

# NOTICE OF MEETING & AGENDA

## Special Meeting

**Wednesday 30 June 2021**

Roma Administration Centre

### NOTICE OF MEETING

Date: 30 June 2021

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 Roma Administration Centre on  
**30 June, 2021 at 7.30PM**



Julie Reitano  
**Chief Executive Officer**



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**Confidential Items**

In accordance with the provisions of section 254J(3) 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 2020/21 Budget Review - 30 June 2021**

**Classification:** Closed Access

Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.

**C.2 Function Reports - Customer Service, Economic Development and Local business, Continual Improvement, Plant, Fleet, Workshops and depots, Local development and events, Rural lands, Elected members and governance, Facilities (updated)**

**Classification:** Closed Access

Local Government Regulation 2012 Section 254J(3)(c) the local government's budget.

**Closure**

**OFFICER REPORT**

**Meeting:** Special 30 June 2021

**Date:** 30 June 2021

**Item Number:** 3.1

**File Number:** D21/53165

**SUBJECT HEADING:** Request for Council facility fee and bond waiver - Non-Denominational Christians

**Classification:** Open Access

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

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**Executive Summary:**

A request has been received from Non-Denominational Christians seeking a fee waiver for the hire of the room and equipment, as well as waiver of the bond for the Ernest Brock Room over a range of dates.

**Officer's Recommendation:**

That Council:

1. Approve the request from the unincorporated group, Non-Denominational Christians for a fee waiver for hire of the Ernest Brock Room and equipment for hires between 4 July and 5 September 2021.
2. Require the group pay the applicable bond.
3. Due to the popularity of the Ernest Brock Room as a venue, encourage the group to find an alternative venue for their meetings.

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**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).

Non-denominational Christian (an informal, non-incorporated group)

**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
Not applicable	

**Context:**

*Why is the matter coming before Council?*

For Council to consider the requested fee waiver of the Ernest Brock Room Roma, hire of the PA System, and waiver of the applicable bond.

**Background:**

*Has anything already happened in relation to this matter?*

(Succinct overview of the relevant facts, without interpretation)

A representative of Non-Denominational Christians presented at Customer Service Roma on Monday 28 June 2021, seeking to hire the Ernest Brock Function Room to hold gospel meetings for 2 hours, twice a week for 10 weeks.

A booking has been made for hire of the venue, with a commencement date of 4 July 2021 and ending 5 September 2021. The hire days and times within the range requested are:

- Wednesday: 7pm – 9pm
- Sunday: 2.30pm – 4.30pm

All requested days could be accommodated with the exception of one date. The group now are seeking a waiver of the venue and equipment (PA System) hire fees, as well as a waiver of the bond. A copy of the letters of request are included in the report. Below are relevant criteria contained in the Community Grants & Non-Financial Assistance Policy.

Initial Request received:-

*“On behalf of our non denominational Christian group, I would like to hire the Ernest Brock Room for the purpose of holding a series of gospel meetings for approximately 2 months, commencing Sunday 4<sup>th</sup> July. Sundays 2.30pm to 4.30 pm and Wednesdays 7pm to 9pm.*

*We need seating for approximately 40 people and no food or drinks will be served. We are not a registered denomination and therefore do not have “not for profit” certification. I can assure you we are certainly “not for profit”.*

*If necessary we can present a copy of a Public Liability insurance policy.*

*Geoff Thompson  
63 Proud Lane, Roma  
Ph 0400234340”*

Second part of request received:-

*“On behalf of the Un Denominational Christians I am requesting a fee waiver of bond & hire fees for the use of the Ernest Brock Room every Wednesday & Sunday for a 10 week period commencing 4th July 2021.*

*In addition, we also request a fee waiver for the use of the PA System on each of the hire days. Our group is not-for-profit organization however we do not hold registration.*

Thank you

Geoff Thompson  
63 Proud Lane, Roma  
Ph 0400234340”

**4. ELIGIBILITY**

4.1 Who is eligible?	
Registered Not for profit community groups or organisation can make an application under the Community Grants and/or the Non-Financial Assistance program. Eligible community organisations are defined as:	
Not-for-profit' organisations consisting of people having common interests; or	
An entity that carries on activities for a public purpose or another entity whose primary objective is not directed at making a profit, such as:	<ul style="list-style-type: none"> <li>• sporting clubs</li> <li>• social clubs</li> <li>• school P&amp;C's</li> <li>• arts and cultural groups,</li> <li>• Church committees</li> <li>• service organisations etc.</li> </ul>
Not-For-Profit Entity:	For the purpose of this policy, a not-for-profit legal entity is an organisation that does not operate for profit or direct / indirect gains of its individual members, but with the primary purpose of providing services to the community
Legal Status of Community Groups / Organisations:	Community groups and organisations that make application under the Grants and Non-Financial Assistance Program must be incorporated, auspiced by an incorporated entity, demonstrate that it has had a minimum five (5) years continuous operation or can provide proof of their legal status as an entity
Organisations from outside the Maranoa region may apply, provided they clearly demonstrate the project, event or activity is to be delivered in the Maranoa region and/or there is a direct benefit to communities and residents within the Maranoa region	
Eligible Applicants need to meet one (1) of the following eligibility criteria:	<ul style="list-style-type: none"> <li>• Local not-for-profit organisation whose services and programs directly benefit and/or support the residents of the Maranoa Region; or</li> <li>• Not-for-profit organisation based outside the Maranoa Region which can demonstrate that the project / activity is being delivered within the Maranoa Region and provides direct benefits to the residents of the Maranoa Region; or</li> <li>• Registered not- for-profit organisation, charity or foundation which can clearly demonstrate that profits derived from the project or activity will be utilised for the recognised charitable activities of the organisation; or</li> <li>• Commercial entity which can clearly demonstrate that the event or activity is a fund raising or non-commercial activity and that any monies raised will directly benefit the community or communities within the Maranoa Region or that profits will be donated to not for profit or charitable organisations</li> </ul>

4.3 What is eligible?	
Projects, activities and/or event that meet at least one of these grant categories:	<ul style="list-style-type: none"> <li>• Community Development</li> <li>• Community Events</li> <li>• Culture &amp; Heritage</li> <li>• Sport &amp; Recreation</li> <li>• Environment</li> <li>• Economic Development</li> </ul>
Eligible activities and events will include, but are not restricted to:	<ul style="list-style-type: none"> <li>• One off events and activities</li> <li>• Events and activities hosted by community groups which provide a direct benefit to residents of the Maranoa Region</li> <li>• Fund raising events and activities which are conducted by not for profit or charity organisations which can clearly demonstrate that the profits derived from the event or fundraising activity will be utilised for recognised charitable activities</li> <li>• Fundraising events and activities where it can be clearly demonstrated that profits raised will directly benefit communities within the region</li> <li>• Building and development application//inspections and/or water sewerage and gas connection fee waiver</li> </ul>
Further information is presented in Council's Grants and Non-Financial Assistance Program Guide. We encourage community organisations to liaise with the Economic and Community Development team to identify opportunities for partnership and/or support	

**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)

No applicable.

**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)

Grants and Non-Financial Assistance Policy.

**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)

Lead Officer – Elected Members & Community Engagement

Lead Customer Service Officer

Regional Sport & Recreation Development Coordinator

**Funding Bodies:**

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

No 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?*

**Venue Hire** (based on being a Maranoa Resident)

\$17 days hire x 2hr hire (\$22.50/hour = \$45 per day) = total cost of \$765

**Bond:**

\$150.60

**Equipment Hire**

17 days hire of PA System x \$69.30 = \$1,178.10

**Total Value: \$2,093.70**

**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)*

If approved this allocation would be part of the 2021/22 financial year 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)*

If the fees and bond are waived, this would be a loss of revenue to Council for the total sum of \$2,093.70.

**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
Loss of Council revenue	If fees and bond are waived, this would be a loss of revenue to Council of \$2,093.70.
Reduced availability of venue for paying hirers	If waived, and given the duration on the hire period, other potential paying hirers cannot book the venue during the booking period, particularly on the Sunday booking.



**Advice to Council:**

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

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

The Ernest Brock Room is a very popular venue for hire by community organisations and individuals. With the Roma Community Hub meeting space no longer being available since the lease of the Hub to Maranoa CUC, there is even more demand on the Ernest Brock Room.

Council may wish to explore other options for the group including the Fashion Parade Building at Bassett Park.

If the group were incorporated, they would automatically attract a fee waiver and not have to pay the bond.

If Council opt to approve the requested fee waiver in part or in its entirety Council could consider that funds be allocated under the 2021/22 In-Kind assistance Minor Budget - GL 02887.2246.

**Recommendation:**

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

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

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

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

That Council:-

1. Approve the request from the unincorporated group, Non-Denominational Christians for a fee waiver for hire of the Ernest Brock Room and equipment for hires between 4 July and 5 September 2021;
2. Require the group pay the applicable bond;
3. Due to the popularity of the Ernest Brock Room as a venue, encourage the group to find an alternative venue for their meetings.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 4: Growing our region

4.10 Facilities

**Supporting Documentation:**

Nil.

**Report authorised by:**

Deputy Chief Executive Officer/Acting Director Infrastructure Services

**OFFICER REPORT**

**Meeting:** Special 30 June 2021

**Date:** 30 June 2021

**Item Number:** 3.2

**File Number:** D21/53176

**SUBJECT HEADING:** Corporate Plan - Refresh

**Classification:** Open Access

**Officer's Title:** Chief Executive Officer

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**Executive Summary:**

Tabling the updated Corporate Plan for adoption.

**Officer's Recommendation:**

That the updated plan be adopted.

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**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
Nil	Nil

**Context:**

***Why is the matter coming before Council?***

Tabling the updated Corporate Plan for adoption.

**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

During the course of the operational plan preparation a number of refinements were identified.

This is now tabled for Council's review.

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

***What does the legislation and other statutory instruments include about the matter under***

***consideration?*** (Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

The Corporate Plan is one of the financial planning documents required under Section 104 (5)(a)(i) of the *Local Government Act 2009*.

Local Government Regulation 2021

**165 Preparation of 5-year corporate plan**

- (1) A local government must prepare a 5-year corporate plan for each period of 5 financial years.*
- (2) A local government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.*
- (3) A local government may, by resolution, amend its 5-year corporate plan at any time.*
- (4) A local government must discharge its responsibilities in a way that is consistent with its 5-year corporate plan.*

**Council Policies or Asset Management Plans:**

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

***What are relevant sections of the policy or plan?***

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

Nil

**Input into the Report & Recommendation:**

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

Function leaders, the management team and other staff have had input into the compilation of the information.

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Nil

**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)

The budget also needs to be consistent with the Corporate Plan.

**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)

Nil

**Risks:**

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

Risk	Description of likelihood & consequences
Nil	Nil

**Advice to Council:**

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

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

That the updated plan be adopted.

**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 the updated plan be adopted.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.1 Financial Planning

**Supporting Documentation:**

Nil

**OFFICER REPORT**

**Meeting:** Special 30 June 2021

**Date:** 30 June 2021

**Item Number:** 3.3

**File Number:** D21/53185

**SUBJECT HEADING:** Operational Plan 2020/21

**Classification:** Open Access

**Officer's Title:** Chief Executive Officer

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**Executive Summary:**

Tabling the Operational Plan 2020/21 for each of Council's functions.

**Officer's Recommendation:**

That Council adopt the 2020/21 Operational Plan, as presented.

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**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
Nil	Nil

**Context:**

*Why is the matter coming before Council?*

Tabling of 2020/21 Operational Plan, as presented for endorsement.

**Background:**

*Has anything already happened in relation to this matter?*

(Succinct overview of the relevant facts, without interpretation)

Function leaders, the management team and other staff have had input into the compilation of the information.

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

***What does the legislation and other statutory instruments include about the matter under consideration?***

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

The Local Government Regulation 2012 states that:

**175 Annual operational plan contents**

(1) *The annual operational plan for a local government must—*

*(a) be consistent with its annual budget; and*

*(b) state how the local government will—*

*(i) progress the implementation of the 5-year corporate plan during the period of the annual operational plan; and*

*(ii) manage operational risks; and*

*(c) include an annual performance plan for each commercial business unit of the local government.*

Section 174 (2) states that the local government may, but need not, adopt the annual operational plan for a financial year at the same time the local government adopts its budget for the financial year.

**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 Operational Plan is a key financial planning document under section 104 (5)(a)(v) of the *Local Government Act 2009*.

**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)

Function leaders, the management team and other staff have had input into the compilation of the information.

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

The Operational Plan is consistent with the Quarter 4 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)

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
Nil	Nil

**Advice to Council:**

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

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

That Council adopt the 2020/21 Operational Plan, as presented.

**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 adopt the 2020/21 Operational Plan, as presented.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.1 Financial Planning

**Supporting Documentation:**

Nil

**OFFICER REPORT**

**Meeting:** Special 30 June 2021

**Date:** 30 June 2021

**Item Number:** 3.4

**File Number:** D21/53201

**SUBJECT HEADING:** Annual Review of the Implementation of the Operational Plan

**Classification:** Open Access

**Officer's Title:** Chief Executive Officer

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**Executive Summary:**

Tabling the Annual Review of the Implementation of the Operational Plan which is done in conjunction with the annual report.

This document effectively provides a mini-annual report for each function that aims to further increase the transparency of our operations for our community.

**Officer's Recommendation:**

That the review and document be received and made available on Council's website and in print format that the cost be confirmed as the cost of printing internally and the fees and charges be updated to reflect this.

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**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
Nil	Nil

**Context:**

***Why is the matter coming before Council?***

Our reporting has now been structured so that the documents can be made available concurrently.



**Background:**

***Has anything already happened in relation to this matter?***

(Succinct overview of the relevant facts, without interpretation)

The document provides the end of year results, but the format has been designed to be able to be used for a range of purposes, including but not limited to induction and training purposes, and internal communication about Council's services and projects.

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

***What does the legislation and other statutory instruments include about the matter under consideration?***

(Include an extract of the relevant section's wording of the legislation – please do not just quote the section number as that is of no assistance to Councillors)

The report meets the need of Council to comply with Section 104(5)(b)(iv) and Section 104 (7) of the *Local Government Act 2009*, but it goes further in making available to the community, information that we also use for our review and planning purposes.

Local Government Act 2009

*104 Financial management systems*

*(7) A local government must carry out a review of the implementation of the annual operational plan annually.*

**Council Policies or Asset Management Plans:**

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

***What are relevant sections of the policy or plan?***

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

Nil

**Input into the Report & Recommendation:**

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

Function leaders, the management team and other staff have had input into the compilation of the information.

**Funding Bodies:**

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

Nil

**This Financial Year's Budget:**

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

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

Nil

**Future Years' Budgets:**

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

Nil

**Impact on Other Individuals or Interested Parties:**

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

Nil

**Risks:**

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

Risk	Description of likelihood & consequences
Nil	Nil

**Advice to Council:**

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

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

That Council make the information available to the community.

**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 the review and document be received and made available on Council's website and in print format.

**Link to Corporate Plan:**

Corporate Plan 2018-2023

Strategic Priority 2: Delivering strong financial management

2.5 Financial Reporting

**Supporting Documentation:**

Nil