



LATE ITEMS

BUSINESS PAPER

Ordinary Meeting

Wednesday 9 September 2020

Roma Administration Centre

NOTICE OF MEETING

Date: 8 September 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 **Ordinary Meeting** to be held at the Roma Administration Centre on
9 September, 2020 at 9.00AM.

Julie Reitano
Chief Executive Officer

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LC.4 Audit Committee - Appointment of External Members

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.

OFFICER REPORT

Meeting: Ordinary 9 September 2020

Date: 8 September 2020

Item Number: L.1

File Number: D20/86118

SUBJECT HEADING: Register of General Cost - Recovery Fees and Commercial Charges

Classification: Open Access

Officer's Title: Director - Corporate & Community Services

Executive Summary:

This report presents an updated Register of General Cost - Recovery Fees and Commercial Charges for adoption. All fees and charges eligible for a waiver as part of its COVID-19 recovery package (in full or in part) are now **individually identified** in the Register.

Officer's Recommendation:

That Council:

1. Receive and note the report.
2. Adopt the updated Register of General Cost-Recovery Fees and Commercial Charges.
3. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* applies:
 - (i) the applicant is the person liable to pay these fees; and
 - (ii) the fee must be paid at or before the time the application is lodged.
4. Delegate to the Chief Executive Officer the power to amend commercial charges to which section 262 (3) (c) of the *Local Government Act 2009* applies.

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).

Wider community

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
RTI	Right to Information

Context:

Why is the matter coming before Council?

Council is required to keep a Register of General Cost-Recovery Fees and Commercial Charges.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

At the Special Budget meeting held on 2 September 2020, Council adopted the Register of General Cost-Recovery Fees and Commercial Charges. Due to the limitations of the program that generated the Register, categories of fees and charges eligible for a waiver were identified as part of its COVID-19 recovery package.

This limitation has been resolved. All fees and charges eligible for a waiver as part of its COVID-19 recovery package (in full or in part) are now **individually identified** in the Register.

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

Environmental Protection Act 1994

Food Act 2006

Public Health (Infection Control for Personal Appearance Services) Act 2003

Planning Act 2016

Water Act 2002

Local Government Act 2009

98 Register of cost-recovery fees

(1) A local government must keep a register of its cost-recovery fees.

(2) The register must state the paragraph of section 97(2) under which the cost-recovery fee is fixed.

(3) Also, the register must state –

(a) for a cost-recovery fee under section 97(2)(a)—the provision of the Local Government Act under which the licence, permit, registration or other approval is issued or renewed; or

(b) for a cost-recovery fee under section 97(2)(c)—the provision of the Local Government Act under which the information is kept; or

(c) for a cost-recovery fee under section 97(2)(d)—the provision of the Local Government Act under which the property or animals are seized; or

(d) for a cost-recovery fee under section 97(2)(e)—the provision of the Building Act or the Plumbing and Drainage Act under which the responsibility is imposed.

(4) The public may inspect the register at the local government's public office.

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 draft Revenue Policy was presented to the Budget Submissions and Financial Planning Standing Committee on 3 June 2020. The Revenue Policy 2020/21 was adopted at 24 June 2020 meeting (**Resolution No. OM/06.2020/70**).

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 and the management team had provided their input and recommendation for the fees and charges. This updated Register is to **individually identify** all fees and charges eligible for a waiver as part of its COVID-19 recovery package.

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

Fees and charges revenue is included in the Budget 2020/21.

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)

Fees and charges revenue is included in the Budget 2020/21 and the long term financial forecast.

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)

Wider community: any changes or increases to fees and charges.

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
Council not recovering the full cost of providing fee related services	<p>Likelihood: Certain</p> <p>Consequence: Without increase in fees will have negative effect on Council's operating results</p> <p>Mitigation: Consider the proposed fees and charges recommendation</p>

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 approve the updated Register of General Cost-Recovery Fees and Commercial Charges. All fees and charges eligible for a waiver as part of its COVID-19 recovery package (in full or in part) are now **individually identified** in the Register.

Recommendation:

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

That Council:

1. Receive and note the report.
2. Adopt the revised Register of General Cost-Recovery Fees and Commercial Charges.
3. Resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* applies:
 - (i) the applicant is the person liable to pay these fees; and

- (ii) the fee must be paid at or before the time the application is lodged.
4. Delegate to the Chief Executive Officer the power to amend commercial charges to which section 262 (3) (c) of the *Local Government Act 2009* applies.

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)).

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.2 Revenue collection

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

Supporting Documentation:

Nil.

Report authorised by:

Chief Executive Officer

OFFICER REPORT

Meeting: Ordinary 9 September 2020

Date: 3 September 2020

Item Number: L.2

File Number: D20/84304

SUBJECT HEADING: Successful Application for Community Drought Support

Classification: Open Access

Officer's Title: Manager - Economic & Community Development

Executive Summary:

Council submitted a funding application under the Community Drought Support offered by the Department of Communities, Disabilities and Seniors. This application was partly successful and we now seek approval for the Chief Executive Officer or delegate authority to sign the funding agreement.

Officer's Recommendation:

That Council:

1. Authorise the Chief Executive Officer, or delegate, to sign funding agreements as required.
2. Offer the five-community group events listed in the application an equal share of the successful funding amount offered.

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).

Community groups which may benefit from the funding.

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
FFH	Flexible Financial Hardship

Context:

Why is the matter coming before Council?

At 1 September 2019, there were 37 drought declared local government areas comprising 33 local government areas and 4 part local government areas representing 66.1% of the land area of Queensland.

The Community Drought Support Package is part of the Queensland Government's 2019-20 Drought Assistance Programs. The Community Drought Support Package aims to strengthen the resilience of drought-affected Queenslanders by building on existing community support mechanisms to increase access and participation. This will be done through the delivery of community events or activities and the delivery of Flexible Financial Hardship funding to alleviate cost of living pressures and alleviate hardship for individuals, households and communities impacted by the drought.

Council has received advice of its success in obtaining funds of \$6,900 towards the outlined events within the application but were not successful in the application for the delivery of Flexible Financial Hardship funding.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In 2019-20, a total of \$5 million (excluding GST) has been made available through the Community Drought Support grants.

The grants aimed to strengthen the resilience of drought-affected Queenslanders through the delivery of:

- **Flexible Financial Hardship (FFH) payments** to alleviate hardship and cost of living pressures for individuals, households and communities impacted by the drought; and
- **community events and activities** that contribute to connectedness and social well-being.

Community groups, not-for-profit organisations, local councils, neighbourhood centres, emergency relief providers, and school P&Cs are the types of organisations that are encouraged to apply to deliver the Flexible Financial Hardship payments and community events and activities. The Queensland Government has notionally set aside 80 per cent of funding to be prioritised towards FFH payments grants, subject to receiving sufficient suitable applications.

At Councils General meeting 27 November 2020, Council resolved the following:

Resolution No. GM/11.2019/71

Moved Cr O'Neil

Seconded Cr Newman

That Council:

1. **Apply for \$161,000 Community Drought Support Package under the Queensland Government's 2019/20 Drought Assistance Programs.**
2. **Deliver the funding across the region in a mix of Flexible Financial Hardship funding (80%) and funding for community events and activities, with a stipulation of a \$500 limit so that 257 individual families can access the funding.**
3. **Authorise the Chief Executive Officer, or delegate, to sign the funding agreement if required.**

Council was successful in receiving an allocation of \$6,900 towards Community Events. The feedback received from the department outlined why Council did not receive the full \$161,000 in funding. This was due to the high volume of applicants throughout the Maranoa who applied for the funding. An independent panel assessed all applications against the eligible costs, the assessment criteria and the objectives of the grants program, as outlined in the Funding Information Paper. The independent panel determined that other applicants for the Maranoa local government area were more meritorious, demonstrating approaches that better aligned to the objectives of the Community Drought Support Program.

As grant funding for events is a contribution, the panel determined that Maranoa Regional Council would receive a contribution of \$6,900 towards the listed events.

Those events discussed in Council's application were:

- Roma Show \$5,000
- Mitchell Show \$3,000
- Wallumbilla Show \$2,000
- Injune Races \$2,000
- Surat Christmas Party \$2,000

Initially upon presentation at the Ordinary Meeting on 26 August 2020, the Surat Campdraft had been the event proposed to receive the abovementioned funding contribution for the town of Surat, however, at the meeting it was suggested that the Surat Christmas Party was likely to attract a broader section of the community.

Although the total amount of grant funding for events requested within the application was \$14,000, Council would still be able to offer the five listed events a share in the \$6,900 which would be a total of \$1,380.00 for each event.

Within the Feedback received from the Department of Communities, Disabilities and Seniors, the successful applicants were outlined. Residents of the Maranoa local government area who are impacted by drought and need assistance can be directed to:

- Rural Solutions Qld Inc - <http://www.rfcssq.org.au>
- Lifeline Darling Downs and South West Qld Ltd - <https://www.lifelinedarlingdowns.org.au/>

These two organizations are well equipped to identifying and delivering much needed financial assistance to drought affected Community Members within the Maranoa.

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)

Funding must be allocated in accordance with the guidelines and as set out in the funding agreement.

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

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

N/a

Input into the Report & Recommendation:

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

Funding guidelines

Program Funding & Budget Coordinator, Infrastructure Services – Cindy Irwin.

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)

Queensland Government's Department of Communities, Disability Services and Seniors.

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?

There is no impact on Council's 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)

There is no impact on Council's budget.

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)

Recipients of funding.

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
Council Not accepting funding	Community Groups miss out on additional support funding in 2020/2021 if Council does not accept this funding.

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)

Although the amount offered is not the full amount applied for, it would be favorable for Council to accept the funds and sign the agreement, as the funds will be beneficial for the Events outlined in the funding application. With the current situation, any funding would assist Community Events to occur when safe to do so.

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. Authorise the Chief Executive Officer, or delegate, to sign funding agreements as required.
2. Offer the five-community group events listed in the application an equal share of the successful funding amount offered.

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.12 Local development and events

4.11.1 Coordinate Council's grant programs and other funding to community groups.

Supporting Documentation:

Nil.

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 9 September 2020

Date: 3 September 2020

Item Number: L.3

File Number: D20/84398

SUBJECT HEADING: Drought Communities Programme - Extension for Maranoa water supply security - Surat and Yuleba Townships request for variation to funding agreement

Classification: Open Access

Officer's Title: Program Funding & Budget Coordinator

Executive Summary:

This report requests Council's approval to request a variation to the funding agreement for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension.

Officer's Recommendation:

That Council authorise the Chief Executive Officer, or delegate to sign a request for variation for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension to:

1. Extend the project completion date to 31 March 2021
2. Increase the project budget for the change to Surat bore location

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).

Department of Industry, Science, Energy and Resources

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
-	-

Context:

Why is the matter coming before Council?

This report seeks Council's consideration to submit a variation to the Drought Communities Programme – Extension for the Surat and Yuleba bore projects.

The proposed variation request is to include:

1. Extend the project completion date to 31 March 2021
2. Increase the project budget due to the change to the Surat bore location

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Maranoa Regional Council were successful with funding application under the Drought Communities Programme – Extension titled “Maranoa water supply security – Surat and Yuleba Townships”. The project involves the construction of additional water bores to improve water security in the townships of Surat and Yuleba.

Maranoa Regional Council and Department of Industry, Science, Energy and Resources entered into a Commonwealth Grant Agreement which was executed on 25 May 2020.

Key date for the grant agreement includes activity completion date of 11 December 2020 with an activity budget of \$1,000,000 (GST exclusive) fully funded under the program.

At the time of the execution of the agreement, the proposed location for the Surat bore was at the existing water treatment plant in Marcus Street. Following consultation with the community, at the meeting on 12 August 2020, Council resolved the following:

Resolution No. OM/08.2020/34

That Council:

1. ***Approve the new bore to be placed at the weather station opposite the water tower.***
2. ***Include the additional financial contribution of \$170,000 in the next draft of the 2020-21 draft budget.***
3. ***Request that a report be drafted on the works and costs needed to address the water requirements at the Warroo Sporting Complex.***
4. ***Advise the community of this decision.***

Due to the extended community consultation period and the new location for the Surat bore requiring an Ergon power connection, this project cannot be completed by the approved activity completion date of 11 December 2020 due to the lead time for Ergon, the switchboard and treatment equipment. The revised activity completion date is 31 March 2021.

The new activity budget is \$1,170,000 (GST exclusive) with the additional funds of \$170,000 to be funded from Maranoa Regional Council.

The change in activity completion date and activity budget requires Council to submit a request for variation.

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

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

N/A

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Manager Water, Sewerage & Gas – Graham Sweetlove

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)

This project is funded under the Australian Government's Drought Communities Programme – Extension.

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 additional funds have been included in Council's 2020-21 approved 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)

N/A

Impact on Other Individuals or Interested Parties:

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

(Interested Parties Analysis - IS9001:2015)

Surat Community

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
Losing external funding	This project is funded under the Australian Government's Drought Communities Programme. If the request for variation is not approved, loss of the funding may occur

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)

It is recommended that Council authorise the CEO or delegate to submit a request for variation to extend the activity completion date and increase activity budget.

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 authorise the Chief Executive Officer, or delegate to sign a request for variation for the Surat and Yuleba bore projects funded under the Drought Communities Programme – Extension to:

1. Extend the project completion date to 31 March 2021
2. Increase the project budget due to the change to Surat bore location

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 1: Getting the basics right

1.1 Water

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 9 September 2020

Date: 31 July 2020

Item Number: L.4

File Number: D20/74185

SUBJECT HEADING: Red Rose Foundation - Red Bench Initiative -
Maranoa Region

Classification: Open Access

Officer's Title: Deputy Director / Strategic Road Management

Executive Summary:

The Red Rose Foundation actively works to end domestic violence and family violence related deaths in Australia. The *Red Bench Project* is an initiative of the Foundation, which aims to raise public awareness, and is a permanent reminder that domestic and family violence can occur within all of our communities.

Council previously supported the Red Rose Foundation through the installation of a Red Bench at the Big Rig Parklands in Roma.

This report provides information as to how Council could consider furthering its support of the Foundation, by installing a new, or painting an existing, red bench within each of the remaining major townships in the Region.

Officer's Recommendation:

That Council:

1. Provide in-principle support to install one red bench in each of the major towns within the Maranoa Region, i.e. Jackson, Yuleba, Wallumbilla, Amby, Muckadilla, Mitchell, Mungallala, Injune and Surat.
2. Approve the installation of the red benches, as referred in Dot Point 1, should one of the following budget opportunities be available during the delivery of the 2020/21 capital works program:
 - a. Inclusion within the scope of an existing park upgrade project for the towns, or
 - b. Cost-savings identified as part of the delivery of the 20/21 capital works program on projects associated with parks and gardens, footpath upgrades or other concreting works.

Individuals or Organisations to which the report applies:

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

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

N/A

Acronyms:

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

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

Acronym	Description
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Context:

Why is the matter coming before Council?

Council resolved through resolution GM/01.2020/41 to approve the installation of one red bench seat at the Roma Big Rig Parklands as part of the 19/20 capital works program, and to include installation of additional benches across the Maranoa in future budget deliberations.

As part of the planning for the 20/21 capital works program, Council Officers have identified an opportunity to include the installation of red benches in a number of towns as part of funded capital works projects.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

The Red Rose Foundation is a National not for profit charity who works to end domestic violence across our communities.

From their website: *"The Red Rose Foundation actively works to end domestic and family violence related deaths in Australia including homicide, suicide and accidental deaths that arise from incidents and or/histories of domestic violence.*

Membership of the Board of Red Rose Foundation is comprised of service providers, academics, researchers, police, business and individuals who are concerned that more can be done to prevent such deaths occurring.

*The Red Rose Foundation have launched the **Red Bench Project** to build a permanent reminder that domestic violence occurs within all of our communities. The presence of a Red Bench in a public location aims to raise public awareness and provide an opportunity for this important issue to remain visible. It is our aim to have at least one Red Bench in every local government area in Queensland. Each bench will carry a plaque."*

There are now over 40 red benches installed from local government, state government and community groups, including 32 in the Brisbane City Council local

government area, 9 in the Toowoomba local government area, 2 in the South West Qld local government area (Roma & Cunnamulla), Rockhampton, and Gold Coast local government areas.

The existing benches are installed in a range of areas, including parks, schools, hospitals, outside emergency service locations e.g. police, bus stops, shopping centres and many more.

Two reports were presented to Council at the Ordinary Meeting on 13 November 2019 and 24 January 2020 to consider installing red benches in support of the Red Rose Foundation in a number of towns within the region. Council Resolution GM/01.2020/41 approved the installation of one red bench at the Roma Big Rig Parklands under the 2019/20 capital budget, with the installation of additional red benches to be considered as part of the 20/21 budget deliberations.

As part of the planning for the 20/21 capital works program, Council Officers have identified an opportunity to include the installation of red benches in a number of towns as part of funded capital parks & gardens projects:

Town	Location	Project	Year
Jackson	CWA Park	Jackson CWA Fencing and Park upgrades – W4Q	2020/21
Mungallala	Mungallala RV Stop	Mungallala RV Stop Upgrade – W4Q	2020/21
Injune	Gwydir Laycock Park	Gwydir Laycock Park Furniture Upgrade – W4Q	2020/21
Yuleba	Cobb & Co Park	Cobb & Co Park	2020/21
Wallumbilla	Calico Cottage & Heritage Precinct	Calico Cottage & Heritage Precinct	TBC
Mitchell	Mitchell Memorial Park	Mitchell Memorial Park Upgrade	TBC

The above projects are externally funded, or proposed to be externally funded, and the original scope of the project includes upgrades to park furniture.

Additionally, a number of other projects have been identified for works in other Maranoa towns, where the installation of the red seat could be completed in conjunction with existing works. This approach would be dependent on cost-savings being identified through the delivery of the 20/21 capital works program.

Town	Location	Project	Year
Amby	Amby Park or Amby Bus Stop	Long Distance Coach Upgrade – TIDS/Translink	2020/21
Muckadilla	Muckadilla Whistle Stop	Long Distance Coach Upgrade – TIDS/Translink	2020/21
Surat	Surat Riverwalk	Surat Riverwalk Extensions – W4Q	2020/21

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

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

N/A

Council Policies or Asset Management Plans:

Does Council have a policy, plan or approach ordinarily followed for this type of decision?

What are relevant sections of the policy or plan?

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

N/A

Input into the Report & Recommendation:

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

Deputy Director / Strategic Road Management

Project Officer – Program & Contract Management (Report Author)

Manager – Maintenance Delivery & Works

Funding Bodies:

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

N/A

This Financial Year's Budget:

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

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

It is proposed that the installation of these benches is completed as part of capital park upgrade projects on the annual budget. There would be no additional budget allocation required for the towns of Jackson, Yuleba, Wallumbilla, Mitchell, Mungallala or Injune.

It is proposed that the installation of the red benches in Amby, Muckadilla & Surat is undertaken in conjunction with the concreting works of the identified projects on the 20/21 capital works program, if cost-savings are identified across the capital works program that allow the purchasing of three additional red benches.

The price for one Gossi Park Parkway Seat Powdercoated Red [as installed at the Roma Big Rig] is \$1,481 including freight and plaque. Council Project Officer's would have discretion to choose a different supplier to match existing furniture within each park as required, and within the existing budget. The installation of the seat would be scoped as part of the broader park upgrade works.

Other opportunities may exist in each town to paint an existing bench red if sufficient budget for the purchase of new benches cannot be found.

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)

Council may wish to consider installing additional red benches in Maranoa communities not identified in the list above, including Noonga, Teelba, Begonia, Dunkeld, Bymount, Eumamurrin and Hodgson. This could occur as part of the annual budget deliberation process.

Impact on Other Individuals or Interested Parties:

Is there anyone who is likely to be particularly interested in or impacted by the decision, or affected by the recommendation if adopted? What would be their key interests or concerns? (Interested Parties Analysis - IS9001:2015)

N/A

Risks:

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

Risk	Description of likelihood & consequences
---	---

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 provide in-principle support to install new, or paint existing, red benches within the 9 large Maranoa towns, excluding Roma, where a red bench was installed at the Big Rig as part of the 2019/20 budget.

The installation or upgrade of benches is to be included in the scope of park upgrade projects within the 20/21 budget, where applicable. If sufficient budget is not available, Council should consider the installation or upgrade as part of the 21/22 budget deliberations.

Council should also consider opportunities to install additional red benches in Maranoa communities, including Noonga, Teelba, Begonia, Dunkeld, Bymount, Eumamurrin and Hodgson. If Council wishes to pursue this opportunity, the following could be added to during the moving of a motion on the matter.

That Council investigate opportunities to install red benches within the Maranoa communities of Noonga, Teelba, Begonia, Dunkeld, Bymount, Eumamurrin and Hodgson, either by way of painting an existing bench red or installing a new red bench, with a subsequent report to be bought back to Council.

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. Provide in-principle support to install one red bench in each of the major towns within the Maranoa Region, i.e. Jackson, Yuleba, Wallumbilla, Amby, Muckadilla, Mitchell, Mungallala, Injune and Surat.
2. Approve the installation of the red benches, as referred in Dot Point 1, should one of the following budget opportunities be available during the delivery of the 2020/21 capital works program:
 - a. Inclusion within the scope of an existing park upgrade project for the towns, or
 - b. Cost-savings identified as part of the delivery of the 20/21 capital works program on projects associated with parks and gardens, footpath upgrades or other concreting works.

Link to Operational Plan Function:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.13 Sport, recreation and community wellbeing

Supporting Documentation:

Nil

Report authorised by:

Deputy Chief Executive Officer/Acting Director Infrastructure Services

OFFICER REPORT

Meeting: Ordinary 9 September 2020

Date: 3 September 2020

Item Number: L.5

File Number: D20/84247

SUBJECT HEADING: LGAQ Annual Conference | Notice of General Meeting and Voting Entitlements

Classification: Open Access

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

Executive Summary:

The Local Government Association of Queensland (LGAQ) Annual Conference will be held on 19 – 21 October 2020 at the Gold Coast Convention & Exhibition Centre.

As part of the program, LGAQ has provided notice of its intention to hold the Annual General Meeting (AGM) on Wednesday 21 October 2020.

Maranoa Regional Council will be entitled to a total of 2 votes for business considered at the meeting.

Council is asked to consider attendance and appointment of voting delegate/s or proxy.

Officer's Recommendation:

That Council:

1. Receive and note the Notice of Annual General Meeting.
2. Consider the appointment of its delegate; or delegates; or proxy to attend the LGAQ Annual General Meeting on 21 October 2020 and annual conference on behalf of Council, and note the advice from LGAQ that delegates on the form (Notification of Delegate Voting Entitlement) should be the same person/s registered as delegates through the online conference registration system for the annual conference.
3. Authorise the Mayor or Chief Executive Officer to sign the Notification of Delegate Voting Entitlement on behalf of Council.
4. Endorse the attendance of any additional Councillors as 'observers' at the LGAQ Annual Conference to be held 19 – 21 October 2020 at the Gold Coast Convention & Exhibition Centre.
5. Draw applicable registration, travel costs and accommodation costs from attending Councillors Conference budget allocation.

Individuals or Organisations to which the report applies:

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

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

No

Acronyms:

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

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

Acronym	Description
LGAQ	Local Government Association of Queensland

Context:

Why is the matter coming before Council?

To formalise attendance/delegate arrangements for attendance at the 2020 LGAQ Annual Conference and Annual General Meeting.

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

In a letter to the Chief Executive Officer (attached), LGAQ has given notice that its Annual General Meeting will be held on Wednesday 21 October 2020, during the LGAQ Annual Conference, which will be held on 19 – 21 October 2020 at the Gold Coast Convention & Exhibition Centre.

Voting Entitlements

At the 2020 Annual Conference Maranoa Regional Council is entitled to a total of 2 votes. For Councils with 2 votes, if Council nominates 2 delegates, each delegate will be allocated 1 vote. If Council nominates 1 delegate, both votes will be allocated to that delegate.

LGAQ advises that persons listed as delegates on the form should be the same persons registered as delegates through the online conference registration system.

Maranoa Regional Council's total voting entitlement is 2. A delegate must either be the Mayor, a Councillor or the Chief Executive Officer.

The delegate voting entitlement form must be completed and signed on behalf of council by the Mayor or Chief Executive Officer and returned to LGAQ by 7 October 2020.

Call for Nominations for President

Following the quadrennial local government election and in accordance with section 6.3 (2) of the LGAQ Ltd Constitution, nominations are called to fill the role of President. Nominations for the role of President must be received by the Chief Executive Officer at least 14 days prior to the commencement of the next annual General Meeting.

Attached for Council's review are the following documents:

- Email and letter to the Chief Executive Officer dated 3 and 2 September 2020 respectively
- Notice of General Meeting
- Appointment of Proxy form
- Notification of Delegate Voting Entitlement form

LGAQ 124th Annual Conference

The theme for the conference is 'NextGen Councils' recognising that councils have had to navigate their way through the public health directions and ensuing economic crisis, while being at the forefront of overseeing ongoing recovery efforts from natural disasters and the continuing drought.

There is a line up keynote speakers and political leaders talking about their vision for local government with the State Election to be held soon after the conference.

To view the program –

<https://www.lgaq.asn.au/downloads/file/241/124th-annual-conference-program>

There is a cap limit of five (5) attendees per Council.

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)

Clause 4.11 (5) of the LGAQ constitution provides that each council which has more than two Conference votes and appoints two delegates is entitled to specify the number of votes which may be exercised by each of those delegates.

For Councils with only 2 votes, if Council nominates 2 delegates, each delegate will be allocated 1 vote. If Council nominates 1 delegate, both votes will be allocated to that delegate.

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)

No

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

Funding Bodies:

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

No

This Financial Year's Budget:

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

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

Delegate registration costs are incorporated into the LGAQ Annual subscription costs. Additional costs apply for travel and accommodation arrangements, these are estimated at \$1,350 per person.

Estimates are as follows per person:

Registration for Observers:	\$1,740
Travel (flights or mileage):	Estimate between \$650 and \$950
Accommodation & meals:	Estimate of \$600

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)

Attendance costs are reviewed annually.

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	Appointment of delegate/s/proxy assures Council is given appropriate voting rights for business considered at the meeting.

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)

Appoint the delegate/s or proxy for attendance at the Annual General Meeting and Annual Conference and endorse the attendance of any additional Councillors to the conference as 'Observers'.

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. Receive and note the Notice of Annual General Meeting.
2. Consider the appointment of its delegate; or delegates; or proxy to attend the LGAQ Annual General Meeting on 21 October 2020 and annual conference on behalf of Council, and note the advice from LGAQ that delegates on the form (Notification of Delegate Voting Entitlement) should be the same person/s registered as delegates through the online conference registration system for the annual conference.
3. Authorise the Mayor or Chief Executive Officer to sign the Notification of Delegate Voting Entitlement on behalf of Council.
4. Endorse the attendance of any additional Councillors as 'observers' at the LGAQ Annual Conference to be held 19 – 21 October 2020 at the Gold Coast Convention & Exhibition Centre.
5. Draw applicable registration, travel costs and accommodation costs from attending Councillors Conference budget allocation.

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

If so, for what reason?

No

Link to Corporate Plan:

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.1 Elected members

4.1.3 Participate in local government decision making in accordance with the Local Government Principles (Section 4) and Councillors' responsibilities (Section 12) under the Local Government Act 2009.

Supporting Documentation:



Email, Letter & Supporting Documentation - LGAQ

D20/85598



Annual Conference and AGM

Report authorised by:

Chief Executive Officer

Kelly Rogers

From: Julie Reitano
Sent: Thursday, 3 September 2020 8:41 AM
To: Kelly Rogers
Subject: FW: Local Government of Queensland Ltd - Notice of Annual General Meeting & Member Voting Entitlements - Maranoa Regional Council
Attachments: Notice of AGM & Voting Entitlement Maranoa.pdf; Notice of AGM 2020.pdf; Proxy Form 2020 - Annual General Meeting.pdf; Voting Entitlement Form Maranoa.pdf
Importance: High

Hi Kelly,

Could you please include as a later report for the next meeting,

Thanks,
Julie.

Julie Reitano
Chief Executive Officer,

D: 1300 007 662 M: 0419 011 658 F: (07) 4624 6990

From: Stacey Oswald [mailto:Stacey_Oswald@lgaq.asn.au]

Sent: Wednesday, 2 September 2020 2:57 PM

To: Office of the CEO <ceo@maranoa.qld.gov.au>

Subject: Local Government of Queensland Ltd - Notice of Annual General Meeting & Member Voting Entitlements - Maranoa Regional Council

Importance: High

Good afternoon Ms Reitano

As you may be aware the Local Government Association of Queensland Ltd will be holding its 124th Annual Conference and Annual General Meeting (AGM) on the Gold Coast from 19 - 21 October 2020.

In accordance with the requirements under the *Corporations Act 2001*, the LGAQ is required to provide formal notification of the AGM at least 21 days prior to the meeting.

The AGM will be held at 8.35 am on Wednesday 21 October 2020.

Attached for your information are the following documents:

- Letter outlining the details of the Annual General Meeting and your councils voting entitlements
- A voting entitlement form for your completion
- Notice of Annual General Meeting including the motions to be debated.
- A proxy form (in the event your council is not attending and you wish to proxy your votes to another member)

Please complete the required documentation and return to the LGAQ by 7 October 2020 as outlined in the attached letter.

If you have any questions regarding the General Meeting or voting entitlements please don't hesitate to contact the LGAQ's Company Secretary Darren Leckenby (darren_leckenby@lgaq.asn.au) or CEO Greg Hallam (greg_hallam@lgaq.asn.au) directly.

Kind regards

Stacey



Stacey Oswald | Assistant Company Secretary

P: 07 3000 2232

Local Government House | 25 Evelyn Street Newstead QLD 4006

PO Box 2230 Fortitude Valley BC QLD 4006



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2 September 2020

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 620
ROMA QLD 4455

Dear Ms Reitano

Local Government Association of Queensland Ltd's Annual Conference and Annual General Meeting

As you may be aware the Local Government Association of Queensland Ltd will be holding its 124th Annual Conference and Annual General Meeting (AGM) at the Gold Coast from 19 - 21 October 2020.

The annual conference will commence on the morning of 19 October 2020 and the AGM will be held at 8:35am on Wednesday 21 October 2020.

Notice of General Meeting

Under the constitution the Association must provide a Notice of AGM to all members not less than 21 days prior to the AGM.

Please find enclosed an official copy of the Notice of AGM.

Voting Entitlements

At the 2020 Annual Conference Maranoa Regional Council will be entitled to a total of 2 votes.

Clause 4.11 (5) of the LGAQ constitution provides that each council which has more than two Conference votes and appoints two delegates, is entitled to specify the number of votes which may be exercised by each of those delegates.

For Councils with only 2 votes, if Council nominates 2 delegates, each delegate will be allocated 1 vote. If Council nominates 1 delegate, both votes will be allocated to that delegate.

Please find enclosed a delegate voting entitlement form to advise the LGAQ of each delegate's individual details. This form needs to be completed, signed on behalf of Council by Council's Mayor or CEO and returned to the LGAQ via email to the LGAQ Assistant Company Secretary (stacey_oswald@lgaq.asn.au) by COB 7 October 2020.

Registrations to attend the Annual Conference should be completed through the online registration process through the following links:

- <https://localgov.eventsair.com/124th-annual-conference/registration-individual> - for individual registrations;
- <https://localgov.eventsair.com/124th-annual-conference/registration-group> - for group (5 or more) registrations; or
- online at www.lgaq.asn.au via the events tab on the homepage.

Persons listed as delegates on the form should be the same persons registered as delegates through the online Conference registration system.

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 ACN 142 783 917

**Call for Nominations for President**

Following the quadrennial local government election and in accordance with section 6.3 (2) of the LGAQ Ltd Constitution, nominations are hereby called of any qualified person under Rule 5.2 (1) to fill the role of President.

Members are advised that as stipulated in Rule 6.3 (3) nominations for the role of President must be received by the Chief Executive Officer at least 14 days prior to the commencement of the next Annual General Meeting.

Attachments

The following attachments have been enclosed with this letter and the purpose of each of those documents is outlined below:

- **Notice of AGM** – for your records only, no action required
- **Voting Entitlement Form** – completion of delegate details. *Please return to the LGAQ by 7 October 2020.*
- **Appointment of Proxy form** – no action required unless Council is unable to attend and wishes to appoint a proxy

Should you have any queries in relation to the Conference voting arrangements, please do not hesitate to contact Darren Leckenby on 07 3000 2222 or (darren_leckenby@lgaq.asn.au).

If you have any other questions, please contact me directly.

Yours sincerely

Greg Hallam AM
CHIEF EXECUTIVE OFFICER & RETURNING OFFICER

Attach.



2 September 2020

Ms Julie Reitano
Chief Executive Officer
Maranoa Regional Council
PO Box 620
ROMA QLD 4455

Dear Ms Reitano

Local Government Association of Queensland Ltd's Annual Conference and Annual General Meeting

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Please find enclosed a delegate voting entitlement form to advise the LGAQ of each delegate's individual details. This form needs to be completed, signed on behalf of Council by Council's Mayor or CEO and returned to the LGAQ via email to the LGAQ Assistant Company Secretary (stacey_oswald@lgaq.asn.au) by COB 7 October 2020.

Registrations to attend the Annual Conference should be completed through the online registration process through the following links:

- <https://localgov.eventsair.com/124th-annual-conference/registration-individual> - for individual registrations;
- <https://localgov.eventsair.com/124th-annual-conference/registration-group> - for group (5 or more) registrations; or
- online at www.lgaq.asn.au via the events tab on the homepage.

Persons listed as delegates on the form should be the same persons registered as delegates through the online Conference registration system.

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

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25 Evelyn Street
Newstead Qld 4006

PO Box 2230
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Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 ACN 142 783 917

**Call for Nominations for President**

Following the quadrennial local government election and in accordance with section 6.3 (2) of the LGAQ Ltd Constitution, nominations are hereby called of any qualified person under Rule 5.2 (1) to fill the role of President.

Members are advised that as stipulated in Rule 6.3 (3) nominations for the role of President must be received by the Chief Executive Officer at least 14 days prior to the commencement of the next Annual General Meeting.

Attachments

The following attachments have been enclosed with this letter and the purpose of each of those documents is outlined below:

- **Notice of AGM** – for your records only, no action required
- **Voting Entitlement Form** – completion of delegate details. *Please return to the LGAQ by 7 October 2020.*
- **Appointment of Proxy form** – no action required unless Council is unable to attend and wishes to appoint a proxy

Should you have any queries in relation to the Conference voting arrangements, please do not hesitate to contact Darren Leckenby on 07 3000 2222 or (darren_leckenby@lgaq.asn.au).

If you have any other questions, please contact me directly.

Yours sincerely

Greg Hallam AM
CHIEF EXECUTIVE OFFICER & RETURNING OFFICER

Attach.

Notice of Annual General Meeting

In accordance with Rule 4.1 & 4.2 of the LGAQ's Constitution, all Councils are notified of the Annual General Meeting of the Local Government Association of Queensland Ltd ACN 142 783 917 which will be held at Hall 3, Gold Coast Convention & Exhibition Centre, 2684 – 2690 Gold Coast Highway, Broadbeach, Queensland on Wednesday, 21 October 2020 commencing at 8.35 am.

The business of the Annual General meeting, is as follows: -

Motion 1

That the President's Annual Address for 2019-2020 be received and adopted.

Motion 2

That the Annual Report by the Policy Executive for 2019-2020 be received and adopted.

Motion 3

That the Annual Directors' Report, Annual Financial Statements for the year ended 30 June 2020 and Auditor's Report be received and adopted.

Other Motions

Any such other business as may be lawfully be brought before the meeting for consideration.

If your Council is not attending the AGM, you may appoint a proxy to vote on your behalf at the AGM by completing a proxy form. The completed appointment of proxy form must be returned to the registered office of the LGAQ before the time at which the AGM is to be held; tabled at the AGM or produced when the poll is taken.

If your Council is attending the AGM, you must appoint one or two delegates who are either the Chief Executive or Councillor of your Council to vote on your behalf at the AGM. To appoint delegates you must notify the Chief Executive Officer in writing or by electronic submission in the manner approved by the Chief Executive Officer and notified to members.

Appointment of Proxy
Local Government Association of Queensland Ltd
[ACN 075 341 981]

....., a member of the company,
 appoints

of

or in *his/her absence,

of

as its proxy, to vote for it on its behalf at:

- the general meeting of the company to be held on 21 October 2020; and
- at any adjournment of that meeting.

#This form is to be used *in favour of/against* the resolution.

SIGNED on behalf of

- pursuant to *Local Government Act 2009* section 236;
- by *the mayor/a Council delegate/a councillor/an officer authorised by the mayor, who certifies *he/she is the proper officer to sign

.....
 Mayor/Delegate/Authorised Person

.....
 Full name *[Print]*

*Strike out whichever is not desired.

#Insert if desired.

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND LTD**2020 ANNUAL CONFERENCE****NOTIFICATION OF DELEGATE VOTING ENTITLEMENT**

Council: Maranoa Regional Council

Total Voting Entitlement: 2

Number of Delegates Appointed for Conference:

*(Please complete the following details in relation to each delegate. Council is able to specify the number of votes that each delegate is entitled to exercise. **A delegate must either be the Mayor, a councillor or the CEO.**)*

Delegate Name:

Voting Entitlement:

Delegate Name:

Voting Entitlement:

Please ensure this form is signed by the Mayor or CEO in the space provided:

.....
Mayor/Chief Executive Officer

Please return by 7 October 2020 to:

Stacey Oswald
Local Government Association of Queensland
PO Box 2230
Fortitude Valley BC QLD 4006
or
Via Email: stacey_oswald@lgaq.asn.au

COUNCILLOR REQUEST FOR AN AGENDA REPORT

Meeting: Ordinary 9 September 2020

Date: 8 September 2020

Item Number: L.6

File Number: D20/85718

SUBJECT HEADING: New Christmas Tree & Decorations - Surat Tinsel Trail

Classification: Open Access

Councillor's Title: Cr Mark Edwards

Executive Summary:

Proposal to support the Surat Community, through the purchase of a new Christmas tree and decorations.

Councillor's Recommendation:

That a report be prepared for an upcoming Council meeting.

Details of Requested Agenda Report:

I would like Council to consider purchasing a new Christmas tree and decorations for the Surat community as the old Christmas Tree has reached the end of its life. Surat is a proactive community and this investment would be well supported by the community.

The Surat Christmas tree is similar to the Roma Christmas tree, but not quite as tall – standing at an estimated 12 feet tall.

Supporting Documentation:

Nil