

BUSINESS PAPER

Special Meeting

Wednesday 3 June 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 3 June 2020

Mayor:

Councillor T D Golder

Deputy Mayor:
Councillors:

Councillor G B McMullen
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 **Special Meeting** to be held at the Ernest Brock Room, Roma Cultural Centre on **3 June, 2020 at 2.00PM**



Julie Reitano
Chief Executive Officer

TABLE OF CONTENTS

Item No	Subject	
1	Welcome	
2	Apologies	
3	Presentations/Petitions and Deputations	
4	Consideration of notices of business	
5	Consideration of notices of motion	
5.1	Proposal to Repeal Resolution No. GM/02.2020/71 - Road Upgrade to Four Grid Approaches (Womblebank Gap Road and Mt Moffatt Road)	3
	Prepared by: Cr Geoff McMullen	
5.2	Proposal to Amend Resolution No. PE/04.2020/02 - Setting of Meeting Days and Times.....	6
	Prepared by: Mayor	
6	Business	
6.1	Councillor Representation - External and Community Committees and Arrangements for Council Initiated Advisory Committees.....	9
	Prepared by: Lead Officer - Elected Members & Community Engagement	
6.2	Review of Report Deadlines to Ordinary Meetings & Other Meetings including Briefings.....	21
	Prepared by: Lead Officer - Elected Members & Community Engagement	
6.3	Expenses Reimbursement Policy	28
	Prepared by: Executive Customer Service Officer - Office of the Mayor & CEO	

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 Quarter 3 Report - Progress on Implementing the Corporate Plan and Operational Plan including budget review and Update on Projects to 31 May 2020**
Classification: Closed Access

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

C.2 COVID-19 Extended Support - Payment for Goods and Services
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 Addition to the Road Register - Extension of Humphreys Road Length
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 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.5 Queensland Museum Service Level Agreement
Classification: Closed Access

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

C.6 Bigger Big Rig - Community Flyer - Project Overview
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.7 Cross Council Collaboration - Contract Matter
Classification: Closed Access

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

C.8 Project Allocation to Works for Queensland (W4Q) Additional COVID-19 Payment and Supplementary Drought Assist Payment under the Roads to Recovery (R2R) Program
Classification: Closed Access

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

Closure

NOTICE OF RESCISSION OR AMENDMENT

Meeting: Special 3 June 2020

Date: 27 May 2020

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)

Classification: Open Access

Councillor: Cr. Geoff McMullen

Original Resolution Meeting Date: 12 February 2020

Original Resolution Number: GM/02.2020/71

Original Resolution:

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 of the grid approaches for ride ability in accordance with Grids & Gates Policy and Council's standard works practices.*
- 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 practices.*
- 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.*

Repeal Recommendation:

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 of the grid approaches for ride ability in accordance with Grids & Gates Policy and Council's standard works practices.***
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 practices.***
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.***

Background:

During 2019, Council received a request to upgrade the approaches to four grids located on the Womblebank Gap Road and Mt Moffatt Road. Since this time, Council officers have worked with the landholders involved, and preliminary design works were undertaken. This was for the removal of the existing grids, and installation of double grids at each location, as well as maintenance and upgrade works to the grid approaches and road drainage. The last meeting where this matter was formally discussed was on 12 February 2020, with the resulting resolution (GM/02.2020/71) outlined above.

On 5 March 2020, Council received correspondence from one of the landholders involved instructing that they would like the project on hold until further notice.

Cr McMullen has received further advice from the landholder that they do not want the project to continue as currently designed and resolved, as they would like the road and grid approaches to be raised 30-50cm from the existing road level (whereas the scope of works resolved by Council is currently based on retaining the existing road level).

As such, the previous resolution is proposed to be repealed.

Supporting Documentation:

Nil

Notice prepared by: Councillor

NOTICE OF RESCISSION OR AMENDMENT

Meeting: Special 3 June 2020

Date: 28 May 2020

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

Classification: Open Access

Officer's Title: Mayor

Original Resolution Meeting Date: 16 April 2020

Original Resolution Number: PE/04.2020/02

Original Resolution:

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates of 22 April 2020, 13 May 2020 and 27 May 2020, commence the meeting at 9am at Council's Roma Administration Centre.
- Council conduct a three (3) month trial on the 2nd and 4th Wednesday of each month for the months of June, July and August 2020, 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, Surat, Yuleba and Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesday 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
- A report be tabled at the ordinary meeting on 27 May 2020 in relation to the Chief Health Officer's directions in regard to COVID-19.

Amendment Recommendation:

That Council amend Resolution Number **PE/04.2020/02** as follows:

That:

- Council adopt the initial ordinary meeting schedule of the 2nd and 4th Wednesday of each month, and for the meeting dates ~~of 22 April 2020, 13 May 2020 and 27 May 2020~~, commence the meeting at 9am at Council's Roma Administration Centre.
- Council conduct a ~~three (3)~~ month trial on the 2nd and 4th Wednesday of each month ~~for the months of June, July and August 2020~~, 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, Surat, Yuleba and Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesday 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
- ~~A report be tabled at the ordinary meeting on 27 May 2020 in relation to the Chief Health Officer's directions in regard to COVID-19.~~

Proposed Amended Resolution as follows (amendments underlined):

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.
- 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, Surat, Yuleba and Injune.
- All meetings be held at existing Council buildings in each area.
- Council foreshadow that the intention is to retain the 2nd and 4th Wednesday 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.

Background:

At the Post-Election meeting held 16 April 2020, Council resolved to conduct a 3-month trial on the 2nd and 4th Wednesday of each month for the months of June, July and August 2020, with the meeting commencing at 6.30pm and finishing no later than 10.30pm.

During informal discussions after the Ordinary Meeting on 27 May 2020, the Mayor proposed for the initial trial to be postponed until after the budget process.

Supporting Documentation:

Nil

Notice prepared by: Mayor

OFFICER REPORT

Meeting: Special 3 June 2020

Date: 8 May 2020

Item Number: 6.1

File Number: D20/40077

SUBJECT HEADING: Councillor Representation - External and Community Committees and Arrangements for Council Initiated Advisory Committees

Classification: Open Access

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

Executive Summary:

The purpose of this report is 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.

Officer's Recommendation:

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. Identify any priority appointments.

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).

As part of Council's community engagement activities, Councillor representation on a range of external and community committees is mutually beneficial for a wide range of stakeholders.

Council also had a number of Council Initiated Committees in place at the end of the 2016 – 2020 term of 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
None	Not applicable

Context:

Why is the matter coming before Council?

At a Councillor briefing session on Wednesday 6 May 2020, it was requested that a report be brought forward to an Ordinary Meeting in regard to Councillor Representation on External and Community Committees.

This also represents an opportunity to incorporate historical information regarding Council Initiated Advisory Committees.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Representation on External / Community Committees

Historically, individual Councillors have participated in external / community committees upon invitation and as nominated by Council.

Representation and participation on these committees has formed part of Council's Community Engagement activities which helps Councillors in its legislative responsibilities to represent the current and future interest of its residents by:

- Determining priorities for the region
- Making informed decisions at Council meetings;
- Developing strategies and policies.

Representation helps to develop strong and mutually beneficial relationships with a range of stakeholders from within and outside of the Maranoa region.

In determining the nominated individual Councillor/s for each committee, the former term of Council elected to closely align representation with a Councillor Portfolio model.

Council may wish to take a similar approach, or consider an alternative method / framework in determining representation on these committees for the 2020 – 2024 term of Council.

These committees have varied meeting frequencies and are held across a range of locations from within and outside the Maranoa Region, or may be attended by telephone or video conference.

Some committees have been more active than others, requiring a varied time commitment from representing Councillors. Currency of the committees will also need to be reviewed.

Below is the list of external and community committees on which an individual Councillors were a nominated representative on behalf of Maranoa Regional Council at the end of the 2016 – 2020 term. These may vary during the new term.

Committee Name
Australian Regional Tourism Network Organising Committee (ARTN)
Australian Livestock Markets Association Board
Darling Downs & South West Queensland Council of Mayors (DDSWQ-COM)
Dogwatch
Great Artesian Basin Coordinating Committee
Great Inland Way Board
Great Inland Way Highway Promotion Committee
Lifeline Darling Downs & South West QLD Partners in Recovery (PIR)
Local Disaster Management Group (LDMG)
Local Emergency Coordination Committee (LECC)
Maranoa Kangaroo Harvesters & Growers Working Group
Mitchell RSL & Combined Sports Club Inc.
PCYC Management Committee
Queensland Murray Darling Committee
Queensland Murray Darling (QMDC) Regional Waste Committee
Regional Pest Management Group
Roma Community Advisory Network (CAN)
Roma on Bungil Art Gallery Committee
Roma Rural Student Hostel Inc.
South West Queensland Local Government Association (SWQLGA)
South West Regional Development Association Inc. (SW RED) (Council and Community Representative)
South West Regional Waste Group
South West Regional Road and Transport Group (SWRRTG)
Surat Basin Workforce Development Committee
Tourism Advisory Group (TAG)
Toowoomba Surat Basin Advisory Group
Wallumbilla Pool Committee
Water Working Group (Santos GLNG)
WORK Advisory Committee

Maranoa Regional Council

Special Meeting - 3 June 2020

To date, the following appointments were approved at Council's Post Election Meeting on 16 April 2020:

Position	Councillor
LDMG Chair	Mayor, Tyson Golder
LDMG Deputy Chair	Cr Wendy Taylor
LECC Chair Injune	Cr Julie Guthrie
LECC Chair Surat	Cr Johanne Hancock
LECC Chair Mitchell	Cr John Birkett
LECC Chair Yuleba/Wallumbilla	Deputy Mayor, Cr Geoff McMullen

Council Initiated Advisory Committees

All former terms, following the local government amalgamations in 2008, had a number of Advisory Committees, attended by at least two (2) Councillors, one being the Chair. Feedback, or the outcomes of these meetings, assisted Council to identify priorities, inform decisions and develop future strategies and policies.

These meetings in the past were chaired by the Councillor Portfolio Chair, which best aligned with the respective committee.

The following Advisory Committees, incorporating community members, were in place and active at the end of the former 2016 - 2020 term of Council:

Committee Name	Meeting Frequency
Airports User Group	Six monthly
Bassett Park User Group	Six monthly
My Maranoa Business Pilot Groups	Meet on an 'As needs basis'
Roma Saleyards Advisory Committee	Every two months
Wallumbilla Show Grounds User Group	Six monthly
Warroo Sporting Complex Advisory Committee	Quarterly
Surat Cobb & Co Store Museum Advisory Committee	Quarterly
Regional Arts Development Fund (RADF) Committee	Meet when funding round applications are assessed

A number of advisory committees were retired prior to the end of the 2016 – 2020 term of Council:

- Coal Seam Gas Advisory Committee
- My Maranoa Focus Group
- Regional Roads Advisory Committee
- Wild Dog Advisory Committee

The previous term of Council also resolved to investigate the initiation of two new committees:

- Waste Management Committee
- Pests and Weed Management Committee

The Purpose and objectives of each committees in place at the end of the former term of Council is summarised below:

Airports User Group

Purpose

Is responsible for developing and creating effective networks and partnerships between Maranoa Regional Council and airport users with the focus on ensuring the region's airports effectively meet the future aviation demands for the region. It encompasses facilities at Roma, Injune, Surat and Mitchell.

Objectives

- Provide a forum for consultation with airport user groups and the general public;
- Have respect for roles, views and the due process of meeting to discuss the future of Maranoa Regional Council's airports;
- Develop an understanding of the legislative framework airports operate under and incorporate this into all matters considered;
- Contribute information for planning considerations;
- Facilitate communication between Council and the individual groups.

Bassett Park User Group

Purpose

The Bassett Park Master Planning Advisory Committee is responsible for developing and creating effective networks and partnerships between Council and user groups (present and potential) of the Bassett Park sporting / recreational facility with the focus on redevelopment of the area to increase participation rates and optimise facility usage.

Objectives

- Provide a forum for open discussion to problem solve and approach the redevelopment of Bassett Park;
- Have respect for roles, views and the due process of meeting to discuss the future of Bassett Park;

- Develop and action an agreed implementation plan for Bassett Park;
- Identify barriers and develop solutions for successful outcomes;
- Provide operational and policy advice to Council;
- Contribute to information for planning and maintenance for Council's budgetary considerations;
- Contribute to planning for redevelopment of Bassett Park;
- Facilitate communication between Council and the individual groups.

My Maranoa Business Pilot Groups

Council introduced the *My Maranoa Business* initiative in 2015 as part of a suite of initiatives pertaining to Local Business and Council's procurement processes. The initiative has been designed to provide:

1. greater insight into Council's purchasing processes, and why we need to do some things in a certain way;
2. opening up Council's purchasing so that businesses have the opportunity to bid for the supply of goods and/or services;
3. marketing and promotion opportunities for the region's businesses;
4. new ways of keeping the business community up to date with Council's decisions and directions;
5. reduced administration for businesses where possible, while still meeting Council's legislative obligations; and
6. practical support to the business community where it counts the most.

Roma Saleyards Advisory Committee

Purpose

The Roma Saleyards Advisory Committee is responsible for providing and seeking input into the day to day operations of the facility with a focus on the long term vision and strategic planning for the Roma Saleyards in the implementation of the Saleyards Master Plan.

Objectives

- Provide a forum for open discussion to problem solve and provide recommendations for the development of the Roma Saleyards;
- Have respect for roles, views and the due process of meeting to discuss the future of the Roma Saleyards;

- Become involved in the process of developing the Roma Saleyards Master Plan by contributing recommendations for Council's consideration;
- Contribute to communication and implementation of the final development plans for the Roma Saleyards, once formally endorsed by Council;
- Facilitate communication between Council, business groups and community members.

Regional Arts Development fund (RADF Committee)

At its Ordinary Meeting on 27 May 2020, Councillors Johanne Hancock and Wendy Taylor were appointed to represent on this committee for this term of Council.

Wallumbilla Showgrounds User Group

Purpose

The Wallumbilla Showgrounds Advisory Committee is responsible for developing and creating effective networks and partnerships between Council and user groups (present and potential) of Wallumbilla Showgrounds sporting / recreational facility, with the focus on increasing participation rates and optimising facility usage.

Objectives

- Provide a forum for open discussion to identify current and future requirements of user groups of the facility;
- Assist Council to identify and implement key projects in future development of the facility;
- Provide input into developing activities that increase and promote use of the facility;
- Actively problem solve identified concerns / barriers and challenges in planning for and delivering future enhancements and successful outcomes;
- Demonstrate respect for roles, views and the due process of meeting to discuss the future of the Wallumbilla Showgrounds;
- Provide input into developing an agreed implementation plan for the Wallumbilla Showgrounds;
- Provide operational and policy advice to Council;
- Contribute information for planning and maintenance of the facility for Council's budgetary considerations;
- Facilitate communication between Council and the individual groups.

Warroo Sporting Complex Advisory Committee

Purpose

The committee is responsible for developing and creating effective networks and partnerships between Council and user groups (present and potential), of Warroo Sporting Complex / recreational facility, with the focus on enhancing use of the area to increase participation rates and optimise facility usage.

Objectives

- Provide a forum for open discussion to identify current and future requirements of user groups of the facility;
- Assist Council to identify and implement key projects in future development of the facility;
- Provide input into developing activities that increase and promote use of the facility;
- Actively problem solve identified concerns / barriers and challenges in planning for and delivering future enhancements and successful outcomes;
- Demonstrate respect for roles, views and the due process of meeting to discuss the future of the Warroo Sporting Complex;
- Provide input into developing an agreed implementation plan for the Warroo Sporting Complex;
- Provide operational and policy advice to Council;
- Contribute information for planning and maintenance of the facility for Council's budgetary considerations;
- Facilitate communication between Council and the individual groups.

Surat Cobb & Co Store Museum Advisory Committee

Purpose

The Surat Cobb & Co Store Museum Advisory Committee is responsible for providing strategic direction to the subcommittee (working group) and Council to support the exhibition schedule and the maintenance of the Cobb & Co Store Museum facility.

Objectives

- Provide a forum for open discussion to identify current and future requirements of the Museum committee;
- Assist Council to identify and implement key projects in future development of the Museum facility;

- Provide input into developing activities that increase and promote use of the facility;
- Actively problem solve identified concerns / barriers and challenges in planning for and delivering future enhancements and successful outcomes;
- Demonstrate respect for roles, views and the due process of meeting to discuss the future of the Cobb & Co Store Museum;
- Provide input into developing an agreed proposed exhibition schedule for the Museum;
- Provide operational and policy advice to Council;
- Contribute information for planning and maintenance of the facility for Council's budgetary considerations;
- Provide strategic direction to the sub working group and to Council to support the upgrade of the Cobb & Co Store Museum exhibits;
- Maintain clear and open channels of communication with the community and being open to receive comment from the community.

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)

Community Engagement

Local Government Act 2009

Chapter 2

Section 5

(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

Advisory Committees

The relevant sections of the legislation (*Local Government Regulation 2012*) are detailed below with regard to committees:

264 Appointment of committees

(1) A local government may—

- (a) appoint, from its councillors, standing committees or special committees; and
 - (b) appoint advisory committees.
- (2) Two or more local governments may appoint, from their councillors, a joint standing committee.

265 Advisory committees

- (1) An advisory committee—
- (a) must not be appointed as a standing committee; and
 - (b) may include in its members persons who are not councillors.
- (2) A member of an advisory committee (whether or not they are a councillor) may vote on business before the committee.

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)

Community Engagement Policy - this policy requires review and will be presented to Council for further consideration at an upcoming meeting.

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)

Chief Executive Officer
Director Corporate & Community Services

Funding Bodies:

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

External Community Committees

Each of these committees have an operational funding / resourcing model. This may include grant funding, funding secured through grant applications, membership fees and other activities.

Any current membership fees paid by this Council are accommodated in the 2019/20 budget.

Council Initiated Advisory Committees

These are not funded externally.

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 incurred in attending External / Community and Council Initiated Advisory Committees (such as accommodation and travel) forms part of the current Councillor Expense Budget for 2019/2020.

Resourcing for the administrative requirements is also incorporated in the current budget.

Future Years' Budgets:

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

Associated costs form part of the annual budget deliberations process.

Attendance / membership on External / Community Committees gives Council an opportunity to potentially increase or influence Council's income through access to funding program opportunities.

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, the intent of representation is to create mutually beneficial relationships for all stakeholders.

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
Non participation on key external and community committees	If Council is not represented on external and community committees it may miss opportunities to represent the current and future interest of the region's residents.
Community engagement participation	Council initiated Advisory Committees have been in place at least since 2008, providing an opportunity for community and industry representatives in the region to have direct contact with Councillors. Council will need to broadly further consider engagement opportunities with the community it represents, to assist Council in

	determining strategic priorities and making informed decisions on behalf of the community.
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Advice to Council:

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

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

That Council:

1. Consider historical information pertaining to the committees.
2. Further discuss arrangements at an upcoming Councillor Briefing
3. Identify any priority appointments.

Recommendation:

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

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

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

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

That Council:

1. 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. Identify any priority appointments.

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:

Manager - Communication, Information & Administration Services

Director - Corporate & Community Services

Chief Executive Officer

OFFICER REPORT

Meeting: Special 3 June 2020

Date: 6 May 2020

Item Number: 6.2

File Number: D20/39530

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
<p>Agenda Day</p> <p>Monday (week before Ordinary Meeting) - by 9am</p>	<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.
<p>Actions Day</p> <p>Tuesday (week before Ordinary Meeting) – by close of business</p>	<ul style="list-style-type: none"> • Action sheets issued for all meetings held the week prior.
<p>Meeting Day</p> <p>Wednesday – at approved time, in the approved format.</p>	<p>Scheduled Council Meeting day:</p> <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
<p>Minutes Preparation Day</p> <p>Thursday</p>	<p>Draft unconfirmed minutes of meetings held completed by Minutes officer.</p>

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: Special 3 June 2020

Date: 3 June 2020

Item Number: 6.3

File Number: D20/51954

SUBJECT HEADING: Expenses Reimbursement Policy

Classification: Open Access

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.

Officer's Recommendation:

That the matter be held over to the Ordinary meeting on 10 June 2020.

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:

Chief Executive Officer