LATE ITEMS
BUSINESS PAPER

General Meeting

Wednesday 23 January 2019

Roma Administration Centre

NOTICE OF MEETING

Date: 23 January 2019

Mayor:	Councillor T D Golder
Deputy Mayor:	Councillor J L Chambers
Councillors:	Councillor N H Chandler
	Councillor P J Flynn
	Councillor G B McMullen
	Councillor W M Newman
	Councillor C J O'Neil
	Councillor D J Schefe
	Councillor J M Stanford
Chief Executive Officer:	Ms Julie Reitano
Senior Management:	Mr Rob Hayward (Deputy Chief Executive Officer/Director Development, Facilities & Environmental Services)
	Ms Sharon Frank (Director Corporate, Community & Commercial Services)

Please find attached agenda for the **General Meeting** to be held at the Roma Administration Centre on **January 23, 2019 at 9.00AM.**

Julie Reitano
Chief Executive Officer

Maranoa Regional Council		
General Meeting - 23 January 2019		

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<u>**OFFICER REPORT**</u>

Meeting: General 23 January 2019   **Date:** 17 January 2019

Item Number: L.1   **File Number:** D19/3558

SUBJECT HEADING:	Application for Bridge funding
Classification:	Open Access
Officer's Title:	Regional Grants & Council Events Development Coordinator

Executive Summary:
Round Four of the Australian Government's Bridges Renewal Program is open for submissions until 5 February 2019.

Officer's Recommendation:
That Council:
1. Notes the key objectives of Round 4 of the Australian Government's Bridge Renewal Program, including the requirement to provide 50% financial contribution towards any project nominated under the program; and
2. Do not make submission/s under this funding round.

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
<Insert Acronym>	<Provide details>

Context:
Why is the matter coming before Council?

Bridges Renewal Program – Round Four
The Australian Government will provide $480 million from the 2015-2016 financial year to the 2021-2022 financial year, with an on-going commitment of $60 million each following year to upgrade and replace bridges to enhance access for local communities and facilitate higher productivity vehicle access.

Round Four is only open to local governments, which are eligible to apply for funding for up to two timber bridges that will enhance access for local communities or facilitate higher productivity vehicle access.

State and territory governments will be asked to prioritise and rank ALL eligible projects within their jurisdictions.   Submissions must include maps outlining whether alternative routes are available is unable to be used.

How Much?

The Australian Government will contribute up to 50 per cent to the total project costs, with a maximum amount of $700,000 per project or $1.4 million per proponent.

Key Dates

Closes 5 February 2019

Announcements early April

Must commence construction by 31 December 2019

What is eligible for funding?

- Due to the high volume of proposals received under earlier round of the Program, Round Four is limited to bridge replacement projects that seek to replace up to two existing timber bridges with new bridges; and

- The new concrete structure being either a bridge or culverts in structure.

What is ineligible for funding?

- Bridges on the National Land Transport Network (NLTN).

- Projects that are wholly or principally for maintenance;

- Planning and design only projects (can be included as a small portion in a capital expenditure proposal, but not as a stand-alone project);

- Rail bridges;

- Stand-alone cycle ways, foot bridges or stock bridges;

- Inspections and structural assessments;

- Causeways; and

- New bridges where no road or water crossing currently exists (i.e. greenfield bridges).

Background:

Has anything already happened in relation to this matter?

(Succinct overview of the relevant facts, without interpretation)

Some initial projects have been investigated, but do not fully meet criteria for Federally funded project.

Bridge Location	Brief Description	Commentary
Riggers	Currently closed to	Alternative route available via Warrego

Road, Big Rig, Roma.	vehicular traffic. Remains open to pedestrian traffic.	Highway. Unable to address the requirement under the funding guidelines with regard to improving access for high productivity vehicle access.
Muggins Lane, Yuleba.	Last inspection noted "Structure was found in poor to very poor condition at the time of inspection". A follow up inspection is to be completed in 2018. Approximately 20m in length.	Located on a low volume road. Alternative route is available via Forestry Road and Warrego Highway. Unable to address the requirement under the funding guidelines with regard to improving access for high productivity vehicle access. Potential to be used as a vehicle detour if there was a requirement to close the Warrego Highway. For this to occur, upgrade of the road and bridge would be required.
Blue Hills Road, Wallumbilla.	Currently closed all traffic – including vehicular and pedestrian. Approximately 60m in length.	Alternative route available via Wallumbilla South Road. Upgrade of bridge to current deck level would improve flood immunity to residents along Blue Hills Road, Trafford Park Road and Wallumbilla South Road. Likely to address the requirement under the funding guidelines with regard to improving access for high productivity vehicle access given the industries along the Wallumbilla South Road. Considerable capital investment required to replace the bridge with concrete structure – mainly due to the deck height and bridge span (i.e. length being ~60m).

Examples of a number of recent bridge projects delivered across Queensland include:

Morayfield Road at the Caboolture River
- Reinforced concrete construction
- Two lane + 3m pedestrian walkway
- Span approximately 120m
- Total Project Cost: $17.1M

Chardon Creek Bridge Replacement, Logan City Council
- Reinforced concrete construction
- Two lane + 2m pedestrian walkway

- Span approximately 40m
- Total Project Cost: $3.2M

Cherwell Creek Bridge Replacement, Isaac Regional [Peak Downs Mine Road]
- Reinforced concrete construction
- Two lane
- Included approach reconstruction
- Span approximately 80m
- Total Project Cost: $6.0M

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 <u>do not</u> 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)

<Provide details>

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 – Program and Contract Management. Recommended that we do not apply under this round.

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 <u>do not</u> just include names)

External funding is available under Round Four of the Australian Government's Bridges for Renewal program.

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 have been no allocations made for these projects under the 2018/19 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 have been no allocations made for these projects under the 2019/20 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)

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
Risk of allocation of resources.	There is a risk of allocation staff time and resources to compiling an application which does not fully meet the criteria.

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)

Due to the specific criteria for this funding round, it is recommended that we do not apply for projects under this round.

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. Notes the key objectives of Round 4 of the Australian Government's Bridge Renewal Program, including the requirement to provide 50% financial contribution towards any project nominated under the program; and
2. Do not make submission/s under this funding round.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 1: Getting the basics right
1.3 Manage our region's urban and rural roads
1.3.10 Recognise the significance of rural roads for residents and industries including agriculture, timber and tourism (e.g. Mt Moffatt Road) and continue to pursue funding for upgrade works.

Supporting Documentation:
Nil

Report authorised by:
Manager - Economic & Community Development
Deputy Chief Executive Officer/Director - Development, Facilities & Environmental
Services

OFFICER REPORT

Meeting: General 23 January 2019   **Date:** 18 January 2019

Item Number: L.2   **File Number:** D19/3737

SUBJECT HEADING:	Draft Policy - Use of Personal Devices
Classification:	Open Access
Officer's Title:	Chief Executive Officer

Executive Summary:
The issue of cyber security is increasing in importance as part of all businesses' operations, including all tiers of government.

The report tables for Councillors' information a draft policy that is in development for employees and contractors. A weakness has been identified in Council's security framework in relation to access to Council information from personal devices. The policy outlines some proposed pre-requisites for access:
- Registration/enrolment of the device in Council's Mobile Device Management platform;
- Pin code protection and password maintenance.

Whilst the initial action was to address this from an employee and contractor perspective, it has been identified that the issue is also applicable to some Councillors who currently access, or wish to access, Council systems using personal devices.

Whilst the Expenses Reimbursement Policy for Councillors currently references mobile phones, it is silent on matters pertaining to the security of Council data and access to Council systems (e.g. e-mail).

Officer's Recommendation:
That Councillors review the attached policy and the matter be referred to the next policy development workshop for discussion.

Individuals or Organisations to which the report applies:
Are there any individuals or organisations who stand to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of consideration of this matter?
(Note: This is to assist Councillors in identifying if they have a Material Personal Interest or Conflict of Interest in the agenda item - i.e. whether they should participate in the discussion and decision making).

Not applicable.

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

Acronym	Description
ICT	Information and Communication Technology

Context:
Why is the matter coming before Council?

The issue is applicable to some Councillors who currently access, or wish to access, Council systems using personal devices.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Council has invested in a range of measures to assist in the protection of its data and systems.   The quarterly report provides a small insight into this.

Email - Firstwave Traffic		Quarter 1	Quarter 2
Total incoming emails		888,337	868,342
Spam blocked		786,977	492,085
Viruses blocked		56	91
Endpoint Antivirus			
Threats found	Viruses/spyware	174	79
	Adware/Potentially unwanted applications	53	5

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)

Business continuity planning from an Information Technology perspective has increased in importance over recent years. Cyber security and associated risk management is now a critical part of service delivery.

Council Policies or Asset Management Plans:
Does Council have a policy, plan or approach ordinarily followed for this type of decision? What are relevant sections of the policy or plan?
(Quote/insert the relevant section's wording / description within the report)

The report provides a draft policy that is in development for employees and contractors.

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)

The policy has been drafted by the Manager ICT Solutions. The ICT Systems Administrator also provided advice to the Chief Executive Officer in the report's preparation. An additional risk was added.

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

Not applicable.

This Financial Year's Budget:
Will the matter under consideration impact how much Council collects in income or how much it will spend? How much ($)? Is this already included in the budget? (Include the account number and description).
If the matter under consideration has not been included in the budget, where can the funds be transferred from? (Include the account number and description) ***What will not be done as a result?***

Not applicable.

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

Not applicable.

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

The two key changes for employees, contractors and Councillors would be:
- Registration/enrollment of the device in Council's Mobile Device Management platform;
- Pin code protection and password maintenance for access to devices and Council's systems from private devices.

In layman's terms, the mobile device platform puts another layer of security across Council's system within the device.   In the event that there is a security breach, the response can be immediate and remotely done from the Council's office – not requiring the device to be brought in. Updates can be done remotely, and the Council system access removed in the event the device is lost, stolen or damaged.

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
Data security	Viruses and other malicious applications are an ever present risk to organisations' data. The quarterly report provides an insight into the frequency. Depending on the type of applications, the consequences could be significant.
	Unauthorized access to Council data due to the loss or theft of a device that has access to Council data (Email, OneDrive etc). This applies to both Council provided and personal devices.

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 suggested that the draft policy be received at this time. The Manager ICT Solutions can then attend the next policy development workshop to talk through how the platform works.

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 Councillors review the attached policy and the matter be referred to the next policy development workshop for discussion.

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

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 5: Managing our operations well
5.2 Embrace technology to enhance service delivery and productivity
5.2.2 Provide secure, sustainable and reliable Information & Communications Technology (ICT) infrastructure and services.

Supporting Documentation:
1⇩   Draft Policy   D19/3729

Report authorised by:
Chief Executive Officer

DRAFT ORGANISATIONAL POLICY: **MOBILE BYOD POLICY**   **maranoa**
                                                                                        REGIONAL COUNCIL

1.   Purpose

This document provides policies, standards, and rules of behaviour for the use of personally-owned smart phones and/or tablets by Council employees to access Council resources and/or services. Access to and continued use is granted on condition that each user reads, signs, respects, and follows the Council's policies concerning the use of these resources and/or services.
.

2.   Scope

This policy is intended to protect the security and integrity of Council's data and technology infrastructure on personal mobile devices. Limited exceptions to the policy may occur due to variations in devices and platforms.

3.   Definitions

BYOD	Bring Your Own Device
OS	Operating System
MDM	Mobile Device Management
Jail Broken	Is a term used for modifications to the base operating system of an Apple device which opens the application and system to potential exploits
Rooted	Is a term used for modifications to the base operating system of an Android device which opens the application and system to potential exploits

4.   Details

4.1 Expectation of Privacy

Council will respect the privacy of your personal device and will only request access to the device by technicians to implement security controls or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings. This differs from policy for Council provided equipment and/or services, where employees do not have the right, nor should they have the expectation, of privacy while using equipment and/or services.

4.2 Acceptable Use

- The Council defines acceptable business use as activities that directly or indirectly support the business of Council.
- Devices may not be used at any time to:
    - Store or transmit illicit materials
    - Store or transmit proprietary information
    - Harass others
- Employees may use their mobile device to access the following Council-owned resources:
    - Email
    - Calendars
    - Contacts
    - Documents
    - Intranet

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DRAFT ORGANISATIONAL POLICY: **MOBILE BYOD POLICY**   **maranoa**
                                                                                                    REGIONAL COUNCIL

4.3 Devices and Support
- The following devices are supported:
  - Apple Phone – iOS 11 or greater (6 or greater etc)
  - Apple Tablet – iOS 11 or greater (iPad Air or greater)
  - Android Phone - Android OS 6.0 or greater (Samsung Knox)
  - Android Tablet – Android OS 6.0 or greater

- Connectivity issues are supported by IT; employees should contact the device manufacturer or their carrier for operating system or hardware-related issues.
- Devices must be presented to IT for proper job provisioning and configuration of standard apps, such as browsers, office productivity software and security tools, before they can access the network.

4.4 Compliance & Security
- The mobile device must be enrolled in Council's Mobile Device Management platform.
- In order to prevent unauthorised access, devices must be pin code protected using the features of the device and a password is required to access the Council network.
- The Council's password policy is: Passwords must be at least four characters and a combination of upper- and lower-case letters, numbers and symbols. Passwords will be rotated every 90 days and the new password can't be one of 15 previous passwords.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Rooted (Android) or Jailbroken (iOS) devices are strictly forbidden from accessing the network.
- Smartphones and tablets that are not on the Council's list of supported devices are not allowed to connect to the network.
- Smartphones and tablets belonging to employees that are for personal use only are not allowed to connect to the network.
- Employees' access to Council data is limited based on user profiles defined by ICT Solutions and automatically enforced.
- The employee's device may be remotely wiped of Council data if:
  - The device is lost or stolen.
  - The employee terminates his or her employment.
  - ICT Solutions detects a data or policy breach, a virus or similar threat to the security of the Council's data and technology infrastructure.

4.5 Risks/Liabilities/Disclaimers
- While IT will take every precaution to prevent the employee's personal data from being lost in the event it must remote wipe a device, it is the employee's responsibility to take additional precautions, such as backing up email, contacts, etc.
- The Council reserves the right to disconnect devices or disable services without notification.
- Lost or stolen devices must be reported to the Council within 24 hours. Employees are responsible for notifying their mobile carrier immediately upon loss of a device.
- The employee is expected to use his or her devices in an ethical manner at all times and adhere to the Council's acceptable use policy as outlined above.
- The employee is personally liable for all costs associated with his or her device.
- The employee assumes full liability for risks including, but not limited to, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.
- Council reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.
- Council is not liable for any damages to your personal devices that may occur whilst performing your duties for Council.

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DRAFT ORGANISATIONAL POLICY: **MOBILE BYOD POLICY**

maranoa
REGIONAL COUNCIL

5.   Enforcement

It is a condition of employment that all employees agree to comply with the intent of this Policy and all supervisors will enforce this Policy. Failure to comply with the provisions of this Policy may lead to disciplinary action. (Refer also: Employee Code of Conduct and Counselling & Disciplinary Policy and the various Awards and Certified Agreements.)

6.   Related Policies and Legislation

- Information Technology Organisational Acceptable Use Policy
- Information Technology Organisational Confidential Data Policy
- Information Technology Organisational Email Policy
- Information Technology Organisational Incident Response Policy
- Information Technology Organisational Mobile Device Policy
- Information Technology Organisational Network Security Policy
- Information Technology Organisational Password Policy
- Information Technology Organisational Remote Access Policy
- Employee Code of Conduct

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation:

- *Information Privacy Act 2009 and Information Privacy Regulation 2009*
- *Right to Information Act 2009 and Right to Information Regulation 2009*
- *Integrity Act 2009 and Integrity Regulation 2011*
- *Copyright Act 1968 (Cth)*
- *Crime and Corruptions Act 2001 and Crime and Corruption Regulation 2005*
- *Public Records Act 2002 and Public Records Regulation 2014*
- *Public Sector Ethics Act 1994 and Public Sector Ethics Regulation 2010*
- *Local Government Act 2009 and Local Government Regulation 2012*
- *Evidence Act 1995 (Cth)*

7.   Associated Documents

- Information Management Procedure
- Information Management Policy
- IS 31 Disposal of Public Records
- Information Technology Organisational Data Classification Policy
- Information Technology Organisational Confidential Data Policy

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DRAFT ORGANISATIONAL POLICY: **MOBILE BYOD POLICY**

8. User Acknowledgement and Agreement

I acknowledge, understand and will comply with the above referenced security policy and rules of behavior, as applicable to my BYOD usage of Council services. I understand that business use may result in increases to my personal monthly service plan costs. I further understand that reimbursement of any business related data/voice plan usage of my personal device is not provided.

Employee Name: _____

BYOD Device(s): _____

Employee Signature: _____ Date: _____

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OFFICER REPORT

Meeting: General 23 January 2019   **Date:** 23 January 2019

Item Number: L.3   **File Number:** D19/4704

SUBJECT HEADING: Integrated Document - Annual Report 2017/18, Corporate Plan 2018-2023 & Operational Plan 2018/19

Classification: Open Access

Officer's Title: Chief Executive Officer

Executive Summary:
The report tables the final integrated document (Looking Back, Looking Forward) including updated 2018/19 Operational Plan and Corporate Plan 2018-2023.

Officer's Recommendation:
That the updated and integrated document be endorsed and the annual list of services be referred to the first Budget Submissions and Financial Planning Standing Committee as an input into the new Operational Plan and budget preparations.

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).

Nil

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?

Some updates to the Operational Plan have been included upon review of the year end results.   The services' schedules have been included in a summarised form.

Background:
Has anything already happened in relation to this matter?
(Succinct overview of the relevant facts, without interpretation)

Both documents have been previously tabled for Councillors' consideration. Council initially adopted the Annual Report on 12 December enabling a period of fine-tuning. Approval was sought for further amendments to the graphical design and refinements of contents at the Special Meeting on 21 December 2018.

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 <u>do not</u> just quote the section number as that is of no assistance to Councillors)

The Annual Report, Operational Plan and Corporate Plan are statutory financial planning documents.

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)

Members of the senior management team were involved in the refinement of content.

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 <u>do not</u> 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 the document be endorsed and the list of services be referred to the first Budget Submissions and Financial Planning Standing Committee as an input into the new Operational Plan and budget preparations.

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?

As per advice to Council.

Link to Corporate Plan:
Corporate Plan 2018-2023
Strategic Priority 2: Delivering strong financial management
2.5 Measure and report on what we've done
2.5.2 Measure and communicate our financial performance on a monthly, quarterly and annual basis to the community and other stakeholders.

Supporting Documentation:
Nil

Report authorised by:
Chief Executive Officer