update at the next Ordinary Meeting.

CARRIED

9/0

Responsible Officer

Deputy Director / Strategic Road Management

Item Number: C.7 File Number: D20/51940

SUBJECT HEADING: CROSS COUNCIL COLLABORATION - CONTRACT MATTER

Officer's Title: Chief Executive Officer

Executive Summary:

The report requested Council's consideration of inter-Council collaboration at an operational level.

Resolution No. SM/06.2020/20

Moved Cr McMullen

Seconded Cr Birkett

That Council endorse the approach.

CARRIED

9/0

Responsible Officer

Chief Executive Officer

Item Number: C.8

File Number: D20/51951

SUBJECT HEADING: PROJECT ALLOCATION TO WORKS FOR QUEENSLAND (W4Q) ADDITIONAL COVID-19 PAYMENT AND SUPPLEMENTARY DROUGHT ASSIST PAYMENT UNDER THE ROADS TO RECOVERY (R2R) PROGRAM

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

Both the Australian Government and the State Government have announced stimulus packages for local governments in the wake of the drought, and more recently, the COVID-19 Pandemic.

This report presented Council with an overview of these packages, and a suite of projects for Council to consider nominating to receive funding. The funding is provided on a non-contestable basis, so the funding allocation is set, with the projects only needing to align with the applicable eligibility criteria of each program.

Resolution No. SM/06.2020/21

Moved Cr O'Neil

Seconded Cr Edwards

That the Committee receive and note the Officer's report as presented, and a report be brought back to the next meeting.

[Wording amended by Cr O'Neil from his original wording following a suggestion from the Chief Executive Officer]

CARRIED

9/0

Responsible Officer

Program Funding & Budget Coordinator

CLOSURE

There being no further business, the Mayor thanked Council for their attendance and declared the meeting closed at 7.18pm.

These Minutes are to be confirmed at the next Special Meeting of Council to be held on 10 June 2020, at the Roma Administration Centre.

.....
Mayor.

.....
Date.

OFFICER REPORT

Meeting: Ordinary 10 June 2020

Date: 3 June 2020

Item Number: 5.1

File Number: D20/51929

SUBJECT HEADING: Proposed Local Roads Standing Committee and Draft Policy (Terms of Reference)

Classification: Open Access

Officers' Titles: Director - Corporate & Community Services
Chief Executive Officer

Executive Summary:

This report proposes the formation of a Local Roads Standing Committee (including Roads, Drainage and Bridge Network).

A draft Policy (Terms of Reference) for the Committee is attached for Council's consideration.

This report was first presented to Council at the Ordinary Meeting on the 27 May 2020 at which point Council resolved to lay the report on the table so that [Council] can receive a full briefing as to what delegated powers could be if Council chose to delegate to a Roads Standing Committee. Tables of delegable powers for the Local Government Act 2009 and Council's local laws, have been attached to this report. These provide an example of the types of existing powers that could be delegated to a committee.

Officer's Recommendation:

That Council:

1. Approve the formation of a Local Roads Standing Committee.
2. Adopt the Policy (Terms of Reference) for the Committee.

Updated Recommendation:

That Council add an additional Briefing on the day prior to the Council Ordinary meeting for areas of interest to the new term of Council in lieu of an additional committee.

Original Report provided below (with delegable powers as a briefing).

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
Nil	

Context:

Why is the matter coming before Council?

This matter is tabled at the request of the new Councillors following informal discussions on 6 May 2020 and 20 May 2020. A draft Terms of Reference (Policy) has been prepared for Council's formal review.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

This report proposes the formation of a Local Roads Standing Committee, comprising all elected members (as the Mayor and Councillors all have equal responsibility to participate in Council meetings, policy development and decision-making).

The standing committee will provide the forum the Councillors to discuss:

- Sustainable development of its roads, drainage and bridge network assets and infrastructure;
- Roads policy development for the benefit of the local government area;
- Information relevant to decision-making about local roads for the benefit of the broader community – including information from employees or advisors with special / technical knowledge;
- Current and future interests of local road users within the Maranoa region;
- The specific sections of the *Local Government Act 2009* pertaining to roads and other; and
- Inclusions in financial planning documents required by legislation (e.g. long-term asset management plan and long-term financial forecast).

Agendas will include:

- Transport network policies – including road register and maintenance service levels
- Transport network customer request trends
- Local Roads of Regional Significance (LRRS) – Statements of Intent and works program
- Transport network capital works program
- Coal Seam Gas (CSG) industry – Road Infrastructure Agreements (RIAs) and Service Level Agreements (SLAs)
- Road safety strategies
- Asset management and long term sustainability
- Disaster recovery arrangements (Commonwealth and State funding to local governments) – for damage from eligible flood or rain events.

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
12 Responsibilities of councillors

...

(4) The mayor has the following extra responsibilities—

...

(f) being a member of each standing committee of the local government;

Schedule 4 Dictionary

Standing committee, of a local government, means a committee of its councillors that meets to discuss the topic decided by the local government when establishing the committee.

Local Government Regulation 2012

264 Appointment of committees

(1) A local government may—

(a) appoint, from its councillors, standing committees or special committees;

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)

This is a new draft policy (Terms of Reference) for the proposed Local Roads Standing Committee.

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
- Chief Executive Officer and Directors
- Deputy Director / Strategic Road Management

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?

Given the value of the region's road network, any decisions made with respect to roads has the potential for a significant impact on Council's results for the year.

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)

Road decisions also have the potential to have a significant impact on the Council's financial sustainability.

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)

Interested Party: Department of Local Government, Racing and Multicultural Affairs
Their key interests are compliance with:

- the *Local Government Act 2009* and the *Local Government Regulation 2012* generally;
- the Local Government Principles specifically.

Interested Party: Residents of the Maranoa area

Their key interest is that all Councillors represent their current and future interests.

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
Legislative	The proposed standing committee and its meetings are in accordance with the relevant legislation.

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)

To establish a Local Roads Standing Committee and adopt the Policy (Terms of Reference) for the Committee.

Recommendation:

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

That Council:

1. Approve the formation of a Local Roads Standing Committee.
2. Adopt the Policy (Terms of Reference) for the Committee.

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 Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.3 Roads and drainage

Supporting Documentation:

1 	Draft Terms of Reference (Policy) - Local Roads Standing Committee	D20/45049
2 	TEMPLATE - Local Government Act 2019 - Table of Delegable Powers - Roads and Drainage Specific	D20/52768
3 	TEMPLATE - Subordinate Local Law No 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011 - Table of Delegable Powers	D15/5747
4 	TEMPLATE - Subordinate Local Law No 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 - Table of Delegable	D15/5729

Powers

5



TEMPLATE - Local Law No 4 (Local Government
Controlled Areas, Facilities and Roads) 2011 - Table of
Delegable Powers

D15/6321

Report authorised by:

Chief Executive Officer

COUNCIL POLICY: LOCAL ROADS STANDING COMMITTEE TERMS OF REFERENCE

Title of meeting

Local Roads Standing Committee (including Roads, Drainage and Bridge Network)

Why a special focus on roads?

- Maranoa Regional Council has the **3rd largest** local government road network (by length) in Queensland.
- Council's Road, Drainage and Bridge network is its largest asset valued at **\$461.254 million** at 30 June 2019.
- The Road, Drainage and Bridge network accounts for **58.5%** of Council's total non-current assets' value at 30 June 2019.
- In comparison with the councils that rank number 1 and 2 (in Queensland), the Maranoa region has a very small population (and therefore a small number of ratepayers) to fund roadworks. How to allocate the limited funding available is one of the biggest challenges for Maranoa Regional Council.

Council	Local government road length (State ranking) ¹	Estimated population as at 30 June 2019 ²	Rates & charges revenue - net general rates - 2018-19 \$'000 ³	Number of OUTDOOR staff (FTE ⁵) employed by council - 2018-19 ⁴	Land area	Road length
Acknowledgement of source: The State of Queensland, Department of Local Government, Racing and Multicultural Affairs						Each Council's Annual Report 2018/19 (rounded to the nearest whole number)
Western Downs Regional Council	1	34,585	\$66,163	335	37,937 km ²	7,526
Toowoomba Regional Council	2	169,008	\$125,912	680	12,973 km ²	6,591
Maranoa Regional Council	3	12,665	\$23,291	189	58,835 km ²	5,832* **

* 20% sealed / bitumen roads; 51% gravel; 29% formation / dirt

** Rural Roads 5,607.563 kms; Urban Roads 224.707 kms.

- For Maranoa Regional Council, the comparison of population and area is as follows:

	Approximate population distribution	Area
Urban	70%	31.7 km ²
Rural	30%	58,802.8 km ²

¹ Local Government Remuneration and Discipline Tribunal Report 2016 – Appendix 3 – Comparative data
<https://www.dlgrma.qld.gov.au/resources/report/local-government/remuneration-discipline-tribunal-report-2016.pdf>

² Australian Bureau of Statistics; 3218.0 Regional Population Growth, Australia; Released at 11.30am (Canberra time) 25 March 2020; Table 3. Estimated Resident Population, Local Government Areas, Queensland, "2019".

³ The net general rates are for all local government services (not just roads) excluding services funded by water, sewerage and waste charges.

⁴ Outdoor local government services include, but are not limited to, roads, water, sewerage, parks and gardens.

⁵ FTE = Full time equivalent

COUNCIL POLICY: LOCAL ROADS STANDING COMMITTEE TERMS OF REFERENCE

- The majority of councillors for this Council term (2020 – 2024) had specific references in their campaign brochures about roads:
 - Mayor Tyson Golder – *Improve our road networks throughout the Maranoa*
 - Cr Wayne Ladbroke – *improve outlying country roads*
 - Cr John Birkett – *Maintain all council road networks to a higher standard and on a more regular basis*
 - Cr Mark Edwards – *Maintain and improve roads*
 - Unity Maranoa – *Better Roads* including Cr Julie Guthrie
 - Cr Joh Hancock – *though not focussing on a single issue, mentioned roads.*
 - Cr Cameron O'Neil – *More investment into kerb and channeling our town streets; and championing More investment in our region from State and Federal Government for Rural road maintenance and upgrades.*
 - Cr Geoff McMullen – *Change the road maintenance programs to improve efficiency. We need to go back to the days of grading a number of roads at a time, all our roads are important but especially to our rural and agricultural people. By doing regular roadwork, our dollar will go further.*

What is a standing committee?

Schedule 4 of the *Local Government Act 2009*

standing committee, of a local government, means a committee of its councillors that meets to discuss the topic decided by the local government when establishing the committee.

How is this done?

Local Government Regulation 2012

264 Appointment of committees

(1) A local government may—

- (a) appoint, from its councillors, standing committees or special committees.

How will the Local Roads Standing Committee help Councillors to undertake their legislative role?

The Standing Committee aims to provide a forum for Councillors to discuss:

- sustainable development of its roads, drainage and bridge network assets and infrastructure;
- roads policy development for the benefit of the local government area;
- information relevant to decision-making about local roads for the benefit of the broader community – including information from employees or advisors with specialist / technical knowledge;

COUNCIL POLICY: LOCAL ROADS STANDING COMMITTEE TERMS OF REFERENCE

- current and future interests of local road users within the Maranoa region;
- the specific sections of the *Local Government Act 2009* pertaining to roads and other infrastructure;
- inclusions in financial planning documents required by legislation (e.g. long-term asset management plan and long-term financial forecast).

Agendas for Local Roads Standing Committee Meetings

Agendas will include:

- Transport network policies – including road register and maintenance service levels
- Transport network customer request trends
- Local Roads of Regional Significance (LRRS) – Statements of Intent and works program
- Transport network capital works program
- Coal Seam Gas (CSG) industry – Road Infrastructure Agreements (RIAs) and Service Level Agreements (SLAs)
- Road safety strategies
- Asset management and long term sustainability
- Disaster recovery arrangements (Commonwealth and State funding to local governments) – for damage from eligible flood or rain events.

The committee format will include briefings specific to the Road, Drainage and Bridge network including the following content:

- the background to the current Road Register, policies and plans;
- what legislation says about road matters (what Council 'must do');
- where there is a need or opportunity for new policies or plans to be developed or where updates are required (to shape the future of Council's Road, Drainage and Bridge network);
- potential implications of policy changes and the longer term consequences of decision making;
- constraints and risks associated with Council's decision making (e.g. contract and agreement terms and conditions);
- what types of legislative powers that Council can delegate to the Chief Executive Officer (CEO) and any limitations and conditions that the elected Council may wish to place on those delegations (including any limits on subsequent delegations to other employees);

The committee will also provide:

- employees with insight into Councillors' priorities and community feedback received by Councillors;
- a forum for councillors' questions and answers.

The Standing Committee then debates the matters and makes recommendations to a Council meeting.

What standing committees are not intended for

Committee meetings will **not** be used for the following purposes:

- removing the need for debate and decisions at a Council meeting;

COUNCIL POLICY: LOCAL ROADS STANDING COMMITTEE TERMS OF REFERENCE

- progressing individual or personal requests;
- directing what an employee ultimately recommends to a Council meeting through an agenda report;
- seeking to direct employees' work practices or contravening engineering standards, quality, safety or environmental responsibilities.

Where practical, data will be aggregated so that as many councillors as possible can participate in discussions minimising the potential for actual or perceived conflicts of interest in specific agenda items.

Frequency

The Local Roads Standing Committee will occur on the first and third Wednesday of each month at 2pm.

Location

Local Roads Standing Committee meetings will occur, where possible, in the Ernest Brock Room, Roma Cultural Centre (providing a more informal setting) or Council Chambers depending on availability.

Attendance

In accordance with the "Code of Conduct for Councillors in Queensland" Councillors will attend and participate meaningfully in all committee meetings to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given.

Council will include records of attendance at standing committees (both whole and part) through its Annual Report each year.

Teleconferencing

Where practical or necessary, Councillors' or employees' participation in a committee meeting may be via the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in discussions as they happen.

Those participating in a committee meeting via teleconference must ensure they are in a place that maintains the confidentiality of the committee meeting discussions, without others present – where applicable in accordance with the Confidentiality Procedure.

COUNCIL POLICY: LOCAL ROADS STANDING COMMITTEE TERMS OF REFERENCE

Conflicts of Interest & Material Personal Interests

Sections 175A to 175J (inclusive) of the *Local Government Act 2009* apply with respect to Councillors' obligations at formal meetings of Council (including any of its committees) – Refer *attachment A for all sections*.

Specific reference is made to section 175I which relevantly states:

- (1) *This section applies to a councillor who has a material personal interest, real conflict of interest or perceived conflict of interest in a matter, other than an ordinary business matter.*
- (2) *The councillor must not influence, or attempt to influence, another councillor to vote on the matter in a particular way at a meeting of the local government or any of its committees.*

Maximum penalty—200 penalty units or 2 years imprisonment.

- (3) *The councillor must not influence, or attempt to influence, a local government employee or a contractor of the local government who is authorised to decide or otherwise deal with the matter to do so in a particular way.*

Maximum penalty—200 penalty units or 2 years imprisonment.

To avoid being in breach of either subsection (2) or (3) of section 175I, if a Councillor is aware that they have a conflict of interest or material personal interest in an item to be discussed at a standing committee, that Councillor will declare that interest to all persons present and then deal with the interest by leaving the briefing whilst that particular item is discussed.

Minutes

Minutes of Local Roads Standing Committees will be prepared in accordance with Section 272 of the *Local Government Regulation 2012*.

Modification of Terms of Reference

The Terms of Reference may be amended from time to time by resolution at a Council meeting.

COUNCIL POLICY: LOCAL ROADS STANDING COMMITTEE TERMS OF REFERENCE

Related documents

Confidentiality Procedure – Template adopted by Maranoa Regional Council – 22 April 2020 (**OM/04.2020/06**) applies to committee meetings.

Definitions:

- 'Information' comes in any number of forms including letters, reports/documents, facsimiles, attachments, tapes, emails, electronic media, and/or other forms of information including discussions during meetings.

Delegable Powers under the Local Government Act 2009 ("LOGA") – Roads Specific

CHAPTER 3 - THE BUSINESS OF LOCAL GOVERNMENT

Part 3 - Roads and other infrastructure

Division 1- Roads

Entity power given to	Section of LOGA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Local government	61(1)	Power to give the owner of land the local government wants to acquire, a notice of intention to acquire land.				
Local government	61(5)	Power to give permission to an owner to erect, place, re-erect, replace or repair any structure or part of a structure on the land.				
Local government	62(6)	Power to reasonably require information to decide the claim.				
Local government	62(7)	In the specified circumstances, power to give the claimant written notice of Council's decision on the claim.				
Local government	64(4)	Power to agree on compensation for the acquisition of the land.				
Local government	65(1)	Power to decide not to proceed with the realignment of a road or part of a road after giving a notice of intention to acquire land.				
Local government	65(3)	Power to serve notice of Council's decision on all owners of land who were served with the notice of intention to acquire land.				
Local government	65(4)(a)	Power to withdraw the notice of intention to acquire land.				

Local government	65(4)(b)	Power to lodge with the registrar of titles for registration a notice of Council's decision not to proceed with the realignment of the road, or part of the road.				
Local government	66(4)	Power to agree on an amount of compensation.				
Local government	67(1)	Power to acquire land that adjoins a road for use as a footpath.				
Local government	67(2)	In the specified circumstances, power to decide whether any of the rights specified in this subsection are appropriate.				
Local government	67(3)	Power to consider necessary structural alterations to the structure, room or cellar.				
Local government	68(4)	Power to object to the opening or closing of the road.				
Local government	69(1)	In certain circumstances, power to close a road.				
Local government	69(2)(a)	Power to close a road during a temporary obstruction to traffic.				
Local government	69(2)(b)	Power to close a road if it is in the interests of public safety.				
Local government	69(2)(c)	Power to decide that it is necessary or desirable to close a road for a temporary purpose in the circumstances specified.				
Local government	69(4)	Power to do everything necessary to stop traffic using the road after it is closed.				
Local government	69(5)	If a road is closed to traffic for a temporary purpose, power to permit the use of any part of the road on the conditions considered appropriate.				
Local government employee or contractor	70(3)	In the specified circumstances, power to: (a) make an agreement with the owner or occupier of the land; or (b) give the owner or occupier of the				

		land at least 3 days written notice.				
Local government	70(4)	In the specified circumstances, power to give the owner or occupier of the land oral notice of the matters mentioned in subsection (3)(b).				
Chief Executive Officer	70(6)(b)	Power to allow a later time for receipt of a claim for compensation.	This power does not need to be delegated as it is given directly to the CEO under the Act.			
Local government	70(7)(a)	Power to make an agreement with a person for the amount of compensation.				
Local government	71(2)	Power to give the owner or occupier advice about the permanent level of the road.				
Local government	71(4)(a)	Power to make an agreement with the owner of occupier, or their successor in title, for the amount of compensation.				
Local government	72(1)(b)	Power to consider that the conduct of the activity is having, or will have, a significant adverse impact on a road in the local government area.				
Local government	72(2)	Power to require the entity which is conducting an activity to provide information, within a reasonable time, that will enable the local government to assess the impact of the activity on the road.				
Local government	72(3)	<p>After assessing the impact of the activity on the road, power to do one or more of the following:</p> <ul style="list-style-type: none"> (a) give the entity a direction about the use of the road to lessen the impact; (b) require the entity: <ul style="list-style-type: none"> (i) to carry out works to lessen the impact; or (ii) to pay an amount as 				

		compensation for the impact.				
Local government	74(2)	Power to consider appropriate particulars to be shown on the register of roads.				
Local government	75(2)	For the specified reasons, power to give written approval.				
Local government	75(4)	Power to decide the conditions of an approval under subsection (2).				

Division 2 - Stormwater drains

Entity power given to	Section of LOGA	Description	Delegation to the CEO / Date of Resolution	Sub-Delegation to Officers	Date of Sub-Delegation	Limitations and Conditions
Local government	77(1)	Power to, by written notice, require the owner of a property to connect a stormwater installation for the property to the local government's stormwater drain in the way, under the conditions and within the time stated in the notice.				
Local government	77(3)(b)	Power to give approval for the connection to a local government stormwater drain.				
Local government	77(4)	Power to impose conditions on approval for the connection, including about the way the connection must be made.				
Local government	78(4)	Under the specified circumstances, power to, by written notice, require the owner of the property to perform the work stated in the notice, within the time stated in the notice.				
Local government	78(5)	For a notice provided in subsection (4), power to decide a time that is reasonable.				
Local government	79(4)(e)(i)	Power to approve the maximum temperature for a substance.				

[2018 05 21 - LOGA - Delegation Table]

Delegable Powers under *Maranoa Regional Council Subordinate Local Law No. 1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011 ("SLL1.15")*

Schedule 1 – Carrying Out Works on a Road or Interfering with a Road or its Operation

Entity power given to	Section of SLL1.15	Description	Delegation to the CEO	Sub-Delegation to Officers	Limitations and Conditions
Local government	7(1)	Power to determine the term of an approval for the prescribed activity.			
Local government	8(1)	Power to determine the term for which an approval for prescribed activity may be renewed or extended.			

Delegable Powers under *Maranoa Regional Council Subordinate Local Law No. 1.14 (Undertaking Regulated Activities on Local Government Controlled Areas and Roads) 2011 ("SLL1.14")*

Schedule 1 – Undertaking Regulated Activities on Local Government Controlled Areas and Roads

Entity power given to	Section of SLL1.14	Description	Delegation to the CEO	Sub-Delegation to Officers	Limitations and Conditions
Local government	7(1)	Power to determine the term of an approval for the prescribed activity.			
Local government	8(1)	Power to determine the term for which an approval for prescribed activity may be renewed or extended.			

**Delegable Powers under the Maranoa Regional Council
Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011 ("LL4")**

Part 2 - Use of Local Government Controlled Areas, Facilities and Roads

Entity power given to	Section of LL4	Description	Delegation to the CEO	Sub-Delegation to Officers	Limitations and Conditions
Chief Executive Officer ('CEO')	7(2)	Power to authorise a person to enter or remain in a local government controlled area outside opening hours.	No delegation required		
CEO	8(5)	Power to authorise a person to enter or remain in a local government controlled area while it is closed to public access.	No delegation required		

Part 3 - Matters Affecting Roads

Entity power given to	Section of LL4	Description	Delegation to the CEO	Sub-Delegation to Officers	Limitations and Conditions
Local government	9(1)	Power to form the opinion that it is necessary for land adjoining a road to be fenced to prevent the risk of: (a) animals escaping from the land onto the road; or (b) interference with the safe movement of traffic of the safe use of the road.			
Local government	9(2)	Power to give a compliance notice to an owner: (a) if the land is not currently fenced – requiring the owner to fence the land or; (b) if a current fence on the land is in disrepair – requiring the owner to repair or replace the fence.			

Entity power given to	Section of LL4	Description	Delegation to the CEO	Sub-Delegation to Officers	Limitations and Conditions
Local government	10(1)	Power to adopt a numbering system for a building or allotment.			
Local government	11(1)	Power to give a compliance notice to a person who is the owner or occupier of land adjoining or adjacent to a road to do 1 or more of the specified matters.			

OFFICER REPORT

Meeting: Ordinary 10 June 2020

Date: 5 June 2020

Item Number: 5.2

File Number: D20/52948

SUBJECT HEADING:

Review of Report Deadlines to Ordinary Meetings
& Other Meetings including Briefings

Classification:

Open Access

Officer's Title:

Lead Officer - Elected Members & Community
Engagement

Executive Summary:

At its Ordinary meeting on 22 April 2020 Council requested that a report be prepared about potentially bringing forward report deadlines for ordinary meetings. Given recent decisions about other Council forums (e.g. Special Meetings, Briefings and Committee meetings), consideration has been given to all meetings as part of this report's preparation.

Officer's Recommendation:

That Council:

1. Reconsider its position on the agenda familiarisation briefing.
2. If not proceeding with item 1, approve the proposed meeting report deadline schedule as presented.

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).

Not applicable

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
None	

Context:

Why is the matter coming before Council?

At its Ordinary meeting on 22 April 2020 Council resolved that a report be prepared in consideration of reviewing report deadlines for ordinary meetings.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At Council's Post Election meeting, Mayor Golder proposed that agenda items from May 2020 be ready two weeks before ordinary meetings. While this proposal was not further considered at that meeting, Mayor Golder tabled an agenda item request on 22 April 2020, seeking a report on potential implications for internal processes to achieve an earlier deadline for meeting reports. The request was subsequently approved by Council.

At the Post-Election meeting on 16 April 2020, Council approved for the Ordinary meetings to continue to be held on the 2nd and 4th Wednesday of the month. This is a consistent rotation that has been in place since the commencement of Maranoa Regional Council in 2008.

Currently the agenda for each Ordinary Meeting is issued on Friday in the week prior to the Ordinary Meeting of a Wednesday.

Arrangements for the previous term

The Friday agenda deadline enabled Councillors to review the business papers (agenda) on the weekend. A briefing (Agenda Familiarisation Workshop) then occurred on the Tuesday immediately prior to the Wednesday Ordinary Meeting. This provided the opportunity for Councillors to ask questions, and seek any further information required including any alternative draft motions. This was focussed on confidential agenda items and consideration of any related detailed briefings and presentations by visiting guests / consultants.

The former Council also had in place a:

- Policy Development Workshop (in the 'off' meeting week) on the Wednesday where required.
- Budget Submissions & Financial Planning Standing Committee (for the duration of the budget preparations).

Current term arrangements

This Council has introduced an alternative approach to Councillor Workshops (now referred to as Briefings), as resolved at its Ordinary Meeting on 27 May 2020. Council also approved formation of a Budget Submissions & Financial Planning Standing Committee.

The rotation of these meetings is as follows:

- Budget Submissions & Financial Planning Standing Committee (held on the 1st and 3rd Wednesday of each month, commencing at 9am in Roma).
A Meeting Notice, Agenda and Minutes will be issued for this meeting type.

- Councillor Briefings (held 1st and 3rd Wednesday of each month if required). Given that this is an informal meeting and no decisions of Council are made at these meetings, a formal meeting notice, agenda and minutes will not be issued. Council will on the day of the Ordinary Meeting, the week prior to the Briefing consider arrangements if required and will be made with the majority view of Councillors, and a framework emailed to Councillors confirming arrangements.

Budget Submissions & Financial Planning (BS & FP) Standing Committee Meetings

A formal meeting notice and agenda will be issued for this meeting type, and minutes will be recorded as per the Terms of Reference, in accordance with Section 272 of the *Local Government Regulation*.

It is proposed that the Meeting Notice (as legislatively required) will be issued to the public and the agenda on the Monday (where practical), the week on which the committee meeting is held.

The minutes of BS & FP Standing Committee are adopted at the next Ordinary Meeting of Council that follows, and it is proposed that the unconfirmed minutes of these meetings be distributed outside of the Ordinary Meeting agenda circulation, as this agenda will have been issued prior to the BS & FP Standing Committee Meetings having taken place.

It is intended that the BS & FP Standing Committee Meetings will still be confirmed at the subsequent Ordinary Meeting, to ensure the decisions of Council are actioned in a timely manner.

Councillor Briefings

The current meeting report deadline met the needs of the former Council as Agenda Familiarisation Workshops were undertaken the day prior to the Ordinary Meeting.

As the new Council does not have an Agenda Familiarisation type briefing the current deadline only allows Councillors two (2) business days, or (4) total days to seek further advice or ask clarification of reporting officers prior to the Ordinary Meeting.

This has also led Councillors to now seek advice and ask questions of officers while in attendance at the Ordinary Meeting, which in turn incorporates a briefing style approach within the Ordinary Meeting. This is extending its duration and increasing the number reports being laid on the table for future meetings, requiring additional information.

It has been proposed by the Mayor to provide the Ordinary Meeting agenda earlier than is currently undertaken to extend the period of time Councillors have to consider reports, and therefore providing additional time for Councillors to ask questions / seek clarification. This investigation was subsequently approved by Council.

However, it is likely that questions will be sent through sporadically during the 8 day period by individual Councillors, and the efficiency of the briefing for all Councillors collectively will not be achieved. It is also likely that as Councillors discuss matters, additional questions will be raised – not providing time for officers to collate responses during the meeting.

If however Council does resolve for earlier report deadlines, the following timelines are put forward. Please note however that the concept of Agenda Familiarisation is still the preferred option.

Proposed Weekly deadlines

Day of week	Task detail
Agenda Day Monday (week before Ordinary Meeting) - by 9am	<ul style="list-style-type: none"> • Preparation of the agenda and final notices of meetings; • All unconfirmed meeting minutes held the prior week posted to the website for public access (e.g. Ordinary Meetings, Special Meetings); • Previously confirmed minutes posted to website for public access; • Previously confirmed minutes provided to the Mayor and Acting Chair for signing.
Actions Day Tuesday (week before Ordinary Meeting) – by close of business	<ul style="list-style-type: none"> • Action sheets issued for all meetings held the week prior.
Meeting Day Wednesday – at approved time, in the approved format.	Scheduled Council Meeting day: <ul style="list-style-type: none"> • Ordinary Meeting (2nd and 4th Wednesday of the month) • Budget Submission & Financial Standing Committee (1st and 3rd Wednesday of the month) • Special Meeting (if required and where possible 1st and 3rd Wednesday of the month) • Councillor Briefing (if required) • Agreement gained on arrangements for Councillor Briefing the following week if required
Minutes Preparation Day Thursday	Draft unconfirmed minutes of meetings held completed by Minutes officer.

Meeting Preparation and Follow-up	Agenda reports and correspondence preparation by officers, reviewed by Directors.
Minutes Review and Next Agenda Finalisation Day	Draft unconfirmed minutes review completed by CEO and circulated to Councillors for review and comment.
Friday or Prior to Monday Opening of Business	Officer reports completed (written, reviewed and authorised) For Ordinary Meetings, this is 8 total days prior to the Ordinary Meeting.
	Preliminary notice of meeting for Budget Submissions and Financial Planning Standing Committee.

The benefit of the proposed meeting schedule, will ensure Councillors are provided the Ordinary Meeting agenda on the Monday, the week prior to the Ordinary Meeting rather than the Friday. This gives Councillors an additional (4) clear business days or (8) days in total to consider items of business.

It also provides the organisation with clear instruction for implementing the administration of meeting deadlines, which feeds into clear organisational reporting requirements.

This approach may impact the timeliness of decisions if Special Meetings are not held.

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 1

Section 4 Local government principles underpin this Act

. . .

(2) *The local government principles are -*

- (a) transparent and effective processes, and decision-making in the public interest; and*
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and*
- (c) democratic representation, social inclusion and meaningful community engagement; and*
- (d) good governance of, and by, local government; and*
- (e) ethical and legal behaviour of councillors and local government employees*

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)

The report seeks to establish Council's policy position on meeting report deadlines and process delivery timeframes for Council Meeting arrangements, and aligns with Councillor Briefings and Budget Submissions & Financial Planning Standing Committee Terms of Reference (Policies).

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)

- Mayor Golder
- 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)

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?

The current budget accommodates the Council meeting rotations.

Maranoa Regional Council is not of a sufficient size to warrant a weekly meeting cycle. If Council introduces weekly formal meetings (e.g. Ordinary and/or Special Meetings), resourcing arrangements to accommodate this will need to be considered, particularly if Committee meetings are also included.

The more pressing need at this time is considered to be Briefings to enable new Councillors to be across all aspects of Council – prior to making decisions.

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)

To be determined as part of future budget deliberation arrangements.

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
Informed decision making	The proposed approach seeks to support Council with its decision making responsibilities for Council meetings.

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)

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:

1. Reconsider its position on the agenda familiarisation briefing.
2. If not proceeding with item 1, approve the proposed meeting report deadline schedule as presented.

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

No

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

Nil.

Report authorised by:

Director - Corporate & Community Services

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 10 June 2020

Date: 5 June 2020

Item Number: 10.1

File Number: D20/53114

SUBJECT HEADING:

Request for Councillor Briefing

Classification:

Open Access

Officer's Title:

Lead Officer - Elected Members & Community Engagement

Executive Summary:

Council's approval is sought to hold an 'out of schedule' Councillor Briefing.

Officer's Recommendation:

That Council:

1. Hold a Councillor Briefing on Monday 15 June 2020 from 10.00am until 1.00pm.
2. Confirm that the single item for discussion at the Councillor Briefing is the Mayor's Operating Locally proposal.
3. Hold the briefing in the Ernest Brock Room (Roma Cultural Centre) with participation by the Mayor and Councillors and Executive Leadership Team (Chief Executive Officer, Directors, Deputy Director).

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).

This briefing pertains to a proposal tabled by the Mayor at the Council meeting on 27 May 2020.

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
None	

Context:

Why is the matter coming before Council?

For Council to formally approve arrangements for a proposed 'out of schedule' Councillor Briefing on Monday 15 June 2020.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At its Ordinary Meeting on 27 May 2020 Council considered Mayor Golder's proposal to operate locally, resolving:

Resolution No. OM/05.2020/110

That the Chief Executive Officer be authorised to update Maranoa Regional Council team members and their representatives that a preliminary proposal has been brought forward for possible organisational reshaping. However, Councillors felt that there was more discussion to be had, therefore a further briefing and discussion will occur with all Councillors and the Leadership team in the first instance. That this will occur within the next week, and a further update will be provided after the next Ordinary Meeting.

The Briefing was intended to occur in and around the Budget Submissions and Financial Planning Standing Committee, and the Special Meeting on Wednesday 3 June 2020. However, given the duration of both of those meetings it was not achievable to incorporate additional briefings for this to occur within the next week of the resolution.

In consultation with the Mayor and Councillors, it was requested to hold an 'out of schedule' Councillor Briefing – currently proposed for Monday 15 June 2020 (10.00am – 1.00pm), to provide Councillors and the leadership team an opportunity to further discuss the Mayor's Operating Locally proposal.

It is proposed that this be the single topic for discussion at the briefing.

Formal approval of arrangements is now sought.

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)

The State Government's Code of Conduct for Councillors in Queensland (the Code) will apply.

In accordance with the Code, it is mandatory for Councillors to attend and participate meaningfully in all informal meetings, briefings, relevant workshops and training opportunities to assist them in fulfilling their roles other than in exceptional circumstances and/or where prior leave is given.

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)

Councillor Briefings Policy (Terms of Reference) and:

Resolution No. OM/05.2020/113

Moved Cr Golder

Seconded Cr McMullen

That Council:

1. Approve the establishment of Councillor Briefings.
2. Adopt the Policy (Terms of Reference) for the briefings with an update to the frequency to include the following wording:
 - Briefing arrangements will be discussed while Councillors are together on the day of the Ordinary Meeting, the week prior to the Briefing.
 - Councillors ordinarily set aside the 1st and 3rd Wednesday of each month for briefings, if required.
 - The decision to have a Briefing will be made with the majority view of 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)

Suggestion proposed to all Councillors.

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?

Not applicable

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 applicable

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)

Councillors and staff of Maranoa Regional Council.

Employee Consultative Committee.

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
Delay in consultation	Not proceeding with the briefing will delay further broader discussions on any proposal.

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 an out of round (additional) briefing be conducted.

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:

1. Hold a Councillor Briefing on Monday 15 June 2020 from 10.00am until 1.00pm.
2. Confirm that the single item for discussion at the Councillor Briefing is the Mayor's Operating Locally proposal.
3. Hold the briefing in the Ernest Brock Room (Roma Cultural Centre) with participation by the Mayor and Councillors and Executive Leadership Team (Chief Executive Officer, Directors, Deputy Director).

Does this recommendation suggest a decision contrary to an existing Council policy?

If so, for what reason?

Yes, however the need for an 'out of schedule' has been identified so as to not delay the discussions with Councillors and the leadership team.

Link to Operational Plan Function:

Corporate Plan 2018-2023
Strategic Priority 4: Growing our region
4.1 Elected members

Supporting Documentation:

Nil

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 10 June 2020

Date: 7 May 2020

Item Number: 10.2

File Number: D20/39573

SUBJECT HEADING: Expenses Reimbursement Policy (Councillors)

Classification: Open Access

Officers' Titles: Director - Corporate & Community Services

Chief Executive Officer

Executive Summary:

The report tables a draft new Expenses Reimbursement Policy (Councillors) for consideration by the new term of Council.

Officer's Recommendation:

That Council consider the draft 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).

Maranoa Regional Council Councillors

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	

Context:

Why is the matter coming before Council?

This matter is coming before the newly elected Council to establish its policy position on the Expenses Reimbursement Policy (including the Provision of Facilities).

Council has an adopted Expenses Reimbursement Policy (Councillors) with the most recent updates occurring in July 2019 (**Resolution No. GM/07.2019/56**).

The draft policy builds on information included in previous policies, provides more background to the policy, proposes an alternative approach to some expenses and includes a new format.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

All councils in Queensland are required to have an Expenses Reimbursement Policy under the local government legislation.

Although it is called “Expenses Reimbursement Policy”, its contents are broader than its name indicates. Under Section 249 of the *Local Government Regulation 2012*, the policy includes:

- (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.

Facilities include equipment, resources and administrative support (employee time) that facilitate the performance of Councillors’ duties and responsibilities.

A draft new Expenses Reimbursement Policy (the Policy) is attached to this report.

Appendix A of the Policy outlines the indicative cost of expenses and the provision of facilities.

Appendix B of the Policy outlines the proposed options available to Councillors for the payment of reasonable expenses or the provision of the facilities referred to in the draft policy.

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) adopted 24 July 2019. **Resolution No. GM/07.2019/01.** 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.

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)

Information has been sourced from other Council policies – including Councils that are:

- within the same category (Category 3) and also neighbouring Maranoa Regional Council
- another regional council in our area
- in the south west (albeit smaller shire councils)

Within the same category (Category 3) and also neighbouring Maranoa Regional Council [Note: Elected Members, Large area and Road length]

Regional Councils	Area Km ²	Road network kms	Council vehicle for business use	Private use
Western Downs Regional Council (Category 3) (Population: 33,799; Elected members - 9)	37,939	7,527 (No. 1 in the State)	Yes	Restricted private use referred to as a leaseback fee (\$2,860 per annum)
Central Highlands Regional Council (Category 3) (Population: 31,454; Elected members - 9)	59,835	4,589 (No. 4 in the State)	Yes	Reasonable / incidental personal use
Maranoa Regional Council (Category 3) (Population: 13,862; Elected members - 9)	58,711	5,857 (No. 3 in the State)	Yes	Limited private use (\$3,500 per annum)

Note: Population, area and road length sourced from Local Remuneration & Discipline Tribunal – Remuneration Report 2016 (Categories determination)

Maranoa Regional Council

Ordinary Meeting - 10 June 2020

Regional council in our area (included due to road length)

Regional Councils	Area Km²	Road network kms	Council vehicle for business use	Private use
Toowoomba Regional Council (Category 5) (Population: 163,232; Elected members - 11)	12,973	6,591 (No. 2 in the State)	Yes	Restricted private use referred to as a leaseback fee (\$2,860 per annum)

Category 2	Area Km²	Road network kms	Council vehicle for business use	Private use
Mareeba Shire Council (Population: 21,833; Elected members – 7)	53,505	2,308	Mayor – Council owned vehicle Councillors – Access to a Council vehicle as required (and if available at the time)	Private use of Council owned vehicles is only permitted if prior approval has been granted by the Mayor in writing and then reimbursement of private use is based on kms and ATO rate.
Mt Isa City Council (Population: 22,517; Elected members - 7)	43,188	2,033	Mayor - Council owned vehicle Councillors – Access to a Council owned vehicle	Mayor – Reasonable private use permitted Councillors – Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council.
Somerset Regional Council (Population: 24,007; Elected members - 7)	5,373	1,882	Mayor – Provision of sedan Councillors – Access to a Council vehicle Councillors – Private vehicle allowance to help defray the administrative costs of processing individual mileage claims: <ul style="list-style-type: none"> - Deputy Mayor - \$18,500 per annum - Councillor - \$15,000 per annum * 	Mayor – Yes (Contribution of 10% of the variable annualised cost of the vehicle to offset private use (if any)).

*Note: Based on the ATO rate of 68c, this is equivalent to 22,058 kms.

Maranoa Regional Council

Ordinary Meeting - 10 June 2020

Councillors also asked for details of other councils in the region – albeit smaller shire councils.

Category 1	Area Km²	Road network kms	Council vehicle for business use	Private use
Balonne (Population: 4,826; Elected members - 7)	31,106	2,605	Access to a suitable Council vehicle	No
Banana (Population: 15,209; Elected members - 7)	28,546	4,002	A council vehicle may be supplied to a Councillor, on an as required basis, for attending Council business at the discretion of the Chief Executive Officer Mayor – take home basis Councillor – take home basis if more cost effective than per km rate.	Mayor and Councillor reimbursement for private use – either: <ul style="list-style-type: none"> • Actual (ATO rate); • Percentage of operating costs (subject to minimum 5%) based on 1 or 3 month private usage (log book).
Murweh (Population: 4,626; Elected members - 5)	40,699	2,761	Vehicles will not be supplied to Councillors except for approved travel to conferences and meetings approved by the Chief Executive Officer. An annual travel allowance of \$3,600 per annum will be paid to Councillors who reside in either Augathella or Morven to compensate them for the distances that they live from Charleville. Log books will be kept to acquit the allowance with any shortfall to be returned to Council.	No
Paroo (Population: 1,841; Elected members - 5)	47,616	2,249	Councillors will have access to a council vehicle. Additional entitlement for Mayor – payment of an amount of \$1,500 per month to cover the cost of a private vehicle used for official purposes.	Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will, in its resolution, authorise private use, set out the terms for the Councillor to reimburse Council for the private use.
Quilpie (Population: 948; Elected members - 5)	67,423	2,080	Mayor – Suitable 4WD or SUV vehicle which includes travel to and from home Councillors may access a Council vehicle.	Mayor – Yes Councillors – Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council (terms for reimbursement).

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?

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 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)

Recommendation:

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

That Council adopt the new draft Expenses Reimbursement Policy (Councillors).

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?

N/A






Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

Supporting Documentation:

1		Draft Expenses Reimbursement Policy as at 3 June 2020	D20/51891
2		Appendix A - Indicative Cost of Expenses including the provision of facilities	D20/45556
3		Appendix B - Councillor Options Form 2020-24	D20/52854
4		Expenses Reimbursement Policy including Facilities	
4		Information sourced from other Council policies - Expenses Reimbursement Policy (Councillors) Extracts - Vehicle	D20/51487

Report authorised by:

Chief Executive Officer

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

Title of policy

Expenses Reimbursement Policy (including Facilities)

Why do we need this policy?

All councils in Queensland are required to have an Expenses Reimbursement Policy under the local government legislation. It pertains to the Mayor, Deputy Mayor and all persons elected as a Councillor in the Council term 2020-2024.

Although it is called "Expenses Reimbursement Policy", its contents are broader than its name suggests. Under Section 249 of the *Local Government Regulation 2012*, the policy includes:

- (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.*

Facilities include equipment, resources and administrative support (employee time) that facilitate the performance of Councillors' duties and responsibilities.

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

What are the key considerations for Maranoa Regional Council in developing its Expenses Reimbursement Policy?

- Maranoa Councillors represent the current and future interests of the residents of the local government area:
 - Current residents - 12,665¹ at 30 June 2019;
 - Area - 58,835km² (approximately 91% of mainland Tasmania).
- The region comprises 10 towns (Amby, Injune, Jackson, Mitchell, Muckadilla, Mungallala, Roma, Surat, Wallumbilla, Yuleba) covering an urban area of 31.7 km² in total, spread out over a large geographic area.
- Although approximately 70% of the population lives in urban areas across the region, approximately 30% live in rural areas across 58,802.8 km².
- Travel (and associated expenses) is not limited to Council meetings but also regular attendance at community and other representative meetings and events across the region.

¹ Australian Bureau of Statistics; 3218.0 Regional Population Growth, Australia; Released at 11.30am (Canberra time) 25 March 2020; Table 3. Estimated Resident Population, Local Government Areas, Queensland, "2019".

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

- Due to the vast area which the Maranoa Regional Council region covers, and to encourage Councillors to participate in all Council activities / events held across the region, Council has, since September 2008, deemed it necessary to provide a vehicle to Councillors for official Council business.

In the first term of Maranoa Regional Council (2008/09), the following options were included:

- Mileage allowance at a higher cents per kilometre to recognise the difference between the costs of running a vehicle in the Brisbane Metropolitan area and the then Roma Regional Council:

or
 - A council vehicle;

or
 - The option of individual use vehicle for business and private use through a (lease back) fee being automatically deducted from the fortnightly Councillor remuneration payments.
- A third of the Councillors for this term (2020 – 2024) live in rural areas.
 - All of the present term Councillors have identified the importance of improving the region's road network, and at times will need to travel the region's road network for meetings with residents. Maranoa Regional Council has:
 - the largest local government road network (by length) in the State on a per capita basis.
 - the 3rd largest local government road network (by length) in the State.

The network comprises:

- Sealed/bitumen roads (20%);
- Unsealed roads (51% gravel and 29% formation / dirt).

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

How will the policy assist Councillors in providing high quality leadership to the local government and the community?

(a) Supporting councillor participation

It will assist councillors to fully participate in Council meetings, deputations, events and inspections across our large geographical area.

(b) Encouraging democratic representation

No individual should be 'out of pocket' - i.e. Councillors and/or their families should not be financially disadvantaged because of the Councillor carrying out their responsibilities.

Similarly, no one should be discouraged from standing for public office due to being required to contribute personal funds for the performance of public office.

(c) Ensuring honesty

Expenses and facilities are used for the purpose of performing Councillors' legal responsibilities.

Council will be compensated for any incidental or limited private use.

(d) Demonstrating accountability

Any expenditure has appropriate records kept to confirm that it has been used for an approved purpose.

(e) Providing transparency

The community will be kept up to date with the expenses incurred by, and the facilities provided to, each Councillor under this policy by publishing the particulars as required by legislation.

(f) Supporting productivity initiatives

Councillors will be provided with modern 'tools of the trade' to support the implementation of effective processes and efficient use of employee time.

(g) Being respectful of others

Councillors have different needs in performing their councillor responsibilities.

The policy aims to provide for full participation by all councillors while also providing employees that support them with a safe, meaningful and productive work environment.

One size may not fit all. Some degree of flexibility may be needed to enable councillors to balance their public, professional, business and personal commitments, while still complying with the local government principles in the performance of their responsibilities.

The policy aims to be respectful of other individuals' choices – including the ability to accept or reject payment for all or any expenses depending on the individuals' circumstances.

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

(h) Incurring fair and reasonable expenses

The aim is to ensure fair and reasonable expenses and the allocation of Council resources in the form of facilities, to enable all Councillors to conduct their responsibilities. Expenses are separate to, and not intended to supplement, remuneration as determined by the Local Government Remuneration Commission.

(i) Selecting the most cost effective option for ratepayers

This ensures that an analysis is undertaken, and that decisions about the provision of facilities is based on actual data rather than perceptions.

(j) Recognising that councillors have a different role to employees

Important distinctions are:

- *Given Councillors' representative role, their 'workplace' is the whole region, representing all residents. A Councillor's representative role begins and ends at their home and is often undertaken during their private time at home, including reading and consideration of Council meeting agendas.*
- *Whilst employees have specific hours of work, and are engaged to perform particular tasks councillors are rarely "off duty."*

Even when Councillors are out and about in the region in a private capacity e.g. shopping for groceries or at events that are not Council events, there is considerable expectation from ratepayers and residents to stop and discuss Council matters.

(k) Ensuring that expenses and facilities are commensurate with industry standards and community expectations about Councillors' visibility across the region.

In developing this policy, Council has benchmarked expenses and facilities provided by like Councils (e.g. regional councils with similar road length and number of elected members, nearby category 3 councils).

What expenses and facilities for Councillors are permitted?

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:

- Attending or preparing for Ordinary or Special Meetings, Standing Committees or Advisory Committees, briefings, deputations and inspections;
- Advocacy to other tiers of government;
- Council community engagement activities including advisory committees, town meetings representation on community committees as a Council representative and project specific engagement activities;
- Council civic and ceremonial events;
- Professional development;

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

- Deputations or meetings with residents of the local government area about Council matters;
- Council/Councillor representation at local government events;
- Council sponsored events (directly or through a Council sponsored organisation) and attending in a Councillor capacity;
- Industry events or community initiated and arranged events where a Councillor is invited in an official capacity (as a Councillor) and the invitation is sent to Maranoa Regional Council;
- Matters otherwise resolved by Council.

Civic and ceremonial events are events that are primarily for the residents of the region (where organised by Council), including:

- 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).

The format of the event's proceedings may:

- 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.

Expenses

This section pertains to 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, paid for via a Council credit card issued to a Councillor, or paid directly by Council.

The term 'reasonable' refers to what would be perceived as prudent, responsible and acceptable to the community. The term includes 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.

Expenses are not included in remuneration as set by the Local Government Remuneration Commission or equivalent.

Type of expense	Policy detail
Accommodation	<p>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 region, Council will book and pay for accommodation at a local service provider.</p> <p>All Councillor accommodation for Council Business will generally be booked and paid for by Council through the Elected Members and Community Engagement Officers.</p> <p>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.</p>

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

Type of expense	Policy detail
	<p>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.</p> <p>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.</p>
Community engagement	<p>Councillors may incur expenses for the purpose of conducting community engagement activities relevant to the business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).</p> <p>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).</p>
Flights and frequent flyer points	<p>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.</p> <p>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.</p> <p>Due to the time of commencement or completion of Council Business the Council may elect to travel on the day prior to and/or return on the day after the Council Business.</p> <p>Frequent flyer points</p> <p>Where a Councillor identifies in the Options 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:</p> <ol style="list-style-type: none"> 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 site). <p>The Councillor selecting a) will ensure that the Elected Members Support & Community Engagement Officer has copies of records in relation to the award redemption.</p>
Food, drink and incidentals	<p>Councillors may claim for the actual (and reasonable) cost of meals and beverages (excluding alcohol) when travelling outside the region for Council Business. For the purposes of this policy, the reasonable amount claimable will be:</p> <ul style="list-style-type: none"> for the breakfast, lunch or dinner that falls within the time of day from the commencement of the travel to the end of the travel. using Table 1 of the Australian Taxation Office Determination (TD 2018/11 or current equivalent). At the time of policy adoption, the amounts were: <ul style="list-style-type: none"> Breakfast - \$27.55 Lunch - \$31.00 Dinner - \$52.80 Incidental - \$19.70 (each day of travel) <p>Reimbursement will be made through the Elected Members & Community Engagement Officers upon presentation of an official tax invoice, provided:</p> <ul style="list-style-type: none"> The Councillor incurs the cost personally; The meal was not provided as part of registration costs of an activity, or during a funded flight;

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

Type of expense	Policy detail
	Expenses associated with alcohol, including alcohol from the minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.
Inappropriate conduct (suspected) including investigation costs	<p>In accordance with the example Investigation Policy (template) as provided by the Department of Local Government, Racing and Multicultural Affairs:</p> <p><i>Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:</i></p> <ul style="list-style-type: none"> • the president of the Tribunal in undertaking an investigation for Council • a mediator engaged under this investigation policy • a private investigator engaged on behalf of or by the investigator • travel where the investigator needed to travel to undertake the investigation or to interview witnesses • seeking legal advice • engaging an expert. <p><i>Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.</i></p> <p><i>Any costs incurred by complainants or the subject Councillors will not be met by Council.</i></p>
Legal costs	<p>Council will pay:</p> <ul style="list-style-type: none"> • Through its relevant insurance policy, costs incurred through Council inquiry, investigation, hearings or legal proceedings into the conduct of a Councillor where arising out of, or in connection with the Councillor's performance of his/her Councillor functions. Where it has been found that the Councillor breached the provisions of the <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council. • Legal costs that are required by Maranoa Regional Council (rather than for individual councillor enquiries), when sought by resolution, and provided to all Councillors.
Professional development	<p>Council will reimburse expenses incurred for:</p> <ul style="list-style-type: none"> • Mandatory Professional Development; and • Discretionary Professional Development. <p>Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.</p> <p>Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.</p> <p>Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.</p>
Transport / transfer costs (excluding flights)	<p>Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. hire cars, taxis, trains, taxis, buses and ferry fares).</p> <p>Toll fees will be reimbursed or paid for by Council.</p> <p>Any costs for additional travel expenses for personal reasons that may be incurred while out of the region for Council Business must be met by the Councillor.</p>
Other expenses / events	From time to time, Councillors (in their official capacity), may be invited to industry events or community initiated and arranged events.

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

Type of expense	Policy detail
	<p>Industry events 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> <p>Community initiated and arranged events 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>

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.

Administrative support for elected members	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <ul style="list-style-type: none"> • Registering into Council's records management system, copies of public records sent to or from the Councillor group e-mail or Councillors; • Ad-hoc photocopying; • Ad-hoc printing of documents; • Arranging secure disposal of copies of confidential papers; • Coordinating diary catch-up / calendar management; • Facilitating the reimbursement of expenses and other arrangements under this policy; • Processing payments: <ul style="list-style-type: none"> - made for or on behalf of Councillors; - to financial institutions relating to a Council issued credit card (where the card is issued to an officer or Councillor); • Arranging 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, event bookings where a councillor is accompanied by their spouse); • Assisting with professional development arrangements and resources for elected members; • Ensuring that individual councillor profiles are sought and periodically reviewed for the Council website and publications; • Preparing speech notes where the request is received from the Councillor in sufficient time to enable information to be collated in business hours; <p>These tasks will usually be undertaken by the Elected Members and Community Engagement Officers.</p>
Administrative and technical support for council meetings, policy development, and decision-making	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <p>Agenda and minutes</p> <ul style="list-style-type: none"> • Notice of meetings • Agenda coordination (Council and committee meetings) <ul style="list-style-type: none"> ◦ Printed; or ◦ Online with LG Hub • Minute taking • Use of Council's agenda software for entering of Councillors' requests for agenda reports; <p>Attendance records</p> <ul style="list-style-type: none"> • Collating Councillors' attendance records for the purpose of fulfilling Council's legislative reporting obligations.

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

	<p>Location</p> <ul style="list-style-type: none"> Meeting room bookings and setup coordination <p>Technology support</p> <ul style="list-style-type: none"> Video and livestreaming (as required) Computer set up, projector and screen Agenda and minutes software access <p>Transport</p> <ul style="list-style-type: none"> Council meeting and inspection coordination
Civic and ceremonial support	<p>This includes making Council administrative officers and Council facilities available to assist councillors with the following tasks:</p> <ul style="list-style-type: none"> Organisation of citizenship ceremonies and liaison with the Mayor and Australian Government's Department of Home Affairs; Organisation of official openings;
Community engagement including deputations	<p>This includes making Council administrative officers available to organise whole-of-Council initiatives to engage with the community as part of its decision making about policies and priorities – e.g. inform, consult, involve, collaborate, empower (depending on the type of decision) ^{IAP2}.</p>
Councillor correspondence including letterhead and associated clerical support	<p>Council administrative officers and letterhead for elected members are provided solely for the purpose of:</p> <ul style="list-style-type: none"> 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; acknowledging letters/e-mails for correspondence to the Elected Members' Office; <p>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, internal reviews (complaints) and Council meeting correspondence.</p> <p>Letters of support on Council letterhead 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:</p> <ul style="list-style-type: none"> 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 letter of support requested is not for application to a program administered by or the outcome approved by Council (e.g. RADF); the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council. <p>If Council is in receipt of a request that does not fall clearly within the above categories then an email can be circulated to all Councillors to seek input as to the appropriateness of Council support and potential benefits to the region.</p> <p>Nothing in this policy prevents someone who is elected to public office to provide a personal letter of support or recommendation as a private citizen, provided that Council related information and resources are not used.</p>
Credit card facility	<p>Councillor will be provided with a Council issued credit card (upon request). Use will be in accordance with Council's Credit Card Policy. The card will be subject to limits and tax invoices will be required as part of the reconciliation process.</p>
E-mail addresses	<p>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:</p> <p>Office of the Mayor mayor@maranoa.qld.gov.au Mayor and Councillors councillors@maranoa.qld.gov.au</p>

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

	<p>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.</p> <p>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</p> <p>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</p> <p>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</p> <p>Whilst progress updates can be provided, the final outcome cannot be determined or communicated until the Internal Review is completed.</p>
Information and Communication Technology (ICT) equipment	<p>Councillors will be provided with the following ICT equipment and mobile communication:</p> <ul style="list-style-type: none"> • Mobile phone handset and protective case • Mobile phone monthly plan (voice, data, shared data services) • iPad monthly plan (voice, data, shared data services) • iPad Pro hardware (with sim) • iPad software • Hardware to enhance mobile voice and data communication services (booster unit, antenna, cable, roof mount) • Printers and consumable for Council printers. <p>If any Councillors wish to use their personal mobile phone or iPad (as selected on the Councillor Options Form), they will be entitled to reimbursement equivalent to what Council is currently paying for a Council device.</p> <p>Council will only pay for the purchase and arrange installation and support of software applications ('apps') or individually priced services that are required to conduct official Council Business.</p> <p>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 users).</p>
Insurance	<p>In accordance with Section 107 of the <i>Local Government Act 2009</i>, Council will take out professional indemnity and public liability insurance. Further, Council will take out Workers Compensation insurance cover and Directors and Officers Liability insurance cover for Councillors while carrying out their legislative responsibilities.</p> <p>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).</p> <p>If a Councillor is found to have breached the provisions of the <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council.</p>
Office space, access to meeting rooms	<p>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.</p>

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

	<p>While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:</p> <ul style="list-style-type: none">• 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.									
Stationery and other office supplies (excluding caretaker period)	<p>Council will supply and pay for associated postage for reasonable quantities of the following items where used for official (Council) purposes and arranged through the Elected Members Support & Community Engagement Officers:</p> <ul style="list-style-type: none">• Business cards• Councillor letterhead• Certificates of appreciation, congratulations, recognition• Customer service cards• Diary• Paper for printing• Pens• Notepaper• Thank-you cards• Internal review cards• Computer backpack / briefcase <p>Council stationery containing logos etc is not to be converted or modified in any way and may only be used for carrying out Councillor responsibilities.</p> <p>Stationery does not include any form of advertising by Council.</p>									
Uniforms	<ul style="list-style-type: none">• Name badges• Council branded shirts (upon request)• Council branded jacket (upon request)• Personal protective equipment (PPE) as required for the discharge of Councillor responsibilities.									
Vehicles	<p>Ad-hoc use for Council Business</p> <p>Mayor and Councillors will have access to a pool vehicle for ad-hoc use, subject to availability and prior booking (e.g. travel within or outside the region for business use, transporting dignitaries). For hosting of dignitaries or visitors to the region, bookings should occur with 48 hours' notice to provide time for vehicle cleaning and fuelling.</p> <p>Vehicles for routine Council Business</p> <p>The following criteria is a guide to enable Councillors to make a selection that is both cost effective to Council and that meets their individual circumstances.</p> <table><tr><th>Estimated kilometres travelled per annum</th><th>Option 1 Council owned vehicle</th><th>Option 2 Own (private vehicle)</th></tr><tr><td>< 12,000 kms</td><td></td><td><input checked="" type="checkbox"/></td></tr><tr><td>> 12,000 kms</td><td><input checked="" type="checkbox"/></td><td></td></tr></table> <p>Option 1 – Council owned vehicle</p> <p>(a) Council owned vehicle for business use only.</p> <p>Due to the size of the Maranoa Regional Council area, 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 wish to access this option. This will include the provision of a break down service and fuel card for Council Business use.</p>	Estimated kilometres travelled per annum	Option 1 Council owned vehicle	Option 2 Own (private vehicle)	< 12,000 kms		<input checked="" type="checkbox"/>	> 12,000 kms	<input checked="" type="checkbox"/>	
Estimated kilometres travelled per annum	Option 1 Council owned vehicle	Option 2 Own (private vehicle)								
< 12,000 kms		<input checked="" type="checkbox"/>								
> 12,000 kms	<input checked="" type="checkbox"/>									

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

	<p>The type of vehicles made available to Councillors is to consider the large area and distances covered within the Council area. Night travel is also necessary for Councillors in attending to Council Business.</p> <p>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.</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>(b) Council vehicle for Council Business and limited private usage.</p> <p>Councillors may enter into a motor vehicle use agreement for a Council issued vehicle including for Council Business and limited and reasonable private use within the region. (Note: To remove any doubt, travel to/from home wholly or mainly to undertake Councillor responsibilities is considered Council Business for the purpose of this section).</p> <p>The private use portion is calculated in the first year of the Council term, by the Councillor providing a substantiated log book for a minimum 12 week continuous period (post COVID-19 restrictions on travel and social distancing requirements). The private use kilometres for the 12 weeks, will provide the quarterly reimbursement to Council based on the Australian Taxation Office allowance.</p> <p>In the period where a logbook is pending, a contribution equivalent to \$3,500 per annum is to be made.</p> <p>Option 2 – Own private vehicle</p> <p>(a) Australian Taxation Office allowance paid for reimbursement of Council Business use (Within town: 68 cents per kilometre; Intraregional / rural: 88 cents per kilometre) – log book maintained and copies provided as part of the reimbursement request.</p> <p style="text-align: center;">OR</p> <p>(b) The Councillor seeks no reimbursement through this policy, in which case the Councillor may be entitled to claim associated costs through the taxation system.</p> <p>Note: If Councillors elect to use their private vehicle for Council Business, a Certificate of Currency for comprehensive motor vehicle insurance is to be provided annually. In the case of damage, Council's Motor Vehicle Fleet insurance policy will provide cover for the loss of any No Claim Bonus or payment of the policy excess.</p> <p>If the Councillor's motor vehicle is not otherwise insured, the Council's Motor Vehicle Fleet insurance policy will cover damage to a limit of \$50,000 or market value whichever is lesser, but only in circumstances where the damage/loss occurs whilst the councillor was using their private vehicle for Council Business.</p>
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COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

General conditions

- Councillors are to complete their preferred options (via the Councillor Options Form) within 14 days of the policy adoption.
- Payment or reimbursement of expenses and the provision of facilities for Councillors is subject to Council approval of costs (by resolution) for travel outside the region and budget provisions.
- Councillors accept full responsibility for the accuracy of each expenses reimbursement claim – with payment forms / copies of receipts or other supporting documentation to be signed by the requesting Councillor. Failure to comply with this policy, falsifying claims or logbooks or the misuse of facilities may represent corrupt conduct and be referred to the Crime and Corruption Commission after a preliminary assessment.
- Councillors are responsible for providing public records (i.e. documents about Council Business) received or generated to the Elected Members and Community Engagement Officers for registering in Council's records management system.
- 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.
- All Customer Requests and/or Complaints are to be administered in accordance with the policies adopted by Council.
- Clerical 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.
- In accordance with section 186 of the *Local Government Regulation 2012*, Council's Annual Report must contain the particulars of the expenses incurred by, and the facilities provided to, each Councillor during the financial year under this policy.
- When travelling, 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 flights, transport / transfers or accommodation.

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.

- To remove any doubt, at no time is administrative support provided pursuant to this policy to be used to direct or facilitate the direction of Council employees (Section 170 of the *Local Government Act 2009*); nor is a Councillor to seek to direct staff in contravention of this policy.
- A Councillor's letterhead or individual e-mail addresses are not 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.
- 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.

COUNCIL POLICY: EXPENSES REIMBURSEMENT (COUNCILLORS)

- 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.

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.

- Any use of personal ICT devices is subject to management of Council applications and associated data for information security purposes.

Indicative cost of expenses including the provision of Council facilities.

Type of expense	Policy summary	Indicative cost (excluding GST)
Accommodation	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 region, Council will book and pay for accommodation at a local service provider.	At cost and in accordance with the policy.
Community engagement	<p>Councillors may incur expenses for the purpose of conducting community engagement activities relevant to the business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).</p> <p>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).</p>	At cost and in accordance with the policy (totalling an estimated \$27,000).
Flights and frequent flyer points	<p>In the case of airfares, generally Economy fares as a cost effective option will be used unless otherwise resolved by Council.</p> <p>Frequent flyer points</p> <p>Where a Councillor identifies in the attachment 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:</p> <ol style="list-style-type: none"> 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 site). 	Flights at cost dependent on which forums, conferences and events this term of Council will be involved in outside the region and in accordance with the policy.
Food, drink and incidentals	<p>Councillors may claim for the actual (and reasonable) cost of meals and beverages (excluding alcohol) when travelling outside the region for Council Business.</p> <p>For the purposes of the policy, the reasonable amount claimable will be:</p> <ul style="list-style-type: none"> for the breakfast, lunch or dinner that falls within the time of day from the commencement of the travel to the end of the travel. using Table 1 of the Australian Taxation Office Determination (TD 2018/11 or current equivalent). At the time of policy adoption, the amounts were: <ul style="list-style-type: none"> - Breakfast - \$27.55 - Lunch - \$31.00 - Dinner - \$52.80 - Incidental - \$19.70 (each day of travel) 	Food and drink at cost dependent on which forums, conferences and events this term of Council will be involved in outside the region and in accordance with the policy. Incidental amount is for each day of travel outside the region.
Inappropriate conduct (suspected) including	In accordance with the example Investigation Policy (template) as provided by the Department of Local Government, Racing and Multicultural Affairs:	At cost and in accordance with the policy.

Type of expense	Policy summary	Indicative cost (excluding GST)
investigation costs	<p>Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:</p> <ul style="list-style-type: none"> the president of the Tribunal in undertaking an investigation for Council a mediator engaged under this investigation policy a private investigator engaged on behalf of or by the investigator travel where the investigator needed to travel to undertake the investigation or to interview witnesses seeking legal advice engaging an expert. <p><i>Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.</i></p> <p><i>Any costs incurred by complainants or the subject Councillors will not be met by Council.</i></p>	
Legal costs	<p>Council will pay:</p> <ul style="list-style-type: none"> Through its relevant insurance policy, costs incurred through Council inquiry, investigation, hearings or legal proceedings into the conduct of a Councillor where arising out of, or in connection with the Councillor's performance of his/her Councillor functions. Where it has been found that the Councillor breached the provisions of the <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council. Legal costs that are required by Maranoa Regional Council (rather than for individual councillor enquiries), when sought by resolution, and provided to all Councillors. 	At cost and in accordance with the policy or Council resolution.
Professional development	<p>Council will reimburse expenses incurred for:</p> <ul style="list-style-type: none"> Mandatory Professional Development; and Discretionary Professional Development. 	Professional development will be reimbursed at cost and in accordance with the policy.
Transport / transfer costs (excluding flights)	<p>Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. hire cars, taxis, trains, taxis, buses and ferry fares).</p> <p>Toll fees will be reimbursed or paid for by Council.</p>	At cost and in accordance with the policy.
Other expenses / events	From time to time, Councillors (in their official capacity), may be invited to industry events or community initiated and arranged events.	At cost and in accordance with the policy.

Type of facility	Policy summary	Indicative cost*
Administrative support / elected members	<p>This includes:</p> <ul style="list-style-type: none"> Registering into Council's records management system, copies of public records sent to or from the Councillor 	Administrative support for Elected Members including oncosts – 2.1 FTE \$212,376.39

	<ul style="list-style-type: none"> group e-mail or Councillors; • Photocopying; • Printing of documents; • Secure disposal of copies of confidential papers; • Diary Catch-up / calendar management; • Facilitating the reimbursement of expenses and other arrangements under this policy; • Assisting with professional development arrangements and resources for elected members; • Ensuring that individual councillor profiles are sought and periodically reviewed for the Council website and publications; <p>These tasks will be undertaken by the Elected Members and Community Engagement Officers.</p>	
Administrative and technical support for council meetings, policy development, and decision-making	<p>The following services will be provided:</p> <p>Agenda and minutes</p> <ul style="list-style-type: none"> • Notice of meetings • Agenda coordination (Council and committee meetings) <ul style="list-style-type: none"> ◦ Printed; or ◦ Online with LG Hub • Minute taking • Use of Council's agenda software for entering of Councillors' requests for agenda reports; <p>Attendance records</p> <ul style="list-style-type: none"> • Collating Councillors' attendance records for the purpose of fulfilling Council's legislative reporting obligations. <p>Location</p> <ul style="list-style-type: none"> • Meeting room bookings and setup coordination <p>Technology support</p> <ul style="list-style-type: none"> • Video and livestreaming (as required) • Computer set up, projector and screen • Agenda and minutes software access <p>Transport</p> <ul style="list-style-type: none"> • Council meeting and inspection coordination 	
Civic and ceremonial support	<p>This includes organisation of:</p> <ul style="list-style-type: none"> • citizenship ceremonies and liaison with the Mayor and Australian Government's Department of Home Affairs; • official openings; 	
Community engagement including deputations	<p>This includes officer time to organise whole-of-Council initiatives to engage with the community as part of its decision making about policies and priorities – e.g. inform, consult, involve, collaborate, empower (depending on the type of decision) ^{IAP2}.</p>	
Councillor correspondence including letterhead and associated clerical support	<p>Administrative support and letterhead for elected members is provided solely for the purpose of:</p> <ul style="list-style-type: none"> • 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; • preparing speech notes where the request is received from the Councillor in sufficient 	

	<p>time to enable information to be collated in business hours;</p> <ul style="list-style-type: none"> acknowledging letters/e-mails for correspondence to the Elected Members' Office; <p>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, internal reviews (complaints) and Council meeting correspondence.</p> <p>Letters of support on Council letterhead 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:</p> <ul style="list-style-type: none"> 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 letter of support requested is not for application to a program administered by or the outcome approved by Council (e.g. RADF); the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council. <p>If Council is in receipt of a request that does not fall clearly within the above categories then an email can be circulated to all Councillors to seek input as the appropriateness of Council support and potential benefits to the region.</p> <p>Nothing in this policy prevents someone who is elected to public office to provide a personal letter of support or recommendation as a private citizen, provided that Council related information and resources is not used.</p>	
Credit card facility	Councillor will be provided with a Council issued credit card (upon request).	<ul style="list-style-type: none"> Monthly Fee \$5 Annual Card Fee \$60
Information and Communication Technology (ICT) equipment	<p>Councillors will be provided with the following ICT equipment and mobile communication:</p> <ul style="list-style-type: none"> Mobile phone handset and protective case Mobile phone monthly plan (voice, data, shared data services) iPAD monthly plan (voice, data, shared data services) iPAD Pro hardware (with sim) iPAD software Hardware to enhance mobile voice and data communication services (booster unit, antenna, cable, roof mount) Printers and consumable for Council printers. <p>If any Councillors wish to use their personal mobile phone or iPAD (as selected on the Councillor Options Form), they will be entitled to reimbursement equivalent to what Council is currently paying for a Council device.</p> <p>Council will only pay for the purchase and arrange</p>	<p>Monthly cost of Telstra telephone plan for the Councillors phones – each phone.</p> <ul style="list-style-type: none"> Mobile phone \$36.36 per month - Voice\Data\Shared Data Services iPad Pro \$36.36 per month - Voice\Data\Shared Data Services <p>Cost to purchase each phone Mobile phone handset - \$908.18 (useful life – 4 Years, term of Council)</p> <ul style="list-style-type: none"> Mobile phone protective case - \$36.32 (useful life - 2 Year) <p>Cost to purchase each iPad Pro (with sim)</p> <ul style="list-style-type: none"> Tablet device \$1,590 (useful life – 4 Years, term of Council) Tablet protective case \$180.91 (useful life – 4 Years, term of

	installation and support of software applications ('apps') or individually priced services that are required to conduct official Council Business.	<p>Council)</p> <p>Ongoing monthly costs associated with the iPad Pro</p> <ul style="list-style-type: none"> • Microsoft Office 365 + Mobile security licences - \$33.43 per month <p>Any other costs for ICT equipment for Councillors.</p> <ul style="list-style-type: none"> • LG Hub (electronic agenda) - \$35.35 per month • Hardware to enhance mobile voice and data communication services – indicative cost (booster unit, antenna, cable, roof mount) \$1,255 plus labour 4hours x \$100 and travel at \$1p/km <p>Printing costs</p> <ul style="list-style-type: none"> • Colour per page - \$0.06 • Black & white: - \$0.006
Insurance	<p>In accordance with Section 107 of the <i>Local Government Act 2009</i>, Council will take out professional indemnity and Workers Compensation Insurance cover for Councillors while carrying out their legislative responsibilities.</p> <p>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).</p> <p>If a Councillor is found to have breached the provisions of the <i>Local Government Act 2009</i> or other legislation, the Councillor will reimburse Council all associated costs incurred by Council.</p>	<p>Councillors cover included in Council's Professional indemnity and Workers Compensation Insurance policies.</p> <p>Excesses applicable to each policy – as required.</p>
Office space, access to meeting rooms	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.	Use of existing Council facilities
Stationery and other office supplies (excluding caretaker period)	Council will supply and pay for associated postage for reasonable quantities of the following items where used for official (Council) purposes and arranged through the Elected Members Support & Community Engagement Officers:	<ul style="list-style-type: none"> • Business cards: pack of 250 - \$99.09 • Councillor letterhead: ream of 500 - \$90.00 • Certificates of appreciation, congratulations, recognition: certificate paper, pack of 25 - \$12.27 • Customer service cards: pack of 250 - \$99.09 • Diary: \$16.32 • Paper for printing: ream of 500 white \$6.32, coloured \$9.05 • Pen: \$2.50 • Notepaper: Spiral A4 \$6.32 • Thank-you cards: \$4.55 • Internal review cards: pack of 250 - \$99.09 • Computer backpack / briefcase – at cost.

Uniforms	<ul style="list-style-type: none">• Name badges• Council branded shirts (upon request)• Personal protective equipment (PPE) as required for the discharge of Councillor responsibilities.	<ul style="list-style-type: none">• Name badges: \$72.27• Council branded shirts: \$33.18 + \$6.32 embroidery• Personal protective equipment (PPE): Stores Issue<ul style="list-style-type: none">- VisVest \$17.00,- Hard Hat \$15.00,- Pocket hand sanitizer \$3.00 or 500ml \$27.00																																
Vehicles	<p>Option 1 – Council owned vehicle</p> <p>(a) Council owned vehicle for business use only.</p> <p>(b) Council owned vehicle with private usage reimbursement to Council. The private use portion is calculated in the first year of the Council term, by the Councillor providing a substantiated log book for a minimum 12 week continuous period (post COVID-19 restrictions on travel and social distancing requirements). The private use kilometres for the 12 weeks, will provide the quarterly reimbursement to Council based on the Australian Taxation Office allowance.</p> <p>In the period where a logbook is pending, a contribution equivalent to \$3,500 per annum is to be made.</p> <p>Option 2 – Own private vehicle</p> <p>(a) Australian Taxation Office allowance paid for reimbursement of Council business use (88 cents per kilometre or as updated from time to time) – log book maintained and copies provided as part of the reimbursement request.</p> <p>(b) No reimbursement sought through this policy.</p>	<p>Option 1 Council owned vehicle</p> <p>(a) Council owned vehicle for business use only.</p> <table border="1"><thead><tr><th colspan="2">Council owned vehicle</th></tr><tr><th>kms</th><th>annual cost</th></tr></thead><tbody><tr><td>5,000</td><td>\$9,466</td></tr><tr><td>10,000</td><td>\$10,261</td></tr><tr><td>15,000</td><td>\$11,055</td></tr><tr><td>20,000</td><td>\$11,850</td></tr><tr><td>25,000</td><td>\$12,644</td></tr><tr><td>30,000</td><td>\$13,439</td></tr></tbody></table> <p>Estimated costs based on:</p> <ul style="list-style-type: none">• Depreciation – purchase cost Prado less estimated residual/ resale• Fuel & Oil – Green Vehicle Guide data (9litres /100km)• Registration, Compulsory Third Party and Insurance – historical actuals + 5% annually• Servicing, maintenance and tyres – average historical actuals <p>Option 2 – Own private vehicle</p> <p>(a) Australian Taxation Office allowance paid for reimbursement of Council business use (88 cents per kilometre or as updated from time to time).</p> <table border="1"><thead><tr><th colspan="2">ATO Allowance 88 cents/km</th></tr><tr><th>kms</th><th>annual cost</th></tr></thead><tbody><tr><td>5,000</td><td>\$4,400</td></tr><tr><td>10,000</td><td>\$8,800</td></tr><tr><td>15,000</td><td>\$13,200</td></tr><tr><td>20,000</td><td>\$17,600</td></tr><tr><td>25,000</td><td>\$22,000</td></tr><tr><td>30,000</td><td>\$26,400</td></tr></tbody></table>	Council owned vehicle		kms	annual cost	5,000	\$9,466	10,000	\$10,261	15,000	\$11,055	20,000	\$11,850	25,000	\$12,644	30,000	\$13,439	ATO Allowance 88 cents/km		kms	annual cost	5,000	\$4,400	10,000	\$8,800	15,000	\$13,200	20,000	\$17,600	25,000	\$22,000	30,000	\$26,400
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Councillor Options Form

1. Do you require a Council issued credit card? *

Use will be in accordance with Council's Credit Card Policy. The card will be subject to limits and tax invoices will be required as part of the reconciliation process.

- ☐ Yes
- ☐ No

2. Are you a member of a frequent flyer program? *

Not applicable option - where frequent flyer points may accrue while on Council business, but you will not be seeking reimbursement for the travel and accommodation (therefore any points accruing may be used by you in a personal capacity).

- ☐ Yes (Points accrued while on Council business will be used when booking future flights and or accommodation) in accordance with the policy
- ☐ No
- ☐ Not applicable

3. Vehicle option *

This question enables you to select the option most suited to your individual circumstances, while still complying with your Councillor responsibilities.

<input type="radio"/> Council vehicle	Go to	4. Council vehicle	▼
<input type="radio"/> Private vehicle	Go to	5. Private vehicle	▼

4. Council vehicle *

Limited Private Use - The private use portion is calculated in the first year of the Council term, by the Councillor providing a substantiated log book for a minimum 12 week continuous period (post COVID-19 restrictions on travel and social distancing requirements). The private use kilometres for the 12 weeks, will provide the fortnightly deduction from your remuneration (i.e. reimbursement to Council) based on the Australian Taxation Office allowance.

In the period where a logbook is pending, a contribution equivalent to \$3,500 per annum is to be made.

- ☐ For Council business only
- ☐ For Council business use with limited private use

5. Private vehicle *

- ☐ Cents per km reimbursement of Council business use
- ☐ No reimbursement sought through the policy

6. iPad Option *

- | | | | |
|--|-------|------------------------|---|
| <input type="radio"/> Council iPad Pro with sim | Go to | 7. Mobile phone option | ▼ |
| <input type="radio"/> Personal iPad (Microsoft Outlook Email and | Go to | 7. Mobile phone option | ▼ |
| <input type="radio"/> No iPad | Go to | 8. Mobile phone option | ▼ |

7. Mobile phone option *

- ☐ Council mobile (Smart) phone
- ☐ Council mobile (Smart) phone + call redirection to personal phone
- ☐ Personal mobile phone (reimbursement of mobile plan including data to the equivalent of what Council is currently paying for a Council device)
- ☐ Personal mobile phone (no reimbursement sought through the policy)

8. Mobile phone option

- ☐ Council Mobile Phone for texting use e.g. if outside the region + call redirection to personal phone

9. For rural Councillors, do you require hardware to enhance mobile voice and data communication services (booster unit, antenna, cable, roof mount as applicable)?

☐ Yes

☐ No

10. Councillor communications for correspondence *

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 regular basis with the Lead Officer - Elected Members and Community Engagement (or delegate) at a mutually agreed time (within business hours) to receive the Councillor's written advice in relation to correspondence (date received / date instructions provided or noted on the correspondence).

☐ Electronic

☐ Paper

11. Do you require a printer and consumables for their home office? *

Please note that any printing from a Council device is to be printed directly from a Council e-mail account or other Council software.

☐ Yes

☐ No

☐ Happy to use the Council Chambers printer

12. Do you require general stationery, office supplies or uniforms? *

	Yes	No
Certificate paper	<input type="radio"/>	<input type="radio"/>
Customer service cards	<input type="radio"/>	<input type="radio"/>
Diary	<input type="radio"/>	<input type="radio"/>
Plain paper	<input type="radio"/>	<input type="radio"/>
Coloured paper	<input type="radio"/>	<input type="radio"/>
Pen	<input type="radio"/>	<input type="radio"/>
Notepaper	<input type="radio"/>	<input type="radio"/>
Thank you cards	<input type="radio"/>	<input type="radio"/>
Internal review cards	<input type="radio"/>	<input type="radio"/>
Computer backpack / briefcase	<input type="radio"/>	<input type="radio"/>
Business cards	<input type="radio"/>	<input type="radio"/>
Letterhead	<input type="radio"/>	<input type="radio"/>
Name badge	<input type="radio"/>	<input type="radio"/>
Council branded shirts	<input type="radio"/>	<input type="radio"/>

13. Speech notes

Do you prefer dot points or a draft for your review?

- ☐ Dot points
- ☐ Draft for review

CATEGORY 3 COUNCILS	EXPENSES REIMBURSEMENT POLICY (COUNCILLORS) EXTRACT (Vehicles, Use of Council Vehicles, Private Use & Use of Private Vehicles) [Current from each Council's website on 30 May 2020]
Cassowary Coast Regional Council	<p>5.3.3 Use of Council Vehicles on Council Business Councillors shall be given access to a council vehicle for official business from time to time where such purpose has been approved by Council or the CEO in advance. The Mayor will be provided with a Council vehicle with full private use.</p> <p>5.2.3 Private vehicle usage Councillors' private vehicle usage will be reimbursed if the usage is for official council business and where required, endorsed by Council. This includes travel to and from councillors' principal place of residence to:</p> <ul style="list-style-type: none"> • attend official council business/meetings/functions/community events and public meetings in the role of councillor; • investigate issues/complaints regarding council services raised by residents/rate payers and visitors to the region. <p>Councillors making a claim for reimbursement of private vehicle usage can do so by submitting the appropriate form detailing the relevant travel based on log book/diary details.</p> <p>The amount reimbursed will be based on the published Australian Tax Office business-use-of motor vehicle cents-per-kilometer method and kilometer rate applicable at the time of travel. In other circumstances, Councillor's private vehicle usage will be reimbursed by Council if the total travel claim does not exceed the cost of the same travel using Economy flights plus the cost of transfers</p>
Central Highlands Regional Council	<p>2.5.1 Vehicles In carrying out council business, Councillors may elect to either:</p> <ol style="list-style-type: none"> 1. Use their personal vehicle for Council business and claim an allowance for the kilometres travelled. Such allowance will be the rate set by the Australian Taxation Office for vehicle usage and based on a log book kept by the Councillor that records the purpose of each trip for business purposes; or 2. Use a council provided vehicle including for reasonable personal use. Council vehicles should not be driven by unauthorised persons unless: <ul style="list-style-type: none"> • required for safety reasons (e.g. fatigue); or • in the event of an emergency; or • in such other circumstances as would reasonably require another driver; and • the driver holds the requisite licence required. <p>It should be noted that Council insurance does not cover private vehicles used for Council business.</p>
Gympie Regional Council	<p>Private Use of Council Vehicle: Use of a Council vehicle for other than official Council business is private use. For the purposes of this policy only, however, private use does not include:</p> <ul style="list-style-type: none"> • Travel between a Councillor's home and official Council business; • Any incidental deviations from the direct travel route where the distance travelled is not material (eg. a Councillor who is attending official Council business could stop enroute at the corner store, provided that the Councillor does not make a significant deviation from the most direct route.) The home garaging of a Council vehicle is permitted. <p>Mayor's Vehicle: The Mayor shall be provided with use of a Council owned vehicle for use on Council business for each term of Council:</p> <ul style="list-style-type: none"> • The vehicle shall be a mid-large sized sedan or wagon with fuel efficient engine similar to a Hyundai i40 premium wagon. • At all times the vehicle is to be driven by only the Mayor, the Mayor's spouse or partner, a Councillor or a Gympie Regional Council employee. • In an emergency situation another person may drive the vehicle. • Private use of the motor vehicle may be utilised by one of the following options: <p>Option 1: The Mayor may purchase private use rights of a motor vehicle for</p>

	<p>private use within Queensland subject to contribution of 2% of the base Mayoral salary.</p> <p>Option 2: If option 1 is not chosen private use of the vehicle should be minimal and in line with the principle that no private benefit be gained from the facilities provided to the Councillors. Incidental private use of the Council owned vehicle is to be reimbursed to Council on a monthly basis.</p> <p>Where Option 2 is chosen, the Mayor is to maintain a log book detailing all private usage. The amount of reimbursement to Council for private usage will be in accordance with the scale prescribed by Directive Number 14/10 (or the most current directive) made pursuant to section 54(1) of the Public Service Act 2008.</p> <p>Councillor Vehicle (excluding the Mayor):</p> <p>Each Councillor (excluding the Mayor) shall be provided with use of a Council owned vehicle for use on Council business for each term of Council:</p> <ul style="list-style-type: none"> • The vehicle shall be to a maximum standard of an entry level mid size AWD sports utility vehicle diesel automatic (SUV). • At all times the vehicle is to be driven by a Councillor or Gympie Regional Council employee. • The Councillor's spouse or partner may drive the vehicle only at such a time as the Councillor is incapacitated or in such other circumstances as would reasonably require that the Councillor's spouse or partner drive the vehicle. • In an emergency situation another person may drive the vehicle. • Private use of the motor vehicle may be utilised by one of the following options: <p>Option 1: A Councillor may purchase private use rights of a Council vehicle for private use within Queensland subject to contribution of 2% of the base Councillor salary.</p> <p>Option 2: If option 1 is not chosen private use of the vehicle should be minimal and in line with the principle that no private benefit be gained from the facilities provided to the Councillors. Incidental private use of the Council owned vehicle is to be reimbursed to Council on a monthly basis.</p> <p>Where Option 2 is chosen, the Councillor is to maintain a log book detailing private usage. The amount of reimbursement to Council for private usage will be in accordance with the scale prescribed by Directive Number 14/10 (or the most current directive) made pursuant to the section 54(1) of the Public Service Act 2008.</p> <p>Permanent use of a private vehicle by a Councillor in place of a Council supplied vehicle</p> <p>A Councillor may choose to use their own privately supplied vehicle in place of accepting a Council supplied vehicle for use on Council business for each term of Council. In such circumstances an annual allowance of \$8000, payable on a fortnightly pro-rata basis, will be paid to the Councillor to cover all costs associated with the supply and use of the private vehicle. The allowance is to cover costs including but not limited to fuel, oils, tyres, insurance, registration, depreciation, hire of a replacement vehicle if required, repair, maintenance and any other costs associated with the supply and use of the private vehicle.</p> <p>A Council supplied vehicle will not be made available to a Councillor for use on Council business where an annual allowance is paid to the Councillor for use of a privately supplied vehicle.</p>
Isaac Regional Council	<p>G. USE OF COUNCIL VEHICLES</p> <ol style="list-style-type: none"> 1. Council shall provide a fully maintained executive level motor vehicle for the exclusive business use and full private use (as defined in the Motor Vehicle Policy (POL-034) by the Mayor. 2. Councillors shall be given usage over a dedicated pool vehicle at each of the Council administration centres of Middelmount and Clermont and pool vehicles will be located at other locations as approved by the CEO from time to time, to be used for Council business. 3. Use of vehicles by the Mayor and Councillors shall be in accordance with the Motor Vehicle Policy (except for inconsistencies explicitly defined by this policy). 4. All fuel and operational costs of the vehicles shall be paid by Council. 5. Councillors making use of a pool vehicle on Council business may deviate from their Council business, (for example to attend a shopping centre to purchase food, or to drop family members off at a destination en-route). For clarity, such route

	<p>deviation is only permitted when attending Council business and is not meant to provide use for private matters.</p> <p>H. USE OF PRIVATE VEHICLES</p> <p>1. Council shall pay for reasonable costs associated with the use of a Councillor's private vehicle by a Councillor for the purpose of conducting Council Business.</p> <p>2. It is preferred that Councillors (excluding the Mayor) use allocated Council pool vehicles when travel is required for Council business.</p> <p>3. The reimbursement of private vehicle use shall only occur if a. an appropriate Council vehicle is not reasonably and practicably available; and b. the vehicle is used for Council Business, and c. the Councillor travels via a reasonably direct route, and d. the total travel claim does not exceed the cost of the same travel using a combination of private vehicle, economy flights and the cost of taxi transfers, and e. the Councillor's vehicle is registered, appropriately insured and fit for purpose.</p> <p>4. The amount reimbursed shall be based on the published ATO business use of motor vehicle cents per kilometre method and the kilometre rate applicable at the time of travel.</p> <p>5. To claim reimbursement for vehicle expenses, Councillors shall submit a claim for Council business undertaken including detailed substantiation of the relevance of the travel to Council.</p> <p>6. To expel any doubt, councillors who reside outside of the town in which an ordinary or special meeting of council is held shall be eligible for reimbursement of private vehicle usage to travel from their place of residence to the meeting place or to the point of departure of council owned transport.</p> <p>7. A claim for mileage for identical repeated travel (e.g. from a Councillors place of residence to an airport) need only be substantiated by log book once.</p>
Livingstone Shire Council	<p>5.7 Vehicles</p> <p>5.7.1 Council will provide a fully serviced 4WD wagon to the Mayor for business and reasonable private use. A similar vehicle shall be purchased for pool vehicle use by Councillors on a booking basis through the Councillor Support Section.</p> <p>5.7.2 The Mayor or a Councillor who use their own private vehicle for business purposes can claim a mileage allowance for the business use of the vehicle, as per mileage allowances recommended by the Australian Tax Office (ATO). The mileage rate shall apply to all kilometres travelled in the financial year. Such claims shall be supported by ATO compliant records and be submitted on a quarterly basis.</p>
Lockyer Valley Regional Council	<p>Motor Vehicles</p> <p>The Mayor will be provided with a fully maintained motor vehicle of appropriate standard for use on Council business and for private purposes. Council will meet all operating costs and provide fuel cards for the Mayor's Council-owned vehicle.</p> <p>Councillors, excluding the Mayor, will be provided with an allowance of \$12,000 per annum (paid fortnightly) to cover the cost of fuel and other expenses (including depreciation) for the private vehicle of the councillor.</p> <p>In extraordinary circumstances where a Councillor's private vehicle is not available for the Councillor to undertake council business, a Council car pool vehicle may be made available at the discretion of the CEO.</p>
Noosa Shire Council	<p>4 Private Vehicle Usage</p> <p>The use of a Councillor's private vehicle for Council business (as defined) will be reimbursed by Council. Councillors may elect one of two options regarding this reimbursement below:</p> <p>Option 1 Councillors accept an annual payment of \$5,000 as reimbursement for the use of their private vehicles on Council business.</p> <p>Option 2 Councillors may make a monthly claim for reimbursement of use of their private vehicles on Council business by submitting the appropriate form detailing the relevant travel based on log book details.</p> <p>The amount reimbursed will be based on the published ATO business use of motor vehicle cents per kilometre rate applicable at the time of travel. Councillors will be provided with an appropriate log book to assist in this process.</p> <p>5 Council Vehicles</p> <p>5.1 Use of Council provided vehicles on Council business Councillors will have access to a suitable Council vehicle for Council business if required. A Councillor wishing to use a Council vehicle for Council business must submit a request to the</p>

Attachment 4 Information sourced from other Council policies - Expenses Reimbursement Policy (Councillors) Extracts - Vehicle

	<p>Chief Executive Officer at least two (2) days prior to use, except in exceptional circumstances as determined between the Councillor and Mayor or Chief Executive Officer. Access is subject to availability. This is for situations where a Councillor's own vehicle isn't immediately available and they have to travel on Council business over long distances (for example, a meeting in Brisbane).</p> <p>5.2 Private use of Council Vehicles The use of Council vehicles for private use is only available in emergency situations and the cost of such usage shall be provided at the applicable ATO rate for the vehicle size.</p>
Scenic Rim Regional Council	<p>Vehicles</p> <p>The Mayor is entitled to be provided with a Council owned vehicle for Council business. It is recognised that community expectations and demands on the Mayor are such that generally all vehicle use is deemed to be Council business. The requirement to calculate private use is not applicable to the Mayor, unless the Mayor takes personal leave from Council for a period of more than one week. Where such personal leave is taken, the Mayor will reimburse Council.</p> <p>Councillors, with the exception of the Mayor, are entitled to be provided with a Council vehicle for official Council business, with access to private use of that vehicle subject to reimbursement to Council for expenses associated with the private use of the vehicle at a rate determined by the CEO. The model and standard of vehicle offered to Councillors will be equal to that offered to senior management through Council's approved fleet procurement processes. In the event that the standard vehicles offered are not appropriate in a Councillor's individual circumstances, the CEO may approve the procurement of a reasonable alternative model at their discretion. All vehicles will be supplied and maintained in accordance with the relevant Council vehicle and fleet management policies.</p> <p>Private Use means any use of Council-owned assets for other than official Council Business is private use.</p> <p>For the purposes of this policy private use does not include:</p> <ul style="list-style-type: none"> • Travel between a Councillor's home and the official Council business; and • Any incidental deviations from the direct travel route where the distance travelled is not material.
South Burnett Regional Council	<p>A weekly amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows:</p> <p>Div - 3 & 4 - \$100 Div - 1 & 2 - \$180 Div - 5 & 6 - \$250</p>
Southern Downs Regional Council	<p>4.3.4 Vehicle</p> <p>Councillors will have access to a suitable Council vehicle for official business. A Councillor wishing to use a Council vehicle for Council business must submit a request to the Chief Executive Officer. A fully maintained Council owned vehicle shall be provided for unlimited use by the Mayor for Council business and private purposes in recognition of the duties required to be performed by the Mayor and the irregular hours required to attend Council business responsibilities. The standard of vehicle provided will be in accordance with Council's Motor Vehicle Tender Specification.</p> <p><input type="checkbox"/> All fines incurred while travelling in either a Council or privately owned vehicle on Council related business, will be the responsibility of the Councillor incurring the fine.</p> <p>Use of a Councillor's private vehicle for official Council business will be reimbursed by Council in circumstances where a Council vehicle is unavailable. Councillors making a claim for reimbursement of using their private vehicle for Council business shall submit the appropriate form detailing the relevant travel based on log book details.</p> <p>The amount reimbursed will be based on the published Australian Tax Office business use of motor vehicle cents per kilometre method, and the per kilometre rate applicable at the time of travel.</p> <p>These rates are currently: Engine Capacity Cents Per KM All motor vehicles 68 cents</p>
Tablelands Regional Council	<p>4.4.1 Vehicles</p> <p>1. Councillors may have access to a council vehicle for official business. Fuel for a Council owned vehicle used for official Council business, will be provided or paid for by Council.</p> <p>2. Other private use of Council owned vehicles is only permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorise</p>

	<p>private use and set out the terms for the councillor to reimburse council for the private use.</p> <p>3. "Private use" in this context does not include incidental and occasional private use if the private destination is on a direct path between the Council business destinations.</p> <p>4.4.2 Use of Councillor's private vehicle</p> <p>1. Councillor's private vehicle usage may be reimbursed by council if the: a. travel within the region is required to conduct normal business b. travel outside the region has been endorsed by council resolution c. claim for mileage is substantiated with log book details; and d. total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.</p> <p>2. Reimbursement rates for business kilometres as published by the Australian Tax Office will be applied.</p> <p>3. Claims for private use as per the Fringe Benefits Tax requirements will not be reimbursed (e.g. travel between home and office).</p> <p>4. Private vehicle insurance is at the risk of the user for both private and business use.</p> <p>5. Any fines incurred while travelling in council-owned vehicles or privately owned vehicles when attending to council business, will be the responsibility of the councillor incurring the fine.</p> <p>4.4.3 Policy on vehicle use if accumulating over 12,600 km per year</p> <p>Reimbursement of private vehicle use is only cost effective under a threshold of 12,600 km (at time of writing).</p>
Western Downs Regional Council	<p>Vehicles</p> <p>Due to the vast area which Western Downs Regional Council covers (38,039sq kms) and to encourage Councillors to participate in all Council activities/events held throughout the region, Council has deemed it necessary to provide a vehicle to Councillors for official Council business. Council authorises the private use of Council vehicles if a Councillor has entered into a lease back contract with Council, which defines the terms of the lease agreement. The Chief Executive Officer is responsible for ensuring the relevant documentation has been completed. The Mayor will be provided with an appropriate sedan or 4WD luxury vehicle. Councillors will be provided with an appropriate sedan or 4WD vehicle equipped with passive and active safety features in recognition of the large distances travelled, and the requirement to travel at night. The set leaseback fee will be deducted automatically from the fortnightly Councillor remuneration payments. The leaseback fee will be set by Council resolution and will be reviewed annually.</p> <p><i>(Leaseback fee for private use \$2,860)</i></p>
Whitsunday Regional Council	<p>Use of Council Vehicles</p> <p>4.40 To acknowledge the fact that the role of Mayor requires extensive 'after hours' work, the Mayor shall be provided with a Council vehicle with full private use. The Mayor shall contribute \$22.00 per week (GST incl.) for use of the vehicle.</p> <p>4.41 Councillors shall be given priority usage over a dedicated pool vehicle at each of the Council administration centres of Proserpine, Bowen, Collinsville and two pool vehicles to be located at locations in the south of the region as approved by the CEO from time to time, to be used for Council business.</p> <p>4.42 Councillors shall fill in a log book when using Council vehicles and should specify if any of the kilometres driven were private kilometres. 4.43 Council acknowledges that there may be some instances that private use of a vehicle is necessary for practical reasons and Councillors should seek permission from the CEO prior to such private use.</p> <p>4.44 Should a Councillor use a Council vehicle for private use, they shall reimburse the Council using the ATO's business use of motor vehicle cents per kilometre method applicable at the time of travel.</p> <p>4.45 All fuel costs shall be paid by Council where a Council vehicle is used for Council business.</p> <p>4.46 Councillors making use of a pool vehicle on Council business may deviate from their Council business, (for example to attend a shopping centre to purchase food, or to drop family members off at a destination enroute), so long as such deviation is reflective of the fastest and safest route that would normally be taken to attend Council business. For clarity, such route deviation is only permitted when attending Council business and is not meant to provide use for private</p>

	<p>matters.</p> <p>Use of Private Vehicles</p> <p>4.47 It is preferred that Councillors (excluding the Mayor) use allocated Council pool vehicles when travel is required for Council business.</p> <p>4.48 The reimbursement of private vehicle use shall only occur if an appropriate Council vehicle is not available; and (a) The vehicle is used for Council business within the Local Government Area; (b) the Councillor travels via a reasonably direct route; and (c) the Councillor's vehicle is registered, appropriately insured and fit for purpose.</p> <p>4.49 Reimbursement for private vehicle use cannot be claimed for travel (a) between a Councillor's residence and the nearest Council business centre at which there is an available Council pool vehicle (unless CEO approval has been obtained prior to the travel commencing); or (b) to attend to divisional constituent matters.</p> <p>4.50 The amount reimbursed shall be based on the published ATO business use of motor vehicle cents per kilometre method and the kilometre rate applicable at the time of travel.</p> <p>4.51 To claim reimbursement for vehicle expenses, Councillors shall fill in a log book for Council business undertaken included detailed substantiation of the relevance of the travel to Council.</p> <p>4.52 Vehicle expenses for private vehicle use shall only be reimbursed for travel within the Local Government Area and for Council business. 4.53 Expenses incurred for participating in a community group function or being a representative on a Board when not appointed to the Board by Council shall not be reimbursed.</p>
CATEGORY 2 COUNCILS	<p>EXPENSES REIMBURSEMENT POLICY (COUNCILLORS) EXTRACT (Vehicles, Use of Council Vehicles, Private Use & Use of Private Vehicles)</p>
Mareeba Shire Council	<p>5.3 VEHICLES</p> <p>5.3.1 Use of council vehicles on council business</p> <p>A Council vehicle will be provided for use by the Mayor and other Councillors may have access to a Council vehicle, as required (and if available at the time), for official Council business. A Councillor wishing to use a Council vehicle for Council business must submit a request to the Chief Executive Officer at least two (2) days prior to use, except in exceptional circumstances as determined between the Councillor, Mayor and CEO.</p> <p>5.3.2 Private use of Council vehicles</p> <p>Private use of Council owned vehicles is only permitted if prior approval has been granted by the Mayor in writing. Reimbursement for private usage will be calculated based on the number of private kilometres travelled as per logbook substantiation, multiplied by the appropriate rate per business kilometre as determined by the Australian Taxation Office.</p> <p>NOTE: Private use is not encouraged and only approved in extreme circumstances.</p> <p>"Private use" in this context does not include incidental and occasional private use if the private destination is on a direct path between Council business destinations.</p> <p>Fuel costs</p> <p>Fuel for a Council owned vehicle used for official Council business will be provided or paid for by Council.</p> <p>Fuel costs associated with the use of a Councillor's private vehicle are covered by the private vehicle expenses reimbursement rates.</p> <p>5.3.3 Use of a Councillor's private vehicle</p> <p>A Councillor's private vehicle usage will be reimbursed by Council if the:</p> <ul style="list-style-type: none"> <input type="checkbox"/> travel within the region is required to conduct official Council business (this includes driving their private vehicle to and from Council offices and use of their vehicle to carry out any inspections deemed necessary to fulfil their role as a Councillor, including inspections of roads, Council works and facilities, areas of complaint and development application proposals); <input type="checkbox"/> travel outside the region has been endorsed by Council resolution or by the Mayor; <input type="checkbox"/> claim for mileage is substantiated with logbook details; and <input type="checkbox"/> total travel claim, where applicable, does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers.

	<p>Reimbursement rates for business kilometres as published by the Australian Tax Office will be applied.</p> <p>Private vehicle insurance is at the risk of the user for both private and business use.</p> <p>NOTE: Any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.</p> <p>5.3.4 Policy on vehicle use in cases of where high mileage travel</p> <p>Reimbursement of private vehicle use is only cost-effective under a certain threshold. This threshold is dependent on the type of vehicle and will be determined on a regular basis (where necessary) to ensure the most cost-efficient method is used.</p> <p>Where Councillors are expected to, or do, travel over the annual threshold, they can, by request to the Mayor, be provided with a Council vehicle under the same terms and conditions as the Mayor instead of being reimbursed a kilometre allowance. This will also be dependent on the availability of a Council vehicle.</p> <p>In the event that a Council vehicle is allocated to a Councillor as a result of this clause, this allocation will be reviewed quarterly to ensure that the threshold is still being exceeded. A logbook must be maintained at a standard that the ATO will accept to negate any FBT liability.</p>
Mount Isa City Council	<p>10.4 Use of Council vehicles</p> <p>Councillors may have access to a Council owned vehicle for official Council business only.</p> <p>Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will in its resolution authorise private use and set out the terms for the councillor to reimburse Council for any private use. Only councillors are permitted to drive the vehicle. Under no circumstances are family members or other persons allowed to drive the vehicle.</p> <p>11. ADDITIONAL FACILITIES FOR THE MAYOR</p> <p>11.1 Use of a Council vehicle</p> <p>11.1.1 The Council may provide the mayor with a Council owned vehicle. All operating costs will be met by Council.</p> <p>11.1.2 Reasonable private use is permitted. The Mayor and their spouse are permitted to drive the vehicle.</p>
Somerset Regional Council	<p>(e) Private Vehicle Usage</p> <p>Councillors' private vehicle usage may be reimbursed by Council if the travel is for the purpose of undertaking Council business. To help defray the administrative costs of processing individual mileage claims, Council will pay the following Private Vehicle Allowances, by fortnightly instalments:</p> <ul style="list-style-type: none"> • Deputy Mayor \$18,500 per annum • Councillor \$15,000 per annum. <p>The amount prescribed in this section shall apply for the financial year, but shall increase by the CPI (based on the all indexes rate, Brisbane for the March quarter) annually thereafter, rounded to the nearest multiple of \$10.</p> <p>This increase shall apply, initially, for the first fortnight commencing on or after 1 July, 2017.</p> <p>(d) Use of Council Vehicles on Council Business</p> <p>Council will provide the Mayor with a sedan vehicle for use during official Council business including travel to and from home to Council place of business. Councillors may access a Council vehicle for use on official business.</p> <p>(e) Private Use of Vehicles</p> <p>Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorising private use, set out the terms for the Councillor to reimburse Council for such private use. The Mayor is authorised to use the Council owned vehicle for private use, subject to the contribution of ten percent (10%) of the variable annualised costs for the vehicle to offset private use (if any).</p>
CATEGORY 1	

COUNCILS (Neighbouring & South West)	EXPENSES REIMBURSEMENT POLICY (COUNCILLORS) EXTRACT (Vehicles, Use of Council Vehicles, Private Use & Use of Private Vehicles)
Balonne Shire Council	<p>6.1.6 Private vehicle Usage If a council vehicle is not available then a councillor is entitled to use their own vehicle and council may reimburse expenses if the: -Travel is in accordance with this policy. -Claim for mileage is substantiated with log book details. -Total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers. If a Council vehicle is not available then a councillor is entitled to use their own vehicle and will be reimbursed for kilometres travelled at the appropriate rate determined by the ATO.</p> <p>6.2.1 Council Vehicles Councillors will have access to a suitable Council vehicle for Council business if required. A Councillor wishing to use a Council vehicle for Council business is to make the booking with the Finance & Corporate service staff at least 2 days prior to use, where possible.</p> <p>6.2.2 Fuel Costs All fuel used in a Council owned vehicle on official Council business will be provided or paid for by Council.</p>
Banana Shire Council	<p>Council Vehicle</p> <ol style="list-style-type: none"> 1. Excluding take home basis, a council vehicle may be supplied to a Councillor, on an as required basis, for attending Council business at the discretion of the Chief Executive Officer at no cost to the Councillor. 2. In recognition of the duties required to be performed by the Mayor and the irregular hours required to attend Council, community and civic responsibilities, a Council vehicle may be supplied to the Mayor, on a take home basis for attending Council business subject to: <ul style="list-style-type: none"> • Council being reimbursed for Private Use. (See Private Use of a Council Vehicle below) 3. A council vehicle may be supplied to a Councillor, excluding the Mayor, on a take home basis for attending Council business at the discretion of the Chief Executive Officer subject to: <ul style="list-style-type: none"> • The cost being less than, or comparable, with the Councillor being reimbursed for utilising Councillor's own transport, or • The supply of a Council vehicle being advantageous for some other relevant reason. • Council being reimbursed for any Private Use. (See Private Use of a Council Vehicle below) <p>Private Use of a Council Vehicle Council is to be reimbursed for any Private Use of a Council Vehicle. Council is to be advised of any Private Use of a Council Vehicle on a monthly basis. Such usage is to be charged by issue of a debtors invoice within 30 days of Council being advised of such usage.</p> <p>Ad hoc usage For occasional ad hoc Private Use of a Council Vehicle, Council is to be reimbursement in full at the Australian Taxation Office rate (cents per kilometre). Kilometres are to be recorded by log book kept by Council or other record suitable to Council.</p> <p>Regular usage For regular Private Use of a Council Vehicle, a Councillor may opt to either:</p> <ol style="list-style-type: none"> 1. Reimburse Council at the Australian Taxation Office rate subject to: <ul style="list-style-type: none"> • The kilometres being recorded by log book kept by Council or other record suitable to Council, that records the purpose and kilometres of each Council related trip and the distance and location of private usage. 2. Reimburse Council as a percentage of the running costs of the vehicle or vehicles subject to: <ul style="list-style-type: none"> • The kilometres being recorded by log book kept by Council or other record suitable to Council, that records the purpose and kilometres of each Council related trip and the distance and location of private usage, and • The percentage of the running cost being calculated based on

	<p>kilometres travelled either:</p> <ul style="list-style-type: none"> ○ Over the period of the Councillors usage advice (usually a month), or ○ On a set rate per month calculated on a representative period of 3 months. <p>Provided that the percentage rate will not be less than 5% of the Total Running Cost in either case.</p> <p>Council's Manager of Fleet is to calculate the Total Running Cost of relevant vehicles. Such Total Running Cost to be reviewed at least annually.</p> <p>Private Vehicle Usage</p> <ol style="list-style-type: none"> 1. Councillor's private vehicle usage will be reimbursed at the Australian Taxation Office rate (cents per kilometre) if: <ol style="list-style-type: none"> a. A Council vehicle is not available for use by the Councillor (or it is impracticable to use a Council vehicle) subject to: <ul style="list-style-type: none"> • The claim for kilometres is substantiated by log book or other suitable records kept by the Councillor that records the purpose of each Council related trip; and • Total travel claim does not exceed the cost of the same travel using economy flights plus the cost of taxi transfers. 2. If a Council vehicle is available, but a Councillor elects to use a private vehicle for Council approved business, <ul style="list-style-type: none"> • Council will reimburse fuel costs upon production of a fuel tax invoice. (Council's plant fleet manager may be requested to estimate the amount of fuel consumed for each trip). <p>Note: A private vehicle used for Council business will not be covered by Council's Comprehensive Insurance. It is the Councillor's personal responsibility to ensure that the owner's comprehensive insurance cover or other cover applies in these circumstances.</p>
Murweh Shire Council	<p>3. Travel Costs</p> <p>Travel costs for Councillors attending approved conferences, seminars and meetings will be met by Council excepting those meetings held in Charleville. An annual travel allowance of \$3600.00 per annum will be paid to Councillors who reside in either Augathella or Morven to compensate them for the distances that they live from Charleville. Log books will be kept to acquit the allowance with any shortfall to be returned to Council.</p> <p>11. Vehicle Vehicles will not be supplied to Councillors except for approved travel to conferences and meetings approved by the Chief Executive Officer. No private use is permitted.</p> <p>14.Fuel Costs</p> <p>Fuel costs will be reimbursed if a Councillor is using a Council vehicle for approved purposes upon production of receipts.</p>
Paroo Shire Council	<p>Additional Entitlements for Mayor</p> <p>Vehicle – to be paid an amount of \$1,500 per month to cover the cost of a private vehicle used for official purposes.</p> <p>Use of Council vehicles on Council business – Councillors will have access to a council vehicle for official business.</p> <p>Private use of vehicles – Private use of Council owned vehicles is permitted if</p>

**Attachment 4 Information sourced from other Council policies - Expenses Reimbursement
Policy (Councillors) Extracts - Vehicle**

	prior approval has been granted by resolution of Council. Council will, in its resolution, authorise private use, set out the terms for the Councillor to reimburse Council for the private use.
Quilpie Shire Council	<p>Vehicles</p> <p>Council may provide the Mayor with a suitable 4WD or SUV sedan vehicle for use during official Council business including travel to and from home to Council's place of business. Councillors may access a Council vehicle for use on official Council business.</p> <p>Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will, in its resolution authorising private use, set out the terms for the Councillor to reimburse Council for such private use.</p> <p>The Mayor is authorised to use the Council owned vehicle for private use.</p> <p>Fuel Costs</p> <p>All fuel used in a Council owned vehicle on official Council business will be provided or paid for by Council. Fuel used in private use of a Council vehicle, including the Mayor's vehicle, will be paid for by the Councillor.</p>

INFORMATION REPORT

Meeting: Ordinary 10 June 2020

Date: 2 June 2020

Item Number: 13.1

File Number: D20/51337

SUBJECT HEADING: Services Australia - Surat Agency Agreement - 2020-2021

Classification: Open Access

Officer's Title: Lead Librarian

Executive Summary:

Under the current National Agents & Access Points (NAAP) Program (Centrelink) contract, Services Australia has four, one (1) year options to renew (See Schedule 2 – Details Schedule). Services Australia has written to notify Council that they are exercising their option under Clause 3.3 of the Schedule 5 Terms and Conditions to the NAAP Contract to extend the term of our current contract for a further year from 1 July 2020 to 30 June 2021.

Officer's Recommendation:

That Council receive and note the National Agents & Access Points (NAAP) Program 2020-2021 Notice of Contract Extension.

Background:

The Surat Cobb & Co Changing Station operates as a multi-function complex with the core business of providing library and cultural services. The Surat Library also offers additional services for QGAP (Queensland Government Agency Program) and the Department of Human Services, previously referred to as Centrelink Services.

The library staff at the Surat Cobb & Co Changing Station provide QGAP and Services Australia (Centrelink) as a value added service to their existing duties. The Library Services staff receives specific training from Services Australia to deliver the suite of services available to the Surat Community. The Department also supplies the marketing collateral and hardware to be able to deliver these services effectively.

Body of Report:

Services Australia (Centrelink) has written to notify Council that they are exercising their option under Clause 3.3 of the Schedule 5 Terms and Conditions to the NAAP Contract to extend the term of our current contract for a further year from 1 July 2020 to 30 June 2021.

The services comprise the provision of face to face information services and self service facilities to access the Department's services and information.

As outlined in the Schedule of Payment included in the Notice of Contract Extension, Maranoa Regional Council will receive a monthly agency payment of \$1,189.89 inc

GST. The total amount to be received for the 2020-2021 Financial year is \$14,278.72.

The total contract amount is a slight increase from the \$13,929.90 received in the previous financial year.



Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.14 Libraries



Supporting Documentation:


- | | | | |
|---|---|--|--------|
| 1 |  | DHS Surat Agreement - Contract extension option 2020-2021 | L20/34 |
| 2 |  | DHS Surat Agent_Agent and Access Point contract terms and conditions | L20/35 |

Report authorised by:

Manager - Economic & Community Development

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





Dear Host,

Services Australia is pleased to provide you with a contract extension for the 2020/2021 contract period.

Your contract documents are attached.

What have we sent you?

In this email you will find:

- Extension Letter – which confirms the agency’s intent to apply a one year extension to the current contract,
- Terms & Conditions - which specifies your and our obligations under the contract,

The Terms & Conditions have been updated with some very minor changes to language. These changes do not vary the intent of the contract.

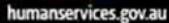

What do you need to do?

You do not need to take any action if you wish to continue delivering services on behalf of the agency. The extension will take effect from 1 July 2020. Your first payment will be made under the 2020/21 contract, by 31 July 2020.

If you have any questions about the contract process please contact your Zone Coordinator.

Regards

National Agent & Access Point Team





Australian Government
Services Australia

Ref: ER16/11194

18 May 2020

Maranoa Regional Council
Surat Council Library
62 Burrowes Street
Surat QLD 4417

National Agents & Access Points (NAAP) Program 2020-2021

NOTICE OF CONTRACT EXTENSION

Dear Sir / Madam

We, Services Australia, are committed to improving access to, and the quality of, services to Customers in rural, regional and remote Australia.

As you are aware, under your current NAAP contract, Services Australia has four, one (1) year options to renew (see Schedule 2 – Details Schedule). We are writing to notify you that we are exercising our option under clause 3.3 of the Schedule 5-Terms and Conditions to the NAAP contract to extend the term of your current contract for a further year - that is, from **1 July 2020 to 30 June 2021**.

There is nothing you need to do in response to this letter. The payments we will make to you for delivering the Services in 2020-2021 are set out in Schedule 3 – Payment Schedule (attached), which forms part of the contract.

We have made some minor changes to the Schedule 5 – Terms & Conditions, a copy of which is also attached.

You can find more information about the NAAP Program at www.servicesaustralia.gov.au. Please use the Zone Contact in the Details Schedule (Schedule 2) of your contract to contact us if you have any questions about the contract or the NAAP Program.

Yours sincerely

National Agents & Access Points Team
On behalf of the Commonwealth of Australia
as represented by Services Australia
Level 2, Naylor House
191 Pulteney Street
Adelaide SA 5000
naapt@servicesaustralia.gov.au





Australian Government
Services Australia

NAAP PROGRAM
SCHEDULE 3 - PAYMENT SCHEDULE

Contract between Services Australia and Maranoa Regional Council for the Provision of Agent Services at Surat

Date: **01 July 2020**

Maranoa Regional Council
Surat Council Library
62 Burrowes Street
Surat QLD 4417

Schedule of Payments for 2020-2021:

Date payable		GST Exclusive	GST	Total GST inclusive
Payment 1	15 July 2020	\$1,081.72	\$108.17	\$1,189.89
Payment 2	15 August 2020	\$1,081.72	\$108.17	\$1,189.89
Payment 3	15 September 2020	\$1,081.72	\$108.17	\$1,189.89
Payment 4	15 October 2020	\$1,081.72	\$108.17	\$1,189.89
Payment 5	15 November 2020	\$1,081.72	\$108.17	\$1,189.89
Payment 6	15 December 2020	\$1,081.72	\$108.17	\$1,189.89
Payment 7	15 January 2021	\$1,081.72	\$108.17	\$1,189.89
Payment 8	15 February 2021	\$1,081.72	\$108.17	\$1,189.89
Payment 9	15 March 2021	\$1,081.72	\$108.17	\$1,189.89
Payment 10	15 April 2021	\$1,081.72	\$108.17	\$1,189.89
Payment 11	15 May 2021	\$1,081.72	\$108.17	\$1,189.89
Payment 12	15 June 2021	\$1,081.72	\$108.17	\$1,189.89
Total		\$12,980.66	\$1,298.07	\$14,278.72

FOR INTERNAL OFFICE USE ONLY			
Contract Executed			
Cost Centre:	1100152	WBS Element:	P/S-1015-395
Vendor Number:	1006276	G/L Code:	47312
Goods Received:		Signed:	
Name:		Position:	
ESSentials:		Contract Number:	



Australian Government
Services Australia

Schedule 5 of the Invitation Pack

Services Australia

Agent and Access Point Program

Terms and Conditions

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Part A – About these Terms and Conditions

1. Why you need to read these Terms and Conditions

These Terms and Conditions are part of the National Agent and Access Point (NAAP) Program Contract. They apply if you are providing Services for any of the Sites specified in your Details and Payment Schedules.

The Services may be as an Agent Host, or Access Point Host for a Site, as specified in your Details Schedule. They may include Services for Additional Agencies if you agree and we vary this Contract or provide you a new contract.

We and **Us** means Services Australia representing the Commonwealth of Australia, and the National Agent and Access Point Team.

You means you and your organisation.

It's important that you:

- understand and comply with these Terms and Conditions, and
- make sure that anyone authorised to assist you to provide Services also complies.

2. Key things to understand

We have a legally binding contract if you:

- send us back the signed Offer Signing Page and completed documents, and
- receive an Acceptance Letter from us.

Before we send the Acceptance Letter we will check that your documents are in order.

This Contract consists of the documents listed below. If there is any ambiguity between them, interpret them in the following order:

1. any Special Conditions
2. our Acceptance Letter
3. the signed Offer Signing Page
4. the Details Schedule and Payment Schedule
5. these Terms and Conditions.

You agree to provide the Services as either an Agent Host or Access Point Host according to this Contract, including these Terms and Conditions and the Details Schedule.

We'll support you in your role and pay you for the Services. We'll also comply with this Contract, including these Terms and Conditions.

Part B – General matters that apply to everyone

3. How this Contract works

3.1 How to find the meaning of a word

Read Part D Glossary to find the meaning of a word, phrase or abbreviation.

3.2 Contract details

The Details and Payment Schedules you sent back to us set out:

- the start and end date for this Contract and if we have Options to renew
- whether we have appointed you as an Agent Host, an Access Point Host or both
- what Services you'll provide for us and where
- what we'll pay you and when
- how, as Parties, to contact each other.

We may also include further information about your Equipment, training and support in your Details and Payment Schedules.

Even if you had past contracts with us, this Contract is now the only agreement between us for the Sites and the Services it covers.

3.3 Contract term

This Contract ends on the expiry of the term in the Details Schedule, or, if we exercise any extension Option, at the end of the Option period. If we exercise an Option, we must Notify you not less than 30 days before this Contract is due to end.

3.4 Agents and Access Points

Many of the same terms apply to both roles. However, there are differences in the Services you provide, what and when we pay, and what we expect from you.

If we appoint you as an Agent Host, the general terms in this Contract apply to you, plus the ones indicated for Agent Hosts.

If we appoint you as an Access Point Host, the general terms in this Contract apply to you, plus the ones indicated for Access Point Hosts.

Whether we need an Agent Host or an Access Point Host depends on Customer and community demands, frequency and the type of services Customers need. We review this from time to time, look at the Data and records, and talk to you and others.

3.5 Insurance

You must confirm to us that you have:

- workers compensation insurance as required by law, and
- public liability insurance for an insured amount of \$10 million per occurrence and not less than \$10 million in aggregate.

If we ask for copies of the certificates or policies, you must send them to the Zone Contact details in the Details Schedule.

4. How the Contract Price, payment, repayment and GST work

4.1 Payment

Your Payment Schedule includes information about when and how much we'll pay you for the Services you provide. We will pay you to the bank account you Notify to us.

We must pay you the Contract Price to provide the Services. We have specified the Contract Price in the Payment Schedule.

Once we receive a tax invoice or invoice in the form of Schedule 3 from you we can start paying you. Alternatively, at our discretion and if we give you Notice, we can instead issue to you the tax invoice or invoice substantially in the form of Schedule 3 and start paying you. If we give you Notice that we intend to issue you the tax invoice or invoice, you agree not to issue those invoices to us.

If we issue to you the tax invoice or invoice:

- if you **are not** registered for GST, the invoice will be a "Recipient-Created Invoice" and it will say so on the invoice we issue to you.
- if you **are** registered for GST, the tax invoice will be a "Recipient-Created Tax Invoice" and it will say so on the tax invoice we issue to you.

We can delay payment to you until you give us your ABN, or issue a varied payment form stating the amounts paid and the amount withheld for no ABN.

4.2 Repayment

We can defer all or part of a scheduled payment until you have completed related Services to our reasonable satisfaction.

We may ask you to repay all or part of the Contract Price we've paid you for Services you don't deliver, including if we terminate this Contract.

If we ask you to repay an amount to us, you must repay it within 30 days.

4.3 GST and tax credits

The Contract Price is inclusive of any GST payable if you are registered for GST.

You are not entitled to recover any additional amount for GST from us.

You confirm:

- you will comply with all requirements under the GST law, including GST registration with the Australian Taxation Office (if applicable)
- you will tell us immediately in writing if your GST registration status changes.

If a Party reimburses the other for any expense for a supply under this Contract, the amount payable is the cost, less the input tax credit claimed, plus GST.

5. How to use and look after Equipment and technology

5.1 What we provide

We will provide you with the Equipment listed in Annexure A and any relevant Special Conditions, or equivalent or updated equipment. All Equipment remains our property

and you must use it according to our instructions at all times. Equipment may be different depending on whether you deliver Agent Services or Access Point Services.

5.2 Installation

The Equipment must only be installed at the Site at a location approved by us. You must also:

- provide desks and chairs as needed
- make sure that the Equipment remains as installed at the Site
- give us or our representatives access to your building during business hours to install or check the Equipment
- make sure the Equipment is only used for our business
- check daily to make sure the Equipment is operating as expected.

If we need access to your building during business hours, we will tell you when we are coming.

You must not move or disconnect the Equipment unless we agree or it's an emergency. In giving our agreement, we may engage a person with specialist skills to move the Equipment. You must give us at least 25 Business Days Notice if you want the Equipment to be moved. If you do not give us this Notice, we may treat it as a Business Disruption.

If you move the Equipment (with our agreement, or in the case of an emergency) after it has been installed within your premises, you are responsible for the costs of moving the Equipment, unless we agree otherwise. This includes paying for the costs of moving data and phone cables.

5.3 Looking after the Equipment

You must look after the Equipment and keep it:

- safe from damage, and on sturdy desks or tables as appropriate
- clean and free from dirt and liquids
- safe from loss, theft and unauthorised use or access.

You must keep it in working order and:

- do routine checks to make sure paper isn't caught in fax machines and multifunction devices
- make sure no one has attached foreign objects to any Equipment
- make sure you use and replace paper supplies and toner cartridges according to manufacturer's instructions
- regularly clean the outside of the Equipment with a dry, lint free cloth.

We'll supply toner and drums. You must:

- pay to replace paper and other stationery
- comply with our stocktake requirements.

We'll review the condition of the Equipment in accordance with clause 9.9.

5.4 Lost, damaged or stolen Equipment

You must tell our IT Helpdesk as soon as you can if any of these things happen:

- any part of the Equipment is lost
- someone steals or damages any Equipment
- any Equipment isn't working properly.

We'll give you the Helpdesk phone number in your training.

We'll organise to repair or replace any of the Equipment. We may require your assistance. If you fail to take reasonable steps to prevent loss or damage or you're otherwise responsible for the Equipment being lost, damaged or stolen, you will have to pay. You must comply with our reasonable instructions for repair or replacement of Equipment. You must ask us before getting anyone else to move or fix the Equipment. In this case, call the Zone Contact number in the Details Schedule.

5.5 Equipment monitoring

We'll actively monitor usage of the Equipment. If we have grounds or suspicions of misuse, we may temporarily ban access to our Internet Service and websites, or vary or terminate this Contract.

5.6 Operating and connection requirements

You must keep all relevant Equipment on and connected to our Internet Service and telephone service at all times, unless we agree otherwise.

You must make sure that nothing is connected to the router other than our Equipment.

You must contact our IT Helpdesk straight away if your Internet Service slows down significantly or is unavailable.

6. How to manage your premises, Contract Hours and Business Days

6.1 Your premises

Your premises must be secure and appropriate to deliver the Services. They must be open during the Contract Hours listed in your Details Schedule, unless a Business Disruption occurs. If you want to change the hours you are open you must ask for our approval in advance. You must do this using the Zone Contact details in the Details Schedule.

6.2 Access to your premises by us

If we give you reasonable Notice, you must give us and our representatives access to your premises. This is so we can make sure that you are complying with your obligations under this Contract and that Customers have easy access to the Services.

6.3 Contract Hours and Business Days

You must provide Customers access to your Site and Equipment during the Contract Hours unless a Business Disruption occurs.

You must stay open on Business Days, unless you have told us in advance that you need to close. You must receive written approval from us to close on a Business Day.

You must resolve any concerns we have before you close. If we approve the closure, you must display a notice showing the dates you are closed.

If you are closed, this is a reduction in your hours. You must repay us your fee for that period if we ask.

7. Compliance

7.1 Complying with this Contract

You must comply with the requirements of this Contract including these Terms and Conditions. In particular you must:

- have the number of Specified Personnel stated in the Details Schedule
- be open and have Equipment working during Contract Hours
- be contactable during Contract Hours
- unless we agree otherwise, make sure Specified Personnel and Host Contacts send us completed Declarations of Confidentiality and Pre-Engagement Pack forms as required in the Details Schedule. This applies to first-time Specified Personnel and Host Contacts, and those returning after a break of more than 12 months.
- make sure all your Specified Personnel, Host and Site Contacts complete the training as required by the dates specified in the Details Schedule
- if we require, work with us to develop a compliance plan that sets out how you comply with this Contract and deliver the Services
- have at least one Specified Personnel available during Contract Hours.

If you are an Agent Host you must also report monthly to us with the information we require. Your monthly report must be sent to us within 7 days of the end of the month.

Where you do not comply with the above requirements, we'll work with you to resolve issues of non-compliance. We can also organise a compliance review. We could also issue a Remedy Notice, take action for breach or end this Contract.

7.2 Complying with the law and Commonwealth policies

When carrying out this Contract, you must take steps to understand your obligations and comply with all relevant statutes, regulations, by-laws and other requirements. This includes:

- relevant requirements of the Commonwealth, any State or Territory and local authority. This includes policies publicly available or Notified to you
- the Crimes Act, Racial Discrimination Act, Sex Discrimination Act, Disability Discrimination Act, and Workplace Gender Equality Act
- laws that apply to you because of the nature of the Services. Penalties for breaching some of these laws may include 2 years imprisonment.

You must give us all information we reasonably request about your compliance.

You must understand, and comply with, the information, rules and procedures on our [Contractor safety management](#) webpage. This lists your responsibilities as a contractor. It also gives you information about the standard of conduct, training and security that we expect.

Under the Commonwealth Fraud Control Framework we are required to have a comprehensive fraud control program. This program needs to cover prevention, detection, investigation and reporting strategies. You must be familiar with, and comply with, matters relevant to you in our program.

Under the Commonwealth Child Safe Framework, we must promote the protection of children and young people in services and activities we fund. You must be familiar with, and comply with, matters relevant to you under this policy.

7.3 Complying with your Industrial Relations and Employment Obligations

You are responsible for:

- providing adequate workers compensation for your Staff
- paying any sick pay, holiday pay, PAYG, fringe benefit tax, payroll tax, compulsory superannuation contributions and other statutory charges to or for your Staff,

according to the law.

You cannot recover the cost of any employee entitlements from us.

You must also:

- provide a safe working environment
- not act in a way that may unreasonably harm your employees' reputation, causes them mental distress or humiliates them
- not act in a way that harms your employees' trust or confidence in you or us.

7.4 Work Health and Safety

The health, safety and welfare of all Staff, Contractors, and Customers is very important to us.

We're committed to complying with our Work Health and Safety (WHS) obligations. These are set out in the WHS Act, WHS Regulations 2011 and our Codes of Practice. You can find more information on the [Work Health and Safety Policy](#) page on our website.

You must comply with all WHS requirements, including those set out in the WHS Act. You must Notify us straight away if there are any serious incidents. You must also make sure that your Staff meet the WHS requirements as much as you can.

For example, you must:

- take reasonable care for your health and safety and that of other people
- comply with our reasonable instructions to make sure you and your Staff comply with WHS obligations
- comply with our relevant policies, procedures and guidelines
- promptly identify, report, manage and record WHS risks or incidents
- respond promptly and appropriately to WHS reports
- make workplace changes to prevent health issues
- have completed the Emergency Response Procedures template – a template is available in My Learning.

7.5 Environmental sustainability

You must, if relevant, and if you reasonably can:

- comply with our [Environmental Sustainability Policy](#) and environmental legislation
- use your resources sustainably, such as energy, water and gas
- manage your resources responsibly to prevent pollution and reduce waste.

8. Information management

8.1 Collecting and using information

You must only collect information that is referred to in, or as implied by, this Contract. We may give you permission to collect other information.

Unless we request, you must not collect or use information from Customers other than for this Contract. You mustn't create Materials using Commonwealth Material other than those required to perform this Contract.

If we give you permission to collect other information you must deal with it in the way we reasonably request.

You must only use Commonwealth Material and Confidential Information for the purposes of performing your obligations under this Contract.

8.2 Not disclosing Confidential Information

A Party must not, without prior written consent from the other Party, use or disclose the other Party's Confidential Information. This includes Confidential Information relating to Customers and the NAAP Program.

This clause will not be breached if Confidential Information is disclosed:

- by a Party to its staff or to the other Party in the course of performing this Contract
- by us to a Commonwealth Minister or to a House or Committee of the Parliament of the Commonwealth of Australia
- by us if we believe it's appropriate for the operation of, or information about, the NAAP Program
- by a Party where the law requires the information be disclosed.

The confidentiality obligations of the Parties continue to apply after this Contract ends.

You must make sure no Staff have access to Confidential Information unless we have received their completed Privacy, Confidentiality and Security Declaration.

If anyone accesses Confidential Information, you must make sure they know that information is confidential.

8.3 Commonwealth Material

We remain the owner of all Commonwealth Material at all times. You must only use this material for the purposes of this Contract.

You must comply with relevant record management policies that we Notify to you, and relevant law regarding Commonwealth Material.

8.4 Privacy and Data

- a. We have obligations under privacy laws including the Australian Privacy Principles. You must protect our Customers' personal information in accordance with these principles. They govern how you collect, use, hold and disclose personal information. They also ensure the quality and security of personal information. You must not disclose information that could breach privacy laws. You can find more information on our webpage, [Our Privacy policy](#).
- b. You are a 'contracted service provider' under the Privacy Act and agree to the following for this Contract:
 - not to do anything that could breach the Privacy Act
 - to perform obligations under the Australian Privacy Principles as if you were an agency under the Privacy Act
 - to inform individuals that they can complain to the Privacy Commissioner if they have concerns about the way you or we deal with their personal information
 - to comply with any reasonable direction from us to give effect to recommendations of the Privacy Commissioner
 - to comply with any directions of the Privacy Commissioner as long as they are not inconsistent with this clause
 - to make sure that all Specified Personnel are aware they must comply with this clause and the Australian Privacy Principles
 - not to use any of our Customer identifying numbers or any other code or device as your identifier for any person.
- c. A Party who gets a complaint about a privacy breach, or reasonably suspects one has occurred, regarding this Contract must Notify the other Party as soon as they can and provide them with necessary details to avoid a further breach. The Party must then take steps to stop it happening.
- d. If you become aware of an Eligible Data Breach you must let us know as soon as you can. You must comply with the procedures we Notify to you.
- e. You must also make sure that your Specified Personnel and Host Contacts comply with the privacy obligations in the Declaration of Confidentiality.
- f. If a privacy breach occurs, we will give you Notice of our intention to assume responsibility or an expense in relation to that breach. The Notice will explain our decision and whether you have a share of the responsibility and expense.

8.5 Security cameras

If you install security cameras inside your premises, you must ensure that your use remains consistent with all applicable laws, including by holding any relevant licences. You must ensure that:

- signs are clearly displayed at your premises to Customers that inform them that they are being recorded by security cameras
- images of Customers captured on security cameras are treated confidentially
- placement of security cameras does not deliberately or accidentally record Customer Confidential Information, for instance if it is displayed on a computer screen or document at your premises

- strategies and controls are in place to protect security camera footage. This includes limiting the number of Staff that are authorised to view and/or download security camera footage
- you develop procedures, and communicate these procedures to your Staff, which sets out:
 - the purposes that security camera footage may be downloaded and viewed for
 - the safe storage of security camera footage.

8.6 Keeping information safe

You must protect Commonwealth Material relating to this Contract. You must keep information safe from:

- misuse, interference or loss – this includes damage caused by weather, fire or other natural disaster, and
- any unauthorised access, use, modification, disclosure or destruction.

If you know of, or suspect, a breach of this requirement, you must Notify us as soon as you can.

8.7 Intellectual property

If you create material in performing this Contract, that material belongs to us. Any intellectual property (IP) rights in that material also belong to us, automatically on creation.

If either Party has existing IP rights in material, this Contract doesn't change those existing rights.

To avoid doubt, neither party can claim ownership of all or any part of the other Party's IP that existed at the start of this Contract.

You can only use our IP for the purposes of performing your obligations under this Contract and not after this Contract ends.

We own any IP in Commonwealth Records.

8.8 Obligations after this Contract ends

Your obligations regarding information management including privacy, use, confidentiality and non-disclosure continue to apply after this Contract ends.

9. People, training and support

9.1 Host Contact

Your Host Contact oversees your responsibilities under this Contract, for example signing this Contract, compliance and legal matters. Your Host Contact must be contactable by us.

9.2 Site Contact

Your Site Contact is your operational contact. We can contact your Site Contact to discuss property and other issues regarding your Site. They must be contactable by us during Contract Hours.

9.3 Specified Personnel

Specified Personnel are key to providing the Services. Only Specified Personnel are allowed to access the Confidential Information. You must make sure that another Specified Personnel is reasonably able to attend the Site at short notice to cover if a Specified Personnel is absent, so the Site does not close.

We can withdraw our approval of a Specified Personnel if we consider that the Specified Personnel could not reasonably provide these Services. This includes living too far from the Site.

The following requirements apply:

(a) Specified Personnel must be suitable

You must take reasonable steps to make sure that your Specified Personnel are fit and proper persons to deliver the Services. We can run checks on Specified Personnel from time to time. You must tell us as soon as you become aware that any Specified Personnel are charged with a criminal offence.

You must make sure that your Specified Personnel act in accordance with this Contract. If they can't or don't do this you must tell us as soon as you can.

(b) Number of Specified Personnel

You must have at least the number of Specified Personnel listed in the Details Schedule to deliver the Services at each Site. At least one Specified Personnel must be on Site during Contract Hours.

Specified Personnel are specific to each Site. They can't provide Services at other Sites unless we agree in advance. If you provide Services at more than one Site, we may agree that particular Specified Personnel can assist at more than one Site. They will then be considered Specified Personnel for each of those Sites.

(c) Training and changing Specified Personnel

You must tell us as soon as you can if you want to change Specified Personnel, or if they change their details.

You must tell us if Specified Personnel are not working well or stop working. If appropriate we will work with you to provide training and support.

We may ask you to remove Specified Personnel if we consider they are not suitable to provide the Services.

(d) Approval

You must seek our approval for any changed or additional Specified Personnel.

9.4 Training

Your Specified Personnel and Host Contacts must complete self-paced training through the My Learning facility in the Portal. They must finish the training within the time we specify in the Details Schedule. They must also complete annual refresher training and pass the assessments. They must show sufficient knowledge of their roles. If they can't, we may review whether they are suitable for that role.

9.5 Support

We must give you support to help you to provide the Services, including:

- access to the Portal to complete My Learning activities and read messages in the inbox

- Zone Contact details
- access to the IT Helpdesk
- sufficient stocks of Services Australia promotional material, pamphlets, and other relevant material
- ways to get extra or replacement material.

9.6 Supporting Service delivery

You must make sure that your Specified Personnel and Host Contacts:

- do not share their personal login access to the Portal
- check their Portal inbox each day of operations to read and action messages from us
- are aware of their obligations, including these Terms and Conditions.

9.7 Managing Service delivery

You and your Staff must where relevant:

- perform the Services in a culturally appropriate way
- act as a liaison point between us and the local community
- give us timely feedback about community reactions and comments received about our payments and services
- be aware of your Emergency Response Procedures and follow them if there is potential customer aggression or some other emergency.

You must not charge any fee, payment or levy to Customers to provide the Services.

9.8 Supporting our Customer commitments

You must ensure that your Specified Personnel support our commitment to our Customers by:

- listening to and treating Customers with respect and courtesy
- respecting the privacy and confidentiality of our Customers
- making it easy for Customers to use our services
- making sure so far as you can that all Equipment, including Wi-Fi, is working and accessible to the community during Contract Hours.

9.9 Meeting with us in the Review Period

We'll review your performance during this Contract. We'll meet with your Host Contact or their representative at the Site usually once during each Review Period. The meeting will be at a convenient time for both Parties. This meeting may include:

- reviewing your performance under and compliance with this Contract
- inspecting the Site and Equipment
- comments and feedback about the Services
- how much contact Customers have made through the self service Equipment
- Customer and community feedback regarding Service delivery. This might include using our branding and styles, how clean and tidy the premises are and if our products are available

- how we can support you and any feedback you have for us
- Data from monthly Customer Traffic Data.

Outcomes may include:

- confirming you are meeting these Terms and Conditions
- identifying areas to improve, and the support we can give you
- varying this Contract
- if you are in breach of this Contract, we may issue you a Remedy Notice or we may end this Contract.

9.10 No subcontracting

You must not use subcontractors to perform your obligations under this Contract unless we agree to it. If we agree, we may have conditions and the subcontractors must comply with relevant obligations under this Contract. You are responsible for all acts and omissions of your subcontractors. They must do the training and give us the information we request.

10. Business Disruption and payment recovery

If a Site has a Business Disruption, you must tell us as soon as you can.

We have policies and procedures which set out what may happen. See the requirements and more information in Annexure D.

11. Not our employee

You, your Host Contacts, Site Contacts and Specified Personnel are not employees of Services Australia. You and they only represent us for the particular matter at any given time under this Contract. You must not, and you must make sure that they do not:

- tell anyone or suggest that you or they are our employee
- allow Customers or anyone else to believe that you or they are our employee.

12 Breach and when this Contract ends

12.1 Term expiring

This Contract ends on the expiry of the term in the Details Schedule or, if we exercise any extension Option, at the end of the Option period.

12.2 Breach

If we consider that you have breached your obligations under this Contract, we may issue you a Remedy Notice. You must remedy any breaches within 30 days of receipt of a Notice.

We may also investigate. If we consider a breach is serious, we can suspend the Services you provide and payment for those Services while we investigate.

If we consider that the allegations are not true or have been overcome, we may agree that you can resume providing the Services.

If you have breached this Contract, we can recover money paid to you and take other action.

12.3 Contract ending early

Either Party can end this Contract by giving 30 days Notice to the other Party.

We can end this Contract immediately by giving you Notice if:

- you breach this Contract, and you don't comply with a Remedy Notice within 30 days
- you breach this Contract and we consider it is material and can't be fixed
- you, or your Host Contact, Site Contact or Specified Personnel do something fraudulent, dishonest, unlawful or misleading, or an event happens, which we consider makes you unsuitable to provide the Services
- an event happens that prevents you from providing Services, e.g. Business Disruption, and we consider it can't be fixed in a reasonable time.

If we end it early for any of these reasons, we'll aim to consult with you and act reasonably.

Either Party can use the Resolving Disputes clause if needed.

12.4 When this Contract ends

At the end of this Contract, we'll collect or organise to collect at our cost all Equipment and Commonwealth Material you hold. This is subject to any statutory obligations which require you to retain any of the Material.

12.5 Obligations after this Contract ends

Any rights, obligations and duties which by their nature extend past the end of this Contract will continue to exist when this Contract ends.

13. Variation

(a) Scope

We may reduce the scope of the Services if:

- you don't meet the Specified Personnel requirements
- you don't meet your Contract Hours requirement
- you're an Agent Host and after a review we determine the demand for those Services at your Site has greatly changed, or
- there is a Business Disruption.

A reduction may include changing the Services from Agent Services to Access Point Services. We'll aim to consult and act reasonably.

If we reduce the scope of the Services, we will Notify you and give you updated Details and Payment Schedules. You are taken to agree to the reduced scope if you provide those Services.

(b) Terms

We may vary the terms of this Contract as a result of:

- any change of law or policy or procedure relevant to this Contract

- a change that will benefit Hosts in a similar situation to you
- a change that will benefit you, e.g. issuing replacement or additional Equipment, or
- our review of this Contract or the NAAP Program, and the change is in keeping with our good management of the NAAP Program.

If we vary this Contract for any of these reasons, we'll aim to act reasonably. We'll Notify you and give you updated special conditions or other terms showing the variation. There may be information on our [website](#). Go to **servicesaustralia.gov.au** and search for 'Agent Terms'. Or you can ask us for more information. You are taken to agree to the variation if you continue to provide the Services.

(c) **Agreement**

Other than under (a) and (b) above, this Contract may only be varied by written agreement between the Parties.

14. Undertakings and confirmations

14.1 Providing your up-to-date ABN and business information

You must provide us with your Australian Business Number (**ABN**) before signing this Contract. You must let us know as soon as you can if any of these change or are likely to change:

- your business structure or your ABN
- contact details for you, your Host Contact, Site Contact and Specified Personnel
- bank account details for payment.

14.2 Skills and experience

You confirm that you and your relevant Staff have the skills and experience to provide the Services.

14.3 Conduct and behaviour

You must deliver the Services in a way that is sensitive to the cultural needs of our Customers. This includes Customers from culturally and linguistically diverse backgrounds.

You must act in good faith, with respect and courtesy to our Customers and us, and behave in an appropriate way.

14.4 Conflict of interest

You confirm when you sign the Offer Signing Page that no conflict of interest exists. If you have a relevant conflict of interest you must tell us as soon as you can as well as the steps you are taking to resolve the conflict. We can direct you how to resolve the conflict.

A conflict includes that you are not of a suitable character to be providing the Services. For example, if you or your Host Contact, Site Contact or Specified Personnel have been charged with an offence involving dishonesty, violence or offensive behaviour or language.

14.5 Emergency Response Procedures

You can ask us for help to complete the Emergency Response Procedures template.

When done, you must:

- give a copy to your Zone Contact
- keep a copy on Site, and
- make sure your Staff are aware of it.

Part C – Other legal and practical matters

15. Telephone urgent information

You must call us as soon as you can if a matter is urgent, e.g:

- Equipment is not working as it should
- you or your Specified Personnel, Host Contact or Site Contact experience customer aggression
- you don't have Specified Personnel to deliver the Services
- the Site closes for any reason during Contract Hours including a Business Disruption
- Specified Personnel, the Host or Site Contact are no longer fit and proper
- you plan to move or change the location for the Services.

You must also Notify us if required by us or this Contract.

16. Notices

A Notice or other communication connected with this Contract (Notice) must be in writing and:

- signed by the Zone Contact or other Services Australia representative if given by us and sent to you addressed to your Host Contact
- signed by an authorised person, if given by you and sent to the Zone Contact representative
- sent using the Portal, or otherwise by email, post or other means we agree to.

It is taken to have been received on the day it was sent.

"Signed" includes by electronic or digital means if we agree.

17. Notifying changed details and administrative matters

You must Notify us as soon as you can of any changes to important details, including changes to:

- your Specified Personnel, Host Contact or Site Contact (but see clause 9.3(d))
- your bank account details
- contact details including street address, postal address, telephone number or email.

We must Notify you as soon as we can of any changes to important details, including Zone Contact details.

18. Waiver

Either Party may waive a right they have under this Contract or release the other Party from an obligation, by giving Notice to the other Party.

19. Applicable law

This contract is governed by the laws in force in the Australian Capital Territory. The Parties submit to the non-exclusive jurisdiction of the courts of that place.

Please note: Even if you are in a different State or Territory, we specify the ACT for an administrative reason so that all the NAAP Program Contracts have the same applicable law. It specifies 'non-exclusive jurisdiction' so matters can still be brought in courts outside the ACT.

20. Resolving disputes

If we disagree, we must attempt to negotiate.

If we can't agree through negotiation, we must choose an independent mediator together. The mediator will attempt to resolve our disagreement. Both Parties must cooperate fully.

The cost of the mediator will be shared between both Parties equally.

Both Parties must continue to perform their obligations under this Contract, unless the dispute is about termination of this Contract.

Either Party may commence court proceedings at any time for an urgent issue.

21. Severability

If any part of this Contract is void, unenforceable or illegal in a jurisdiction, that part is excluded only for that jurisdiction.

If any part of this Contract is excluded, it does not affect the validity of the rest of this Contract.

If excluding any part of this Contract changes its basic nature, or goes against public policy, this clause doesn't have effect.

Part D – Meaning of words

22. Glossary

Term	Meaning
Acceptance Letter	The Acceptance Letter is the letter we send to you accepting your Offer.
Access Point	An Access Point is a site agreed by us to deliver Access Point Services.
Access Point Host	An Access Point Host is appointed by us to provide self-help facilities for Customers to access our services.
Access Point Services	Access Point Services are the Services for Access Point Hosts to provide for us under this Contract including the Details Schedule and Annexure C.
Additional Agency	An Additional Agency is an Agency as defined in the <i>Public Service Act 1999</i> that has entered into an arrangement with us for the delivery of some of that Agency's services as part of the Services.
Adjustment Note	An Adjustment Note is a document detailing adjustments to the Contract Price and the GST amount.
Agent Host	An Agent Host is a business or organisation or person appointed by us to deliver Agent Services.
Agent Services	Agent Services are the Services that Agent Hosts and relevant Staff provide for us under this Contract including the Details Schedule and Annexure B.
Annexure	This refers to an annexure to these Terms and Conditions.
Australian Privacy Principles	This has the meaning given in the Privacy Act.
Business Days	Business Days are the days set out in the Details Schedule for a Site.
Business Disruption	A Business Disruption is an unplanned disruption that causes a Site to close. It includes when a Site has insufficient Specified Personnel onsite to deliver the Services.
Commonwealth Material	Commonwealth Material is any Material: <ul style="list-style-type: none"> we provide to you for the purposes of this Contract, including Commonwealth Records

Term	Meaning
	<ul style="list-style-type: none"> given to you by a Customer you develop in the course of performing this Contract.
Commonwealth Record	Commonwealth Record has the meaning given in the <i>Archives Act 1983</i> (Cth). It includes any records, files, documentation and electronic information or Data created in the course of, or for the purpose of, delivering the Services. It doesn't include your commercial, financial, accounting or personnel records.
Confidential Information	<p>Confidential Information is information that is one or more of the following:</p> <ul style="list-style-type: none"> a. designated by us as confidential b. 'protected information' for the purposes of section 23(1) of the <i>Social Security Act 1991</i> (Cth) c. 'personal information' for the purposes of the Privacy Act d. other information that is the subject of confidentiality or secrecy provisions in legislation e. any information provided to you by us or Customers whether directly or via the Australian Taxation Office f. confidential information contained in Commonwealth Material g. you know or ought to know is confidential.
Contract	<p>This Contract includes all of the following:</p> <ul style="list-style-type: none"> any Special Conditions our Acceptance Letter the signed Offer Signing Page the Details Schedule and Payment Schedule these Terms and Conditions.
Contract Hours	This refers to the Contract Hours set out in the Details Schedule during which Services are to be provided and Equipment available. Contract Hours don't include Public Holidays that apply to the Site.
Contract Price	The Contract Price is the amount payable to you by us under this Contract, as set out in the Offer and any Special Conditions (subject to any requirement to withhold for no ABN).
Crimes Act	This refers to the <i>Crimes Act 1914</i> (Cth) and <i>Criminal Code Act 1995</i> (Cth).

Term	Meaning
Customer	A Customer is a person who accesses a service, benefit, program or facility provided by the Commonwealth using Equipment we provide you, and if relevant, Services you perform under this Contract.
Customer Identity Confirmation	Customer Identity Confirmation is getting identity documents from the Customer and providing details to us to check their identity. It is usually needed if Customers lodge claims for payments or services.
Customer Traffic Data	Customer Traffic Data is information on Customer activity that we collect on the daily statistics sheet through the Portal.
Data	Data is all data, information and associated details including personal information and Confidential Information about: <ul style="list-style-type: none"> • Customers • the NAAP Program • Services Australia.
Declaration of Confidentiality	This is the Privacy, Confidentiality and Security Declaration we provide to you.
Details Schedule	The Details Schedule is the schedule attached to the Offer you send back to us that sets out the details of this Contract. It includes: <ul style="list-style-type: none"> • what Services you will provide and where • the start date, end date, options and term • contact details • hours, days and weeks you provide the Services • Specified Personnel, Host Contact and Site Contact details.
Disability Discrimination Act	This means the <i>Disability Discrimination Act 1992</i> (Cth).
Eligible Data Breach	This means an eligible data breach as defined in Division 2 of Part IIIC of the Privacy Act.
Emergency Response Procedures	Emergency Response Procedures explain your procedures in the event of customer aggression and other situations.
Equipment	Equipment is the equipment we provide to you under this Contract – see Annexure A. It includes any replacement Equipment.
GST	GST is the goods and services tax payable under the <i>A New Tax System (Goods and Services Tax) Act 1999</i> (Cth) and associated taxation legislation.

Term	Meaning
Host	A Host is: <ul style="list-style-type: none"> • either an Agent Host or an Access Point Host under this Contract, or • both an Agent Host and an Access Point Host but for different Sites.
Host Contact	This is the person named in the Details Schedule as your Host Contact. This includes any replacement Host Contact we approve.
Invitation Pack	The Invitation Pack is the pack we send you with our Invitation Letter. It includes: <ul style="list-style-type: none"> • Schedule 1 – Offer Signing Page • Schedule 2 – Details Schedule • Schedule 3 – Payment Schedule • Schedule 4 – Next Steps Checklist • Schedule 5 – Terms & Conditions • Schedule 6 – Other (e.g. any Special Conditions, Pre-Engagement Pack, Declaration of Confidentiality).
Internet Service	The Internet Service is the internet service we pay for and provide for Customers, Host Contacts and Specified Personnel to use for Services Australia business only.
IT Helpdesk	The IT Helpdesk is a 1800 phone number we provide for Host Contacts, Site Contacts and Specified Personnel to report problems. We'll give you the number in your training.
Invitation Letter	The Invitation Letter is our letter to you with the Invitation Pack which invites you to apply to provide Services for the NAAP Program.
Material	Material includes documents, equipment, software, goods, information and data stored by any means.
My Learning	My Learning is the online learning space in the Portal where Specified Personnel and Host Contacts complete training.
NAAP Program	This refers to the National Agent and Access Point Program.
Notice	Notice has the meaning given in clause 16 of these Terms and Conditions. Notify means giving Notice.
Offer	The Offer is the offer you make to us when you sign and send us the Offer Signing Page and Schedules to provide the Services.

Term	Meaning
Offer Signing Page	This is the part of the Invitation Pack that you execute and send back to us.
Option	Option means any further term specified as an Option in your Details Schedule.
Party	Party means you or us.
Payment Schedule	Payment Schedule is the schedule in the Invitation Pack setting out what we will pay you and when.
Phone Services	Phone Services are services that one of our dedicated call or processing centres offer.
Portal	The Portal is our online tool that allows sharing data and training for the Program.
Pre-Engagement Pack	The Pre-Engagement Pack is provided to Specified Personnel and Host Contacts. It includes documents to complete and send back to us, such as the Criminal history check form.
Privacy Act	This means the <i>Privacy Act 1988</i> (Cth).
Racial Discrimination Act	This means the <i>Racial Discrimination Act 1975</i> (Cth).
Remedy Notice	A Remedy Notice is a Notice sent to you detailing the nature of a breach of this Contract. It will also require you to remedy the breach.
Review Period	The Review Period is the period stated in the Details Schedule for how often we can review the need for the Services at a Site and your performance of the Services.
Schedule	This means a schedule to the Invitation Pack.
Self Service Terminal	The Self Service Terminal is the self service Equipment we provide for use by you and Customers.
Services	This refers to the functions as set out in the Details Schedule, Annexures B and C as appropriate, and any other Special Conditions.
Sex Discrimination Act	This means the <i>Sex Discrimination Act 1984</i> (Cth).
Silver Service	Silver Service is the 'Smart Centre' access given to each Agent Host to help with complex enquiries, or Customer Identity Confirmation.
Site	This means the location at which you are to provide the Services, listed in the Invitation Pack.

Term	Meaning
Site Contact	This is the person named in the Details Schedule as your Site Contact. This includes any replacement Site Contact we approve.
Special Conditions	This refers to any additional terms, conditions, or requirements agreed between the Parties in relation to this Contract, including in Schedule 6 to the Invitation Pack.
Specified Personnel	These are the people nominated by you in the Details Schedule. It includes any changed or additional Specified Personnel we approve.
Staff	Staff are employees, agents, contractors, advisers, statutory office holders or people working for you (including Host Contacts, Site Contacts and Specified Personnel).
Terms and Conditions	The Terms and Conditions means these terms and conditions including the Annexures and any applicable Special Conditions.
we and us	We and us means Services Australia representing the Commonwealth of Australia and the National Agent and Access Point Team (see clause 1).
WHS Act	This means the <i>Work Health and Safety Act 2011</i> (Cth).
Workplace Gender Equality Act	This means the <i>Workplace Gender Equality Act 2012</i> (Cth).
you	This refers to you and your organisation (see clause 1).
Zone Contact	The Zone Contact is our representative. Contact details are in the Details Schedule. This includes any replacement we Notify to you.

Note: All Commonwealth Acts are published online at legislation.gov.au.

23. Interpretation

In this Contract:

- a. a reference to the singular includes the plural and vice versa
- b. a reference to a gender includes all other genders
- c. if we give a particular meaning to a word, similar words have similar meanings. For example, Notice and Notify
- d. the words 'includes' and 'example' are not limitations
- e. a reference to a person includes a firm, a body corporate, an individual, an unincorporated association or an authority, and also any substitute or replacement
- f. a reference to a document or part of a document including this Contract, a Schedule or Annexure or Special Condition, includes any variation or replacement of it
- g. a reference to "law" includes common law, principles of equity and legislation (including regulations)
- h. a reference to any law includes instruments under it and any consolidations, amendments, re-enactments or replacements.

National Agent and Access Point Program (NAAP Program) Terms & Conditions

Annexure A – Equipment

1 Equipment

1.1 Equipment we provide to you

We aim to provide the following Equipment to you for the Services:

- telephone
- all-in-one multifunctional unit (MFD) or separate machines for photocopier, scanner, printer and fax
- toner cartridges and replacements
- Self Service Terminal (SST), software including an internet filter, modem and internet connection where needed
- router and Wi-Fi internet access
- digital signage and stand / pole for the digital signage
- power board with surge protection and telephone cable
- brochure holders, official stamps, official signage and promotional material
- for Agent Hosts, a tablet computer.

1.2 Tablet Computers – Special Conditions

If we give you a tablet computer in your Equipment you must make sure that:

- only Specified Personnel use it
- you only use it to deliver the Services or for online training
- you store it in a secure locked cabinet when you are not using it
- you don't take it away from your premises
- you use any tablet locking device and protective case we provide.

1.3 Digital signage - Special Conditions

If we give you digital signage and stand / pole as part of your Equipment, and you install it at your premises by fixing a bracket around the stand / pole and anchoring the stand / pole to a wall:

- you must pay any costs for installing the digital signage and stand / pole in this way
- you are responsible for any risk associated with installing the digital signage and stand / pole in this way, including the risk of damage to the digital signage and stand / pole
- you must pay for the cost of any repairs that are required when the digital signage and stand / pole is removed, whether the damage is to the digital signage and stand / pole, or to your premises

National Agent and Access Point Program (NAAP Program) Terms & Conditions

Annexure B – Agent Services Further Conditions

1. Agent Services Further Conditions

1.1 Agent Services

You must understand your role in delivering the Agent Services under this Contract. As well as the Services listed in your Details Schedule and these Terms and Conditions, you, or your Specified Personnel, must:

- greet all Customers attending your premises
- help Customers to use our digital services. This includes registering Customers to use online services, claiming payments, confirming identity and lodging documents
- where a Customer can't access digital services, support the Customer using other ways, for example phone
- use Silver Service for Customer Identity Confirmation to support myGov registration and for complex customer enquiries
- confirm a Customer's identity using their identity documents and photocopy them so the Customer can send copies to us
- if claims cannot be completed online, you must check that claim forms are completed, signed and returned to the Customer to lodge using the Upload Document function
- not receive or keep documents on our behalf
- reply to enquiries or issues about our services and payments by referring Customers to our website or our Phone Services
- educate and encourage Customers to access and engage with us online using myGov and our apps
- stay informed of changes or additions to the Services by checking the Portal inbox daily.

You must also:

- refer Customers to local or nearby services
- help Customers to be aware of their rights, obligations and how to make a complaint
- help Customers with difficulty understanding English to access interpreter services through our multilingual and Indigenous Phone Services or other resources
- display information material we provide where people can see it
- promote the availability of our services in the local community.

1.2 Agent Host Performance Management

Using the Portal, you must accurately maintain and submit Customer Traffic Data listing the occasions and types of Services you delivered to Customers.

You must submit the monthly Customer Traffic Data to Services Australia by the 7th day of each month, or as we agree, using the Portal.

Annexure C – Access Point Services Further Conditions

1. Access Point Services

As well as the Services listed in your Details Schedule and these Terms and Conditions, you must:

- prominently display material and information that we give you
- promote the Services to your community
- confirm a Customer's identity using their identity documents and photocopy them so the Customer can send copies to us
- not receive or keep documents on our behalf.

For Customer identity, you must follow our standard procedures.

Annexure D – Business Disruption and payment recovery

1. Business Disruption and payment recovery

If a Site has an unplanned disruption causing it to close, or has insufficient Specified Personnel onsite to deliver the Services, we'll:

- investigate the causes of the disruption
- consider what support or assistance you need
- complete a Business Disruption Advice (**BDA**)
- decide what action we take including if we should recover money for undelivered Services from you.

For any Business Disruption, you must display a sign telling customers of alternative service arrangements.

We'll monitor the disruption and work with you to return your Site to normal operation as soon as possible.

If not, and you remain in breach and the disruption is prolonged, we'll consider if we need to vary or terminate this Contract. This will depend on the circumstances.

If a payment recovery is initiated, we'll prepare an advice for you and an updated invoice.

If you don't agree with a decision to recover payments, you can use the Resolving Disputes process in this Contract.

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 10 June 2020

Date: 4 June 2020

Item Number: 16.1

File Number: D20/52627

SUBJECT HEADING: Extra Services for the Maranoa

Classification: Open Access

Officer's Title: Mayor

Executive Summary:

I would like to request for the former Roma Neighbourhood Centre premises to be made available for the community as a shared space for local services.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I had received a request from a non for profit organisation based in Roma, seeking to find an alternative location in Roma with lower rates, so they can continue offering their services to the Maranoa community.

While this organisation is still considering their premises arrangements, I would like Council to consider making the former Roma Neighbourhood Centre available to the public, to allow for non-for-profit organisations in the community to lease rooms/space, offer low cost services and to have the Centre as a shared space for the whole community.

I would like Council to consider this proposal, and for Council to set the fee for the lease at \$50/week per room.

Supporting Documentation:

Nil