



SUPPORTING INFORMATION

for respective items considered at

General Meeting

17 September 2019

SUPPORTING INFORMATION

Ref: [A16421404](#), [A16453322](#) & [A10807659](#)

The following list of supporting information is provided for:

ITEM 1.2

ADOPTION OF COUNCIL POLICIES - REGIONAL

#1 Policy 2150-032 - Competitive Neutrality Complaints

#2 Policy 2150-049 - Taxation

#3 Policy 2150-100 - Complaints about the Public Official

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)

#1 Policy 2150-032 - Competitive Neutrality Complaints



Policy: 2150-032

Competitive Neutrality Complaints

Head of Power

Local Government Act 2009

Related Legislation

Local Government Regulation 2012

Objective

To outline the process for resolving competitive neutrality complaints.

Definitions

Affected Person means:

- (a) a person who –
 - (i) competes with the Council in relation to the Business Activity; and
 - (ii) claims to be adversely affected by a Competitive Advantage that the person alleges is enjoyed by Council; or
- (b) a person who –
 - (i) wants to compete with Council in relation to the Business Activity; and
 - (ii) claims to be hindered from doing so by a Competitive Advantage that the person alleges is enjoyed by Council.

Building Certifying Activity means a Business Activity that involves performing building certifying functions within the meaning of section 10 of the *Building Act 1975*.

Business Activity means trading in goods and services by Council. However, the term does not include carrying on any activity where the current expenditure for the previous financial year is less than \$340,000. Current expenditure is the total of the following amounts:

- (a) operational costs;
- (b) administrative and overhead costs;
- (c) cost of resources; and
- (d) depreciation.

A Business Activity also includes a Significant Business Activity as defined under this Policy.

Business Unit means a part of Council that conducts a Business Activity of Council.

CEO means Council's Chief Executive Officer.

Competitive Advantage means an advantage that a Business Unit has over a private sector business providing the same goods or services because the Business Unit enjoys financial, procedural or regulatory advantages inherent in being part of Council.

Competitive Neutrality Complaint means a complaint that:

- (a) relates to the failure of Council to conduct a Business Activity in accordance with the Competitive Neutrality Principle; and
- (b) is made by an Affected Person.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-032 - Competitive Neutrality Complaints

Competitive Neutrality Principle means the principle that an entity conducting a Business Activity in competition with the private sector should not enjoy a net advantage over competitors solely because the entity is in the public sector.

Preliminary Reviewing Officer means Council's Director Finance and Corporate Services or any person acting in that position.

Preliminary Review Process means Council's process for attempting to resolve Competitive Neutrality Complaints prior to that complaint being referred to the Queensland Productivity Commission.

Roads Activity means a Business Activity that involves:

- (a) constructing or maintaining a State-controlled road that the State put out to competitive tender; or
- (b) submitting a competitive tender in relation to constructing or maintaining a road:
 - (i) in the local government area, that Council had put out to competitive tender; and
 - (ii) in another local government area, that the other local government put out to competitive tender.

Significant Business Activity means a Business Activity of a local government that is conducted in competition, or potential competition, with the private sector and exceeds the relevant threshold for that particular activity as prescribed in the Local Government Regulation 2012. However, the term does not include a Building Certifying Activity, a Roads Activity or any Business Activity related to the provision of library services.

Application

This Policy applies to Competitive Neutrality Complaints regarding Business Activities undertaken by Council.

Policy Statement

Under section 48 of the *Local Government Act 2009*, Council is required to adopt a process for resolving Competitive Neutrality Complaints.

The process must deal with resolving Competitive Neutrality Complaints prior to a formal complaint being made (the 'Preliminary Review Process').

Competitive Neutrality Complaints that cannot be resolved after the Preliminary Review Process will be referred to the Queensland Productivity Commission for investigating and reporting on Competitive Neutrality Complaints about the Council's Business Activities.

Prospective complainants should note that the Local Government Regulation 2012 requires every complainant to make a genuine attempt to resolve with Council any concerns relating to perceived non-compliance with the Competitive Neutrality Principles before those concerns can trigger an investigation by the Queensland Productivity Commission.

To this end, Council has established the Preliminary Review Process (outlined below) which is aimed at resolving Competitive Neutrality Complaints through a process of consultation. Participation in the Preliminary Review Process is seen by Council as the preferred means of establishing that a complainant has made the genuine attempts to resolve a Competitive Neutrality Complaint, as required by the Local Government Regulation 2012.

Preliminary Review Process

The Preliminary Review Process commences with the submission of a written complaint to the Preliminary Review Officer specifying:

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-032 - Competitive Neutrality Complaints

- How the complainant is an Affected Person; and
- How the complainant believes the Competitive Neutrality Principles have been breached together with any supporting evidence that the complainant has.

The Preliminary Review Officer must within 10 business days of receiving the written complaint, acknowledge its receipt in writing and request any further information required to properly consider the complainant's concerns. When undertaking the Preliminary Review Process, the Preliminary Review Officer must:

- seek to establish the facts relating to the concerns expressed by the complainant. This may involve meeting with the complainant, collecting data, holding further meetings and recommending mediation;
- within 45 days of receiving the complainant's written complaint, develop a draft response to be forwarded to the complainant and requesting his/her views on that draft response;
- upon receipt of the complainant's views on the draft response, provide a report to the CEO and relevant Director on the findings of the Officer's initial investigation, and the complainant's views on the draft response; and
- on receiving the Preliminary Review Officer's findings and the complainant's views on the draft response, the CEO or nominee must prepare and send an adopted response to the complainant. That response must include details of how to make a formal complaint to the Queensland Productivity Commission should the complainant be dissatisfied with the adopted response.

Further Complaints Process

Any person who is dissatisfied with Council's response given pursuant to the Preliminary Review Process may pursue the matter further by seeking a formal investigation by the Queensland Productivity Commission.

The process to be used to seek a formal investigation and the information required to be provided are set out in the Local Government Regulation 2012.

Council's Competitive Neutrality Complaints Register and Reporting Requirements

The Local Government Regulation 2012 requires that Council prepare and maintain a record of all Competitive Neutrality Complaints, associated decisions and recommendations.

Council will establish and maintain a register of all Competitive Neutrality Complaints, associated decisions and recommendations. This information will be reported in Council's Annual Report for each financial year.

Related Documents

Nil.

Review Triggers

This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this Policy will occur as required, or at least once every two years.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-032 - Competitive Neutrality Complaints

Responsibility

This Policy is to be:

- (1) implemented by the CEO, the Directors responsible for business units and the Manager Executive Services; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Director Finance and Corporate Services.

Policy: 2150-032		Official Version: A7708131	
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Coordination Committee (11/1161)	28.6.2011	A5233669
Version 2	Coordination Committee (13/12)	22.1.2013	Version of PDF
Reviewed	MFPS - no amendment required New format and numbering (formerly 11-2150-032)	March 2016	A15189522
Version 3	DRAFT	xx.xx.2019	A16421404

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)

#2 Policy 2150-049 - Taxation



Policy: 2150-049

Taxation

Head of Power

Local Government Act 2009

Related Legislation

Local Government Regulation 2012
State and Commonwealth Taxation Legislation

Objective

To establish guidelines for the management of Council's taxation obligations.

Definitions

Councillor means the Mayor and all Councillors.

Employee means all employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

Fringe Benefits Tax (FBT) means a Commonwealth tax on benefits provided to an employee (or associate) by an employer, but in a different form to salary or wages, eg. reimbursement of an employee's private home telephone costs.

Goods and Services Tax (GST) means a Commonwealth tax on the supply of most goods and services consumed in Australia. This excludes Australian taxes, fees and charges.

Insurance Duty means a State tax imposed on general, accident and life insurance policies.

Land Tax means a State tax imposed on the freehold land owned in Queensland.

Local Government Tax Equivalents Regime (LGTERR) means a tax-equivalents regime for Queensland local governments, which applies to Council business activities which have been commercialised or corporatised under the *Local Government Act 2009*.

Pay-As-You-Go withholding tax (PAYG) means amounts that Commonwealth taxation legislation requires to be withheld by an employer from employees' salaries or wages.

Payroll Tax means a State tax imposed on employers based on the wages of employees in specific industries.

Transfer Duty means a State tax on transfers of Queensland property (eg. land, business acquisitions and shares).

Vehicle Registration Duty means a State duty imposed when registering or transferring the registration of a vehicle (other than caravans, trailers and boats).

Application

This Policy applies to all of Council's taxation obligations including those outlined in the "Definitions" section above.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-049 - Taxation

Policy Statement

1. Council will fulfil its social and legal responsibilities to meet its taxation obligations. However, in so doing, Council seeks to minimise the extent of its taxation payment obligations through the application of prudent and effective taxation planning.
2. Appropriate systems and internal controls are to be established to ensure that all taxation obligations are correctly calculated, accounted, for and reported to the relevant authorities within the required timeframes.
3. At times, transactions with external parties (including employees) may result in additional taxation and statutory charges being incurred by Council. In such cases, and where reasonable, Council will on-charge the additional taxation and statutory charges to those parties.
4. The Accounting Services section is responsible for planning, managing and accounting for Council's taxation obligations. The Accounting Services section is to undertake an annual review of Council's taxation arrangements and the financial impact of those arrangements on Council's operations.
5. Each employee is, to the extent practicable and within appropriate time constraints, to consult with the Accounting Services section on any transaction undertaken on behalf of Council which may have taxation considerations or effects for Council.

Related Documents

Nil.

Review Triggers

This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every two years.

Responsibility

This Policy is to be:

- (1) implemented by all Councillors and employees; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Accounting Services Manager.

Policy: 2150-049		Official Version: A6711133	
Taxation			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Policy approved by CEO under delegated authority (Council Delegation 061)	29.3.2012	A6708642
Version 2	Coordination Committee (16/1565)	2.8.2016	A14078332
Version 3	DRAFT	.xx.2019	A16453322

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)
#3 Policy 2150-100 - Complaints about the Public Official



Policy: 2150-100

Complaints about the Public Official

Head of Power

Crime and Corruption Act 2001

Related Legislation

Local Government Act 2009

Definitions

CC Act means the *Crime and Corruption Act 2001*.

CCC means the Crime and Corruption Commission continued in existence under the CC Act.

CEO means Council's Chief Executive Officer.

Complaint includes information or matter.

Corrupt conduct has the same meaning as in the CC Act.

Deal with has the same meaning as in the CC Act.

Employee means all employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

Nominated person means the person nominated by this policy.

Objective

The CEO is the public official of the Council.

The objective of this policy is to set out how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

Application

This Policy applies:

1. where there are grounds to suspect that a complaint involves or may involve corrupt conduct of the CEO; and
2. to all persons who hold an appointment in, or are employees of, the Council.

Policy Statement

This Policy is designed to assist the Council to:

1. comply with section 48A of the CC Act;
2. promote public confidence in the way suspected corrupt conduct of the CEO is dealt with; and
3. promote accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-100 - Complaints about the Public Official

Nominated Person

Having regard to section 48A(2) and (3) of the CC Act, this policy nominates the Manager Legal Services as the nominated person. In the absence of the Manager Legal Services, the Deputy CEO is nominated by this policy as the nominated person.

When the nominated person reasonably suspects that a complaint involves or may involve corrupt conduct of the CEO, the nominated person will notify the CCC of the complaint and deal with the complaint under the CC Act.

The CC Act applies as if a reference to the CEO about notifying or dealing with a complaint is a reference to the nominated person.

Complaints involving a reasonable suspicion of corrupt conduct of the CEO

If a complaint involves or may involve an allegation of corrupt conduct of the CEO, the complaint must be reported to:

1. the nominated person; or
2. a person to whom there is an obligation to report under an Act.

If there is uncertainty about whether or not a complaint should be reported, it should be reported to the nominated person.

If the nominated person reasonably suspects the complaint involves or may involve corrupt conduct of the CEO, the nominated person must:

1. notify the CCC of the complaint; and
2. deal with the complaint, subject to the CCC's monitoring role, when –
 - (a) directions issued under section 40 of the CC Act apply to the complaint; or
 - (b) pursuant to section 46 of the CC Act, the CCC refers the complaint to the nominated person to deal with.

If the CEO receives a complaint and reasonably suspects that the complaint involves or may involve corrupt conduct on the CEO's part the CEO must:

1. report the complaint to the nominated person as soon as practicable; and
2. take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

If section 40 directions apply to the complaint:

1. the nominated person is to deal with the complaint; and
2. the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

Resources for the nominated person

If pursuant to sections 40 or 46 of the CC Act, the nominated person has responsibility to deal with the complaint:

1. the Council will ensure that sufficient resources are available to enable the nominated person to deal with the complaint appropriately;
2. the nominated person must ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-100 - Complaints about the Public Official

- (a) authorisation under a law of the Commonwealth or the State; or
 - (b) the consent of the nominated person; and
3. the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
- (a) purposes of the CC Act;
 - (b) importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with; and
 - (c) Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, the nominated person:

- 1. is delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the nominated person was the CEO for the purpose of dealing with the complaint only;
- 2. is delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the Council for the purpose of dealing with the complaint; and
- 3. does not have any authority, function or power that cannot (under the law of the Commonwealth or the State) be delegated by either the Council or the CEO, to the nominated person.

Liaising with the CCC

The CEO must keep the CCC and the nominated person informed of:

- 1. the contact details for the CEO and the nominated person; and
- 2. any proposed changes to this policy.

Consultation with the CCC

The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

Related Documents

This policy complements and is to be implemented in conjunction with other Council policies and directives.

Review Triggers

This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every two years.

Responsibility

This Policy is to be:

- 1. implemented by the CEO; and
- 2. reviewed and amended by the CEO in accordance with the "Review Triggers" and in consultation with the CCC.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-100 - Complaints about the Public Official

Policy: 2150-100		Official Version: Atba	
Complaints about the Public Official			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	DRAFT	.2019	A10807659

SUPPORTING INFORMATION

Ref: [A19072259](#)

The following list of supporting information is provided for:

ITEM 3.2

MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL

#1 Monthly Reporting Package - August 2019

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)
#1 Monthly Reporting Package - August 2019

Moreton Bay Regional Council

Monthly Financial Report

Year to date result as at: 31 August 2019

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Commentary on Financial Results and Graphs	6 to 9
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ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF COMPREHENSIVE INCOME For the period ended 31 August 2019

	2019/20 Original Budget \$'000	2019/20 Amended Budget \$'000	2019/20 YTD Actuals \$'000	17% of the year elapsed Actuals to Revised Budget 2019/20
Revenue				
Operating Revenue				
Rates and utility charges	313,151	313,151	79,797	25.48%
Fees and charges	37,272	37,272	5,587	14.99%
Grants, subsidies and contributions	20,149	20,149	4,909	24.36%
Interest revenue	45,426	45,426	6,855	15.09%
Other revenue	39,452	39,452	4,426	11.22%
Share of profit of associate - Operating Cash	20,000	20,000	3,333	16.67%
Total Operating Revenue	475,449	475,449	104,908	22.07%
Expenses				
Operating Expenses				
Employee benefits	(140,406)	(140,406)	(17,249)	12.28%
Materials and services	(190,865)	(190,865)	(22,897)	12.00%
Depreciation and amortisation	(97,721)	(97,721)	(16,287)	16.67%
Finance costs	(22,409)	(22,409)	(3,719)	16.60%
Total Operating Expenses	(451,401)	(451,401)	(60,152)	13.33%
Operating Result	24,047	24,047	44,757	186.12%
Share of Profit of Associate - Capital Non-cash	52,000	52,000	8,667	16.67%
Capital Revenue	96,868	96,868	19,154	19.77%
Capital Expenses	-	-	(45)	No Budget
NET RESULT	172,916	172,916	72,532	41.95%
Other Comprehensive Income				
Items that will not be reclassified to net result				
Increase/(decrease) in asset revaluation surplus	-	-	-	No Budget
Changes in the fair value of financial assets at fair value through other comprehensive income	-	-	(1,941)	No Budget
Total other comprehensive income for the year	-	-	(1,941)	No Budget
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	172,916	172,916	70,591	40.82%

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ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF FINANCIAL POSITION As at 31 August 2019

	2019/20 Budget as at 30 June 2020 \$'000	2019/20 YTD Actual \$'000
Assets		
Current Assets		
Cash and cash equivalents	330,445	396,699
Trade and other receivables	48,848	41,413
Inventories	1,081	1,179
	380,374	439,291
Non-current assets held for sale	-	-
Total Current Assets	380,374	439,291
Non-Current Assets		
Trade and other receivables	677,576	677,594
Investments	1,357,637	1,340,275
Property, plant and equipment	4,837,717	4,855,367
Total Non-Current Assets	6,872,930	6,873,235
Total Assets	7,253,304	7,312,526
Liabilities		
Current Liabilities		
Trade and other payables	44,918	26,118
Borrowings	37,334	34,685
Provisions	12,888	14,221
Other	21,427	12,453
Total Current Liabilities	116,567	87,478
Non-Current Liabilities		
Borrowings	332,801	344,307
Provisions	43,841	58,870
Total Non-Current Liabilities	376,642	403,177
Total Liabilities	493,209	490,654
NET COMMUNITY ASSETS	6,760,095	6,821,872
Community Equity		
Retained surplus	5,889,554	5,885,115
Asset revaluation surplus	870,541	936,757
TOTAL COMMUNITY EQUITY	6,760,095	6,821,872

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ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF CASH FLOWS For the period ended 31 August 2019

	2019/20 Budget as at 30 June 2019 \$'000	2019/20 YTD Actuals \$'000
Cash flows from operating activities		
Receipts from customers	413,708	93,950
Payments to suppliers and employees	(341,034)	(72,493)
Interest received	45,426	9,868
Non capital grants and contributions	20,567	4,909
Borrowing costs	(20,379)	(3,537)
Net cash inflow/(outflow) from operating activities	118,288	32,697
Cash flows from investing activities		
Payments for property, plant and equipment	(227,389)	(16,546)
Proceeds from sale of property, plant and equipment	21,800	910
Net movement in loans to community organisations	-	(50)
Grants, subsidies and contributions	56,868	18,244
Net cash inflow/(outflow) from investing activities	(148,721)	2,558
Cash flows from financing activities		
Proceeds from borrowings	25,000	-
Repayment of borrowings	(33,916)	-
Net cash inflow/(outflow) from financing activities	(8,916)	-
Net increase/(decrease) in cash held	(39,349)	35,255
Cash and cash equivalents at the beginning of the financial year	369,794	361,444
Cash and cash equivalents at the end of the period	330,445	396,699

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ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF SOURCES AND APPLICATIONS OF CAPITAL FUNDING For the period ended 31 August 2019

	Original Budget 2019/20 \$'000	Amended Budget 2019/20 \$'000	YTD Actuals 2019/20 \$'000
<u>Capital Funding Sources</u>			
Cash Utilised	202,936	202,936	9,807
Capital Grants and Subsidies received	33,368	33,368	6,740
Contributed Assets and assets not previously recognised	40,000	40,000	-
Loans received	25,000	25,000	-
Total Capital Funding Sources	301,305	301,305	16,546
<u>Capital Funding Applications</u>			
Capital Expenditure	227,389	227,389	16,546
Contributed Assets and assets not previously recognised	40,000	40,000	-
Loan Redemption	33,916	33,916	-
Total Capital Funding Applications	301,305	301,305	16,546

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Analysis of Results by Segment

For the period ended 31 August 2019						
Operational Plan	Operating Revenue \$'000	Operating Expenses \$'000	Operating Result \$'000	Capital Revenue \$'000	Capital Expenses \$'000	Net Result \$'000
Engineering, Construction & Maintenance	14,392	(16,099)	(1,708)	3,255	210	1,757
Community & Environmental Services	4,749	(7,760)	(3,011)	-	700	(2,311)
Governance and Corporate Services	84,085	(34,740)	49,344	20,156	(45)	69,455
Planning	1,683	(1,552)	131	3,500	-	3,631
Total Council	104,908	(60,152)	44,757	26,910	865	72,532

Analysis of Results by Entity

For the period ended 31 August 2019						
Entity	Operating Revenue \$'000	Operating Expenses \$'000	Operating Result \$'000	Capital Revenue \$'000	Capital Expenses \$'000	Net Result \$'000
General	91,078	(56,950)	34,128	26,835	865	61,828
Waste	13,830	(3,201)	10,628	75	-	10,703
Total Council	104,908	(60,152)	44,757	26,910	865	72,532

The Performance at a Glance **as at 31 August 2019**

Synopsis

- * 17% of the financial year is complete.
- * The operating result is \$44.76 million.

Operating Revenue

- * Rates and Utility Charges are slightly above budget following the first quarterly rates levy.
- * Operating Grants and Subsidies are above budget at this time of year.
- * In total all other revenue categories are performing slightly below the revised budget target at this time of the year.

Operating Expenditure

- * Employee Expenses and Materials and Services are below budget, predominately due to higher than expected levels of vacant positions.
- * Depreciation and Finance Costs are tracking to budget at this time of the year.

Capital Revenue

- * Infrastructure cash contributions are tracking well above the budget at this stage.
- * Capital grants and subsidies are tracking above budget at this time of year.

Capital Expenditure

- * For the year \$12.66 million has been spent on capital works, (which represents 8.05% of the capital program). This excludes the University project costs.

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Moreton Bay Regional Council

Comparative Table 2017/18 and 2018/19 to 2019/20*

Year to date result as at: 31 August 2019

17% of the year elapsed

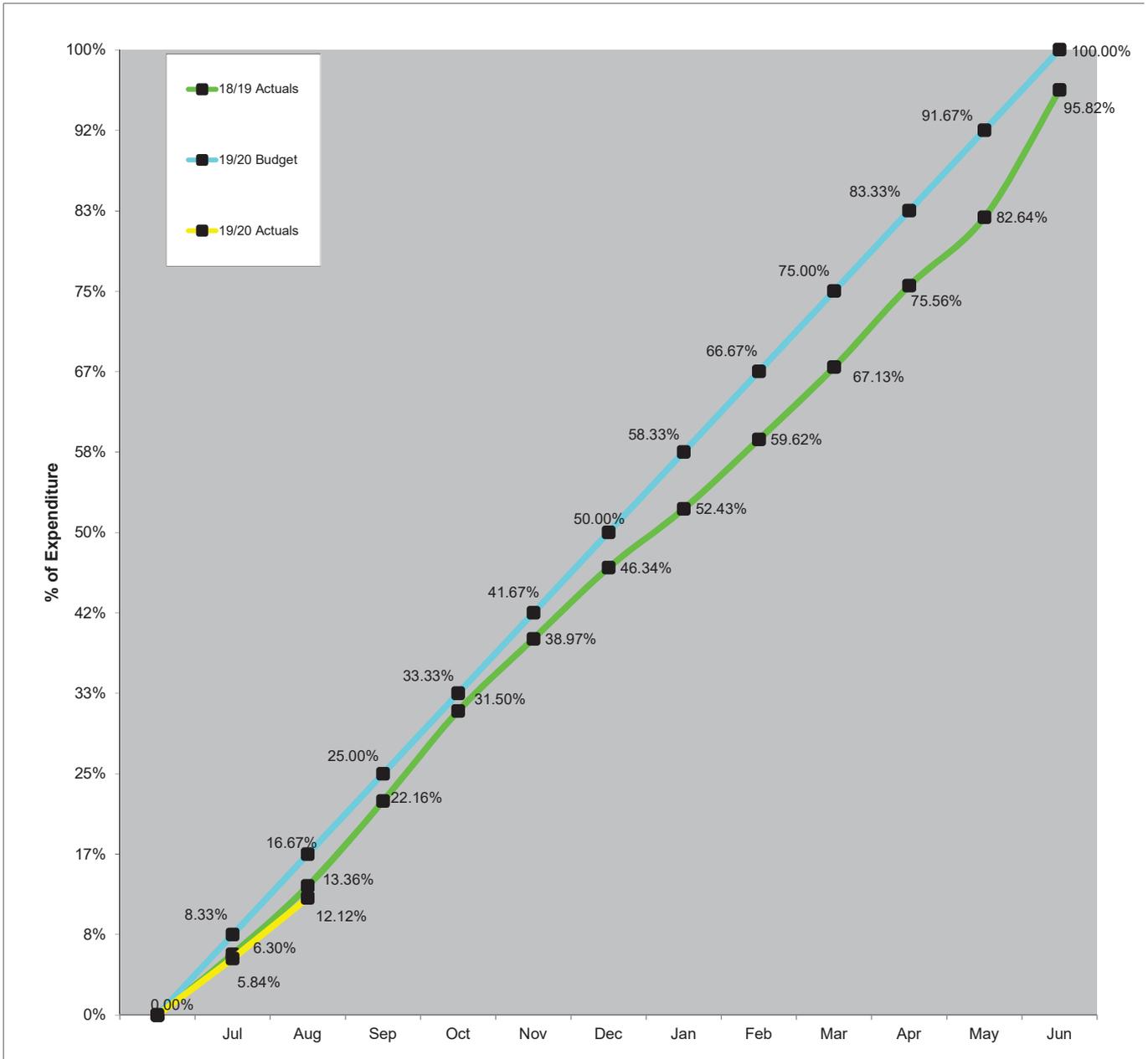
	Budget 2019/20 \$'000	YTD Actuals 2019/20 \$'000	Actuals to Budget 2019/20 %	Actuals to Budget 2018/19 %	Actuals to Budget 2017/18 %	Comments
Operating Revenue						
Rates & Utility Charges	313,151	79,797	25%	25%	25%	Revenue is slightly above target after the first quarter rates levy.
User Fees & Charges	37,272	5,587	15%	18%	19%	Revenue is tracking below budget and is below the previous year.
Interest Revenue	45,426	6,855	15%	16%	17%	The % for 2019/20 is tracking below budget and is consistent with the previous year.
Operating Expenses						
Employee Expenses & Material and Services	331,271	40,145	12%	13%	12%	Expenditure is tracking below budget but is comparable to the previous years.
External Loan Interest Expense	20,379	3,537	17%	18%	17%	Expenditure is tracking to budget and is comparable to previous years.
Capital Revenues						
Infrastructure Cash Contributions	23,500	11,504	49%	30%	34%	Infrastructure cash contributions are tracking above the previous years and exceeding budget.
Contributed Assets	40,000	-	0%	0%	0%	No contributed assets have been recognised to date.
Grants & Subsidies	33,368	6,740	20%	11%	15%	The % of grants and subsidies received is tracking above budget and is above the prior years.
Capital Expenditure						
Total Capital Expenditure**	157,389	12,664	8%	6%	7%	Capital expenditure remains behind budget.
<p>* The data presented reflects the position of Council as at 31 August 2019 compared to the position of Council as at 31 August 2018 and 31 August 2017.</p> <p>** Capital Expenditure excludes the University Projects.</p> <p>The table focuses on key items of revenue and expenses across the comparative period and is useful guide in understanding what may have changed with regard to</p>						

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Operating Expenditure

This graph compares the major components of operating expenditure (being employee expenses plus materials and services) on a percentage expended basis for the 2019/20 and 2018/19 years. The graph includes continuing service delivery expenses and operating initiative expenses.

The budgeted expenditure trend is set at 8.33% for each month. The cumulative actual expenditure trend for each month is graphed alongside the budget expenditure.

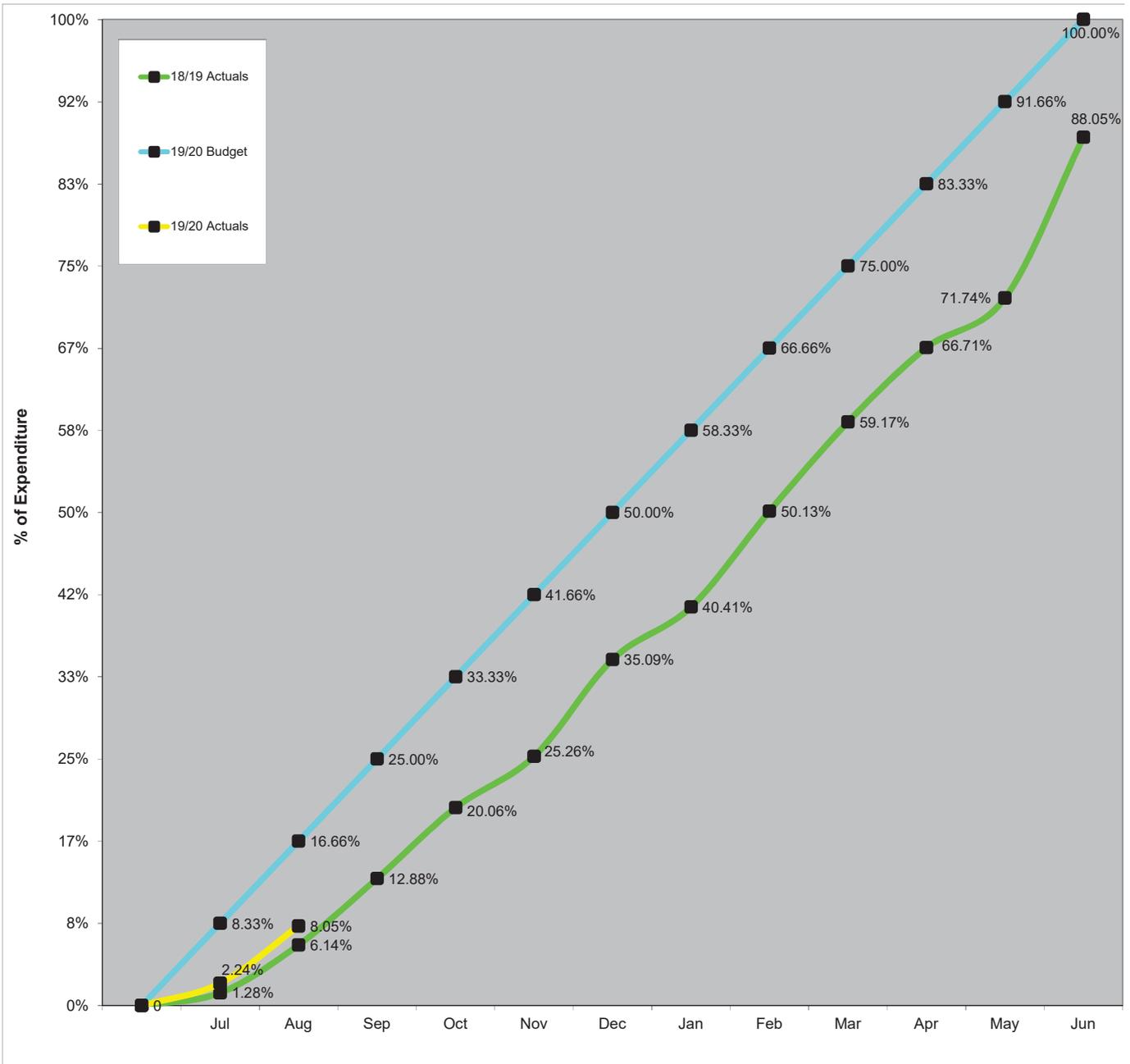


	Annual Budget \$'000	Actuals to August \$'000	Actuals to Budget % spent
2018/19	297,192	39,711	13.36%
2019/20	331,271	40,145	12.12%

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Capital Expenditure

This graph compares the capital percentage expended for the 2019/20 and 2018/19 years. The budgeted expenditure trend is set at 8.33% for each month. The cumulative actual expenditure trend for each month is graphed alongside the budget expenditure. The graph excludes capital expenditure associated with the University Project.



	Annual Budget \$'000	Actuals to August \$'000	Actuals to Budget % spent
2018/19	186,082	11,420	6.14%
2019/20	157,389	12,664	8.05%

Moreton Bay Regional Council

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Supporting Information

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

TREASURY REPORT

The Treasury Report highlights key areas of performance and compliance relating to Council's cash, investments and borrowings.

Investments

At 31 August 2019 all of Council's investments are in accordance with the approved Investment Policy. As at this date Council held 68.90% of funds outside of the Queensland Treasury Corporation (QTC).

Investment Portfolio - Summary of Cash and Investments Held

Current Cash Investments					
Short Term Rating	Institution	Return	Term	Cash and Investment balance as at 31 August 2019	Interest earned YTD
A1+	Qld Treasury Corp*	1.4%	Short Term (45 days)	125,307,272	360,222
A1+	ANZ	1.47%	At Call	11,484,654	29,476
A1+	National Australia Bank	1.5%	At Call	104,357,001	-67,046
A1+	ANZ	2.02% to 2.7%	124 to 364 days	40,550,035	152,768
A1+	Bankwest				65,342
A1+	National Australia Bank	2.75% to 2.77%	357 to 363 days	30,000,000	140,477
A1+	Westpac	2.65% to 2.77%	364 days	40,000,000	273,578
A1	Suncorp				21,781
A2	Bank of Queensland	1.75% to 2.75%	182 to 279 days	30,000,000	134,630
A2	IMB	2.65%	363 days	5,000,000	22,507
A2	AMP Bank	2.8%	183 to 272 days	10,000,000	47,562
	Petrie Paper Mill Site Funds Trust Investments				33,417
					33,242
				*	
				396,698,962	1,247,955

* The QTC rate presented is the annualised interest rate for the month as provided by the Queensland Treasury Corporation.

Council has achieved a weighted average interest rate on all cash held of 1.72% pa in 2019/20.

Non-Current Investments

Institution	Product	Term	Invested Value \$'000	Realisable Value \$'000
Queensland Investment Corporation	QIC Growth Fund	Greater than 5 years	100,000	106,538

Performance to Budget - Year to Date (YTD) Summary

17% of the year has elapsed

	Original Budget \$'000	Amended Budget \$'000	Actual YTD \$'000	Actual % Achieved \$'000	Comments
Interest Revenue on Investments	10,391	10,391	1,248	12%	Higher cash balance than expected
Interest on Debt held in Unitywater	34,000	34,000	5,484	16%	Tracking as per Budget
Total Investment Income	44,391	44,391	6,732	15%	

Borrowings

Debt Position	\$ '000
Debt held as at 1 July 2019	378,992
New borrowings	0
Borrowings repaid	0
Debt held as at 31 August 2019	378,992

As at 31 August 2019 the weighted average interest rate of all Council debt is 5.63%

SUPPORTING INFORMATION

Ref: [A18977977](#)

The following list of supporting information is provided for:

ITEM 5.1

NEW LEASES - WAMURAN SPORTS COMPLEX - DIVISION 12

#1 Wamuran Sports Complex - Proposed tenure areas

#2 Wamuran Sports Complex - Proposed clubhouse tenure areas

ITEM 5.1 - NEW LEASES - WAMURAN SPORTS COMPLEX (Cont.)

#1 Wamuran Sports Complex - Proposed tenure areas



ITEM 5.1 - NEW LEASES - WAMURAN SPORTS COMPLEX (Cont.)

#2 Wamuran Sports Complex - Proposed clubhouse tenure areas



SUPPORTING INFORMATION

Ref: [A18977977](#)

The following list of supporting information is provided for:

**ITEM 5.2
COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS -
REGIONAL**

#1 Policy Directive: 2160-XXX - Community Lease Renewals

ITEM 5.2 - COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS - REGIONAL (Cont.)
#1 Policy Directive: 2160-XXX - Community Lease Renewals



Policy Directive: 2160-024

Community Lease Renewals

Head of Power

Local Government Act 2009

Related Legislation

Land Act 1994

Objective

To establish the process through which the renewal of leases established under Council's Community Leasing Policy (No. 2150-079) will be reviewed, assessed and determined.

Definitions

Lease includes a trustee lease under the Land Act 1994.

Officer means an officer of the Council.

Renewal means provision of a lease over council owned or controlled land which the lessee currently occupies under an executed lease with Council.

Application

This policy directive applies to the renewal of all leases executed under the provisions of Council's Community Leasing Policy 2150-079.

Directive

Community Leasing - Lease Renewal Process

The renewal of leases executed under the provisions of Council's Community Leasing Policy (No. 2150-079) will be applied for, assessed, considered and communicated by Council utilising the following six stage process. Whilst Council will endeavour to complete these stages in the timeframes referenced below, it is acknowledged that the circumstances related to each lease renewal, and other circumstances from time to time, may require lease renewals to be considered on alternative timelines.

Stage 1 - Application for Renewal

Approximately nine (9) months prior to the expiry of a community lease, the lessee will be contacted by officers from Council's Community Services, Sport & Recreation Department to seek confirmation that they are seeking renewal of their lease with Council.

Should a renewal be sought, the lessee will be provided with a Lease Renewal Application Form. This form will collect key information from the lessee that will be utilised to inform future stages of the lease renewal process.

Information to be collected during this stage includes, but may not be limited to:

- Current office bearers;
- Memberships (Incl. membership composition and trends);
- Facility utilisation and activation;
- Future plans for facility expansion and/or embellishment;



Policy Directive: 2160-024 - Community Lease Renewals

- Proposed changes to the existing lease area; and
- Audited financial statements.

Stage 2 - Officer Consultation

Upon receipt of the completed Lease Renewal Application Form, consultation with relevant internal stakeholder units will be undertaken. The following units will be consulted as a minimum, however depending on the lease renewal being considered, other internal stakeholders may also be consulted:

- Sport and Recreation;
- Parks and Recreation Planning; and
- Building Operations.

Through this consultation process, feedback will be sought regarding any relevant information or objections officers may have regarding the requested lease renewal.

Stage 3 - Assessment

Following the internal officer consultation, a qualitative assessment of the lease renewal application will be undertaken based on the below criteria.

No.	Criteria	Considerations
1.	Facility utilisation and activation	An assessment of the extent to which the lessee utilises and activates the lease area for its objects. Information including but not limited to, membership, hours of use and hire to other organisations will be considered.
2.	Community benefit	Alignment of the operations / services of the lessee to identified community needs and benefits.
3.	Facility development	Consideration of any completed and/or planned improvements to the facility.
4.	Maintenance	The extent to which the facility has been appropriately maintained by the lessee. Asset condition information will also be obtained from Building Operations unit for consideration.
5.	Financial viability	An assessment of the lessee's financial health will be undertaken. Where necessary, this will be undertaken in consultation with Accounting Services.
6.	Lease compliance	Consideration of the lessee's performance with respect to their lease obligations during the preceding lease term(s).
7.	Strategic land or facility use	Consideration of any strategic opportunities for Council regarding future use of the land and /or facilities.

At the conclusion of this assessment process, a recommendation regarding the renewal request will be formulated by officers from Council's Community Services, Sport and Recreation Department.

Stage 4 - Divisional Councillor Consultation

Following the formulation of a lease renewal recommendation, consultation will be undertaken with the Divisional Councillor(s) to seek feedback on the recommendation.

Stage 5 - Renewal Determination

In the instance where both the officer's recommendation and the Divisional Councillor(s) support the renewal of the lease, the lease will be progressed for granting by the Chief Executive Officer (CEO), or his/her delegate, under delegated authority from the Council.



Policy Directive: 2160-024 - Community Lease Renewals

Where either the officer’s recommendation or the Divisional Councillor(s) does not support the renewal of the subject lease, the matter will be brought to a Council Workshop for discussion with Council.

If following the Council Workshop, the lease renewal is supported, it will be progressed to the CEO (or his/her delegate) for granting under delegated authority (if the CEO considers that to be appropriate) or to a Council General Meeting for approval via resolution of the Council.

If following the Council Workshop, the lease renewal is not supported, the lease will cease at the end of the relevant lease term; a report will not be tabled at a Council General Meeting.

To ensure that all Councillors remain informed of community leasing renewal applications received and approved under delegated authority to the CEO, a regular communiqué will be provided by officers to all Councillors.

Stage 6 - Lessee advice

Following the Renewal Determination stage (approximately 6 months prior to lease expiry), the lessee will be advised by way of formal correspondence from Council’s Community Services, Sport and Recreation Department of the outcome of their lease renewal application.

Related Documents

Community Leasing Policy - 2150-079
Community Leasing Renewal Application Form

Review Triggers

This policy directive will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy directive will occur as required, or at least once every two years.

Responsibility

This Policy Directive is to be:

- (1) implemented by the Manager Community Services, Sport and Recreation; and
- (2) reviewed and amended in accordance with the "Review Triggers" by Manager Community Services, Sport and Recreation.

Policy Directive: 2160-024			Official Version: Atba
Document Control			
Version / Reviewed	Version Adoption / Reviewed <i>(Council meeting-Minute Page / CEO-date)</i> <i>(revision comment)</i>	Date	Word version reference
Version 1	DRAFT	xx.xx.2019	A19065540