



That Council adopt the revised **Expenses Reimbursement Policy (Councillors)** as follows:

### Purpose

The purpose of this policy is to:

- Provide authorisation for the payment of reasonable expenses incurred, or to be incurred, by Councillors, while carrying out their duties and responsibilities under the *Local Government Act 2009*.
- Ensure that Councillors are provided with the necessary facilities to carry out their Councillor duties.
- Provide accountability and transparency in the expenditure of public funds.

### 2. Scope

This policy applies to all Councillors of Maranoa Regional Council, and is made pursuant to Sections 249, 250 and 251 of the *Local Government Regulation 2012*.

### 3. Definitions

<b>Councillors</b>	Mayor, Deputy Mayor and all persons elected as a Councillor for the current term of Council (2016-2020).
<b>Council Business</b>	<p>Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements, participate in Council events, or achieve business objectives of the Council which will result in a benefit being achieved for the local government and the community. This includes:</p> <ul style="list-style-type: none"> <li>• Attending or preparing for General or Special Meetings or Advisory Committees, workshops, deputations and inspections;</li> <li>• Advocacy to other tiers of government;</li> <li>• Council community engagement activities including advisory committees and town meetings;</li> <li>• Council civic and ceremonial events;</li> <li>• Professional development;</li> <li>• Meetings with a resident of the local government area about matters within the jurisdiction of local government;</li> <li>• Council initiated festivals;</li> <li>• Councillor Portfolio activities;</li> <li>• Council sponsored events as Council's representative/s;</li> <li>• Matters otherwise resolved by Council.</li> </ul>
<b>Council Civic and Ceremonial Events</b>	<p>Events primarily for the residents of the region (where organised by Council), including:</p> <ul style="list-style-type: none"> <li>• Anzac Day Ceremonies</li> </ul>

	<ul style="list-style-type: none"> <li>• Australia Day Ceremonies and/or Celebrations</li> <li>• Remembrance Day Ceremonies</li> <li>• Official Openings of Council Projects</li> <li>• Citizenship Ceremonies</li> </ul> <p>The format of the event's proceedings may:</p> <ul style="list-style-type: none"> <li>• Include dignitaries and other invited guests, including representatives of the Federal and State Government;</li> <li>• In whole or part be governed by the Federal or State Government.</li> </ul>
<b>Industry Events</b>	Events normally arranged by other entities, including conferences, seminars and forums, where attendance is for the benefit of attendees inside and outside the region and where individual Councillors are invited as Councillors.
<b>Community Initiated and Arranged Events</b>	Social events and community initiated activities where individual Councillors are invited as Councillors including but not limited to: school awards nights, dinners, sporting and recreational events, celebrations, fetes, shows and annual general meetings.
<b>Community Engagement</b>	<p>A planned process of communication, participation and relationship building by encouraging the community, business, State and Federal Government, and other key stakeholders to provide input into Council's determination of priorities, decisions or policies or to advocate on issues of importance to Council. This includes participating in:</p> <ul style="list-style-type: none"> <li>• Advisory Committees;</li> <li>• Councillor Out &amp; About programs;</li> <li>• Town Meetings;</li> <li>• Representation on community committees as a Council representative;</li> <li>• Project specific engagement activities.</li> </ul> <p>Refer also Council's Community Engagement Framework.</p>
<b>Expenses</b>	<p>Payments made by Council for Councillors' reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These expenses may be either reimbursed or paid directly by Council.</p> <p>Expenses are not included in remuneration.</p>
<b>Facilities (including Equipment &amp; Support)</b>	Equipment, resources and administrative support that facilitate the performance of Councillor duties.

<p><b>Professional Development</b></p>	<p>All types of facilitated learning opportunities, both mandatory and discretionary.</p> <p><b>Mandatory Professional Development:</b></p> <p>Where Council resolves that all Councillors are to attend a specific course, conference, workshop or external meeting for skills development related to a Councillor’s role. E.g. Councillor Induction, Legislative obligations, Code of Conduct and meeting procedures.</p> <p><b>Discretionary Professional Development:</b></p> <p>Discretionary Professional Development is considered to be Council approved training where Councillors choose to attend, and is identified as relevant to their role as a Councillor (other than mandatory training as outlined above).</p>
--	--

## 4. Details

### 4.1 KEY PRINCIPLES

This policy has been written to reflect the following key principles outlined in the *Local Government Act 2009*:

- Transparent and effective processes, and decision-making in the public interest;
- Sustainable development and management of assets and infrastructure, and delivery of effective services;
- Democratic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government;
- Ethical and legal behaviour of Councillors and local government employees.

### 4.2 EXPENSES

#### 4.2.1 Payment of Expenses

Expenses will be paid to a Councillor through administrative processes approved by the Chief Executive Officer (CEO), and authorised by the CEO or delegate, subject to the limits outlined in this policy.

Payment of other expenses will either be arranged through the nominated officers, or where more convenient, made directly by Councillors using a Council issued credit card.

#### **4.2.2 Council Business & Other Events**

Where Councillors are attending to Council Business or other events defined in this policy, Council will pay for relevant expenses associated with that activity:

- Council Business
- Council Civic and Ceremonial Events
- Industry Events
- Community Initiated and Arranged Events

#### **4.2.3 Professional Development**

Council will reimburse expenses incurred for:

- Mandatory Professional Development; and
- Discretionary Professional Development.

Council will reimburse, or Council will pay for all, reasonable course, travel, accommodation and meals for attendance.

Councillors are encouraged to submit their registrations in sufficient time to take advantage of any 'early bird' discounts.

Councillors will provide a report on the outcomes of any professional development or conference attendance at a Council meeting.

#### **4.2.4 Travel Costs**

Councillors are entitled to be reimbursed, or Council will pay for all, reasonable travel costs when on Council Business.

In general, the most cost effective and most direct form of travel must be used.

Economy class is to be used where possible, although Council may approve business class in certain circumstances. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business.

All fines incurred while travelling in either Council or privately owned vehicles when attending to Council Business, will be the responsibility of the Councillor incurring the fine. Toll fees will be reimbursed or paid for by Council.

Any transfer expenses associated with Councillors travelling for Council Business will be reimbursed or paid for by Council (e.g. trains, taxis, buses and ferry fares).

#### **4.2.5 Accommodation**

All Councillor accommodation for Council Business will generally be booked and paid for by Council through the normal administrative processes approved by the CEO.

Alternatively, a Councillor may use a Council issued credit card subject to limits or be reimbursed upon production of receipts – e.g. in instances where a credit card is required upon registration and the Councillor doesn't have a Council card with sufficient limit.

Council will generally pay for the most economical deal available for bookings outside of the region of a three or four star rating. For accommodation within the town of Roma, Council will make available two options:

- Shared unit facility; or
- Local accommodation service provider.

Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

#### **4.2.6 Meals and Beverages**

Councillors are entitled to be provided with a meal including non-alcoholic beverages, or reimbursed for the cost of a meal and non-alcoholic beverages, when travelling or attending to Council Business upon presentation of an official tax invoice, provided:

- The Councillor incurs the cost personally;
- The meal was not provided as part of registration costs of an activity, or during a funded flight;

Expenses associated with alcohol or confectionary, including minibar, will be funded by the individual Councillor either through direct payment or reimbursement to Council.

Notwithstanding this clause, in instances where an elected member is hosting a dignitary/dignitaries at the invitation of Council, hospitality may include the purchase of alcoholic beverages by either direct payment by Council or reimbursement to the Councillor.

#### **4.2.7 Councillor Community Engagement (Excluding Caretaker Period)**

Councillors may incur expenses for the purpose of conducting community engagement activities relevant to their portfolio or other business of Council (e.g. signs, non-election related-flyers, Council annual reports and other Council published information broadly available for the community).

Each Councillor has an allocation for conducting community engagement activities of \$3,000 per annum (any unspent funds cannot be carried forward to the subsequent financial year).

#### **4.2.8 Additional Expenses for Mayor Hospitality**

The Mayor may have occasion to incur hospitality expenses to entertain dignitaries while conducting Council Business.

The maximum amount of hospitality expenses that may be reimbursed to the Mayor, or paid for by Council, in this regard is \$4,000 per annum. Notwithstanding clause 4.2.6, Mayor Hospitality pursuant to this clause may include the purchase of alcoholic beverages.

### **4.3 FACILITIES**

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official capacity. In accordance with legislative provisions, Council may only provide Councillors with the facilities listed below.

All facilities (equipment, resources, administrative support) provided to Councillors at all times must be used for Council Business in line with this policy.

In the case of equipment, it must be returned to Council when the Councillor's term expires, unless the Councillor wishes to purchase the low value item at the market value as advised by the relevant officer through the Chief Executive Officer.

#### **4.3.1 Office Space, Access to Meeting Rooms and Office Equipment**

Council provides an individual office for the Mayor, and access to meeting rooms for Councillors. In general, rooms provided for Councillor use will be located at Council owned or controlled premises such as regional offices, community centres or libraries.

While conducting Council business from a Council owned or controlled premises, Councillors will be provided access to or use of:

- Teleconferencing or video conference facilities (when physically available, and booked through the Elected Members Support & Community Engagement Officers);
- Photocopier/scanner, and paper shredding arranged through the Elected Members Support & Community Engagement Officers;
- Stationery, including letterhead and business cards arranged through the Elected Members Support & Community Engagement Officers;

- Council publications where available.

#### **4.3.2 Diaries & Administrative Support for Diary Management - Appointments, Deputations, Meetings, Functions, Events**

Scheduling of appointments, meetings and invitations will be coordinated through the Elected Members' Support and Community Engagement Officers. All invitations / requests, however received, will be recorded and managed via Microsoft Outlook, with invitation Subject Headings clearly identifying the RSVP due dates.

As soon as dates are known, the meeting, appointment or event will be recorded and invitations sent via Microsoft Outlook to all Councillors including the Mayor, or just to the Mayor where only the Mayor is invited.

To facilitate the scheduling of the diaries of all nine Councillors (including the Mayor's diary), Councillors including the Mayor are encouraged to blank out any specific times in their diaries where they are temporarily unavailable for Council business appointments to assist with the planning process.

Scheduling of appointments, meetings and functions/events will occur through 2 options.

Option 1 – Participation in Elected Member Diary Meetings – generally 9.00am - 9.45am on Workshop day preceding the Council meeting (i.e. once a fortnight)

On a Council workshop day, the Elected Members Support Officer will meet collectively with all Councillors including the Mayor to seek to obtain:

- Guidance about preferred dates for official openings and collective community engagement initiatives;
- Advice on attendees for the various appointments, meetings and other functions/events where Council representation has been requested, RSVP's are required or other guests/visitors' (e.g. Ministers or other government representatives') attendance needs to be coordinated.

The joint scheduling and central coordination of all nine electronic diaries helps to:

- Provide quick and easy visibility to identify dates and Councillors' (including the Mayor's) availability for planning purposes;
- Maximise Councillor attendance at Council initiated events;
- Maximise Councillors' attendance where possible where Council is invited to provide representation within or outside the region;



- Enable RSVP's to be efficiently responded to on behalf of Council (attendees/apologies);
- Identify early where speech notes need to be researched for the attending Councillor/Mayor;
- Ensure sufficient time is available to prepare for events including invitations / guests, ordering of plaques, catering and advertising for community participation;
- Provide a safety net (cross check) so that all nine Councillors are aware of upcoming events and have the opportunity to participate where practical and invited to do so;
- Identify instances where the Mayor is unable to attend and to facilitate the delegation of the responsibility to represent Council to another Councillor or Councillors.

An example of this is for Anzac Day ceremonies where there are multiple ceremonies across the region within a short period of time and given the distance involved it is not possible for one person to be at multiple places at the same time.

#### Option 2 – Response to Electronic Diary Invitations

In instances where a Councillor including the Mayor is unable or unwilling to attend the joint scheduling meeting (Option 1), then invitations to meetings, appointments or events will be electronically forwarded through Microsoft Outlook to ensure that Councillors including the Mayor are made aware of the dates and have the opportunity to participate. Councillors including the Mayor who haven't participated in the joint scheduling meeting are to respond by clicking on:

- Accept
- Tentative
- Decline

In instances where the Mayor is unable to attend a ceremonial or civic function, the reply is to confirm the delegation of the responsibility to represent Council to another Councillor. The Mayor is encouraged to delegate the responsibility to the relevant Portfolio Chair or Deputy Mayor in these circumstances where practical. Nothing in this policy is intended to preclude Portfolio Chairs or Deputy Mayor from having a role, secondary to the Mayor's representative responsibility, as discussed through the joint scheduling referred to in Option 1. Supplementary arrangements associated with the transport of dignitaries to and from events will pass to the Deputy Mayor or Portfolio Chair in instances where the Mayor has not confirmed attendance at least 48 hours before the scheduled event to ensure that vehicles are cleaned and the drivers' arranged.

It is the expectation that, given the Mayor's role in representing Council at civic or ceremonial events, a minimum of a 30 minutes to 45 minutes a fortnight will be spent in the Council's office at Roma at an agreed time and day (non-Council meeting day), to assist with advice and arrangements for upcoming events where Mayoral input is needed to progress arrangements.

To facilitate timely coordination of government, other invitees and event management tasks, it is the expectation that invitations will be responded to as early as possible, but no later than fortnightly.

To assist the Mayor in keeping track of appointments, the following week's calendar will be e-mailed to him, and printed for inclusion in the appointment tray for ease of reference at the end of each week.

A reminder will be set up in the calendar at the agreed interval for Mayor's appointments.

#### **4.3.3 Administrative Support to Elected Members and use of Letterhead**

Correspondence pertaining to a Council decision, policy or service is to be prepared and distributed solely by the relevant officer/s in accordance with the adopted Organisational Structure – this includes but is not limited to:

- Customer Requests
- Complaints
- Council Meeting Correspondence

All Customer Requests and/or Complaints are to be administered in accordance with the adopted policies and Quick Guides pertaining to Customer Requests and Complaints.

Administrative support and letterhead is for Council Business and is not for the purpose of communicating personal opinions, progressing personal interests or individual priorities or seeking to damage the reputation of Council, other Councillors or Council employees.

Administrative support and letterhead for elected members is provided solely for the purpose of:

- letters of support for a community groups' funding applications that increase the liveability of the region (e.g. may be signed by the Mayor or a relevant Councillor) provided that:

- the content is consistent with the role of a Councillor;
  - an individual Councillor is not speaking for or on behalf of Council;
  - the letter does not indicate or provide Council in-kind or financial support;
  - the signatory would not ordinarily have a conflict of interest in the matter (material personal interest or otherwise) if the matter came before Council.
- invitations to individual community engagement initiatives;
  - congratulatory or thank-you messages;
- advocacy to other tiers of government for Council Business reflecting Council's position on matters;
  - facilitating the reimbursement of expenses and other arrangements under this policy;
  - preparation of speech notes where the request is received from the Councillor in sufficient time to enable information to be collated having regard to the following guide:
    - dot points (3) clear business days of the event;
    - 5 clear business days (full speech);
  - acknowledgement letters/e-mails for correspondence to the Elected Members' Office.

To remove any doubt, at no time is an individual's letterhead or individual e-mail addresses to be used to speak on behalf of Council or to commit Council (or imply Council's commitment to) potential / future decisions about Council expenditure or Council policy.

#### **4.3.4 Maintenance Costs of Council Equipment**

Council will cover all ongoing maintenance costs associated with Council owned equipment to ensure it is operating for optimal professional use.

#### **4.3.5 Insurance Cover**

In accordance with Section 107 of the *Local Government Act 2009*, Council will take out professional indemnity and Workers Compensation Insurance cover for Councillors while carrying out their legislative responsibilities.

Council will pay the applicable excess (to the relevant insurer), in relation to claims made (against Council and/or a Councillor) relating to the conduct of a Councillor, who was performing their role as a Councillor (i.e. conducting official Council business).

#### **4.3.6 Uniform**

On an 'as needed' basis Council will provide Councillors with the following corporate uniform as supplied by Council's preferred supplier arrangement:

- Name Badge
- Corporate branded shirts
- Corporate branded jacket
- Personal Protective Equipment (PPE) as required in the discharge of official duties

#### 4.4 VEHICLES

Summary (Extract from New Councillor Checklist Form)

Expenses or Facilities incurred or used by Councillors	New Councillor Checklist (Please tick to select preferred option)			
	Option 1	Option 2	Option 3	Option 4
Vehicle for Councillor's Use	<p><b>Council Vehicle</b> for Council Business Use <u>Only</u> <u>No Private Use</u></p> <p style="text-align: center;"><input type="checkbox"/></p>	<p><b>Council Vehicle</b> – Council Business Use Purchase of <u>Limited</u> Private Use by Councillor</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>Payment by <u>Councillor to Council</u> of \$3,500 per annum indexed by CPI (June 2018). Council will periodically review usage to confirm reasonableness of usage to individual Councillor payments pursuant to this option. Excessive usage may, subject to a Council resolution, result in an additional Councillor payment being required.</p>	<p>Use of <b>Private Vehicle</b> Allowance based on kms of Council Business Use</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>88c per km of Council business use (log book maintained and copies provided as part of the payment request) paid to the Councillor.</p>	<p>Use of <b>Private Vehicle</b> Council Business Use</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>In the absence of a Log Book, the Councillor acknowledges that no claim for reimbursement can be made to Council for a contribution or reimbursement of expenses associated with use of a Private Vehicle for Council Business Use.</p>

##### 4.4.1 Council Owned Vehicle – Option 1 or Option 2

Due to the size of the Maranoa Regional Council area (58,834.5km<sup>2</sup>), and to ensure Councillors participate in Council and community events across the region, a fully serviced, Council owned vehicle will be made available to Councillors who would like to access these options. This will include the provision of a break down service and fuel card for Council Business use.

Use of the vehicle is for Council Business and associated events only and is subject to compliance with any applicable motor vehicle policy adopted by Council from time to time.

### **Option 2 Purchase of Limited Private Use**

Councillors may enter into a private use agreement of the Council issued vehicle. The cost is determined by estimating a fair value for private use, based on the variable costs in operating a vehicle (Fuel, general and routine maintenance and tyres).

The cost of limited private use at the commencement of this option was \$3,500 per annum (indexed annually by CPI 30 June).

Fuel purchased outside the Maranoa Regional Council area is to be covered by the Councillor if the vehicle is being used for private use.

The set private use agreement fee will be deducted automatically from the fortnightly Councillor remuneration payments.

### **Option 3**

A Councillor may prefer to use their private vehicles.

For the purpose of this policy, Council has determined that the allowance for use of a motor vehicle will be 88c/km (subject to annual review). Any claim is to be based on log book details to substantiate the relevance of the travel for Council business.

Details of the private use is to be recorded on a Councillor Expense Claim Form.

### **Councillor Vehicle Fleet**

The type of vehicles made available to Councillors considers the large area and distances covered within the Council area, and the fact that rural roads are predominantly gravel. Night travel is also necessary for Councillors in attending to Council Business.

Councillors will be provided with a 'fit for purpose' 4WD vehicle or similar vehicles considering individual location, value for money and the context of the abovementioned considerations.

**4.5 Information and Communication Technology (ICT) EQUIPMENT**

**4.5.1 Mobile Devices (Calls and Data)**

Summary (Extract from New Councillor Checklist Form)

Expenses or Facilities incurred or used by Councillors	New Councillor Checklist (Please tick to select preferred option)			
	Option 1	Option 2	Option 3	Option 4
Mobile Devices for Councillor's Use	<b>Council Mobile (Smart) Phone</b>	<b>Council Mobile (Smart) Phone + Call redirection</b> to personal phone number	<b>Personal Mobile Phone</b>	<b>Personal Mobile Phone</b>
	<b>Council iPad</b> (choice of 9.7 inch or 12.9 inch)	<b>Council iPad</b> (choice of 9.7 inch or 12.9 inch)	<b>Council iPad</b> (choice of 9.7 inch or 12.9 inch)	<b>Personal iPad</b>
	Calls (includes Council secured fixed cost monthly plan for calls and data within Australia).	Calls (includes Council secured fixed cost monthly plan for calls and data within Australia) for Council phone.	Reimbursement of Mobile Plan including Data to the equivalent of what Council is currently paying for a Council device.	Reimbursement of Mobile Plan including Data to the equivalent of what Council is currently paying for a Council device.
	Microsoft Outlook (E-mail and Calendar), Voicemail and SMS self-managed by Councillor.			
	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically:  <b>Microsoft Outlook (E-mail and Calendar) and Microsoft Office Suite.</b>	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically:  <b>Microsoft Outlook (E-mail and Calendar) and Microsoft Office Suite.</b>	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: <b>Microsoft Outlook (E-mail and Calendar)</b> with corporate management of the Council Outlook app. and pin security, managed through Council's mobile application management platform. <b>+ Microsoft Office Suite on iPad</b>	Council will only pay for the purchase and arrange installation and support of Software Applications or 'Apps', or individually priced services that are required to conduct official Councillor business, specifically: <b>Microsoft Outlook (E-mail and Calendar)</b> with corporate management of the Council Outlook app. and pin security, managed through Council's mobile application management platform.
SMS (Text Messages) about Council Business are not to be sent from personal mobile phones to ensure compliance with the <i>Public Records Act 2002</i> . Any receipt of SMS are to be copied and included in Council's system.				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 4.5.2 Council E-mail Address

##### Summary

A number of e-mail address contacts for contacting Council to request a service or action are available on the Council website:

[council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)

[customer.service@maranoa.qld.gov.au](mailto:customer.service@maranoa.qld.gov.au)

As some government correspondence (e.g. from Ministers) is addressed to Council through the mayor or addressed to all Councillors, the following addresses are established and administrative support provided to assist in the management of the correspondence:

[mayor@maranoa.qld.gov.au](mailto:mayor@maranoa.qld.gov.au)

[councillors@maranoa.qld.gov.au](mailto:councillors@maranoa.qld.gov.au)

A copy of correspondence from customers received through the above e-mail addresses will be automatically forwarded to the Customer Request e-mail address for acknowledgement and to commence attention by the relevant department or departments.

A copy of correspondence from government or other agencies will be printed and placed in the Mayor's tray for review when he is next in the office (marked as Urgent / Non-Urgent) and forwarded to the relevant department or Councillors in the interim.

If a Councillor including the Mayor wants to be able to be individually contactable in their role as Councillor, an e-mail address incorporating the individual's name will be set up for the Councillor's use. However, it is not the intention of this policy for administrative support to be provided to an individual's e-mail address.

In the case of the Mayor, if their preference is not to monitor the individual e-mail address, then the individual address will be converted to internal use only for calendar appointments and internal communication, and the local government communication addressed to [mayor@maranoa.qld.gov.au](mailto:mayor@maranoa.qld.gov.au).

## 5. Related Legislation and Policies

- *Local Government Act 2009*
- *Local Government Regulation 2012*

*Council Policies developed and reviewed from time to time in relation to:*

- *Credit Cards*
- *Councillors' Motor Vehicles*
- *Customer Service*
- *Complaints Management*
- *Mandatory Councillors' Code of Conduct (State Government)*



## 6. Associated Documents

Nil

CARRIED

8/1

Mayor Golder called for a division of the vote.

The outcomes were recorded as follows:

<b>Those in Favour of the Motion</b>	<b>Those Against the Motion</b>
Cr. Chambers	Cr. Golder
Cr. Chandler	
Cr. Flynn	
Cr. McMullen	
Cr. Newman	
Cr. O'Neil	
Cr. Schefe	
Cr. Stanford	

<b>Responsible Officer</b>	<b>Lead Officer - Elected Members &amp; Community Engagement</b>
----------------------------	--

## Feedback

Feedback on our annual report is welcome.

### You can write to us at:

Maranoa Regional Council  
PO Box 620  
Roma QLD 4455

**Email:** [council@maranoa.qld.gov.au](mailto:council@maranoa.qld.gov.au)

**Websites:** [www.maranoa.qld.gov.au](http://www.maranoa.qld.gov.au)

[www.mymaranoa.org.au](http://www.mymaranoa.org.au)

## Useful contacts

**Phone:** 1300 007 662

**Fax:** 07 4624 6990

Council's Service Centres:

Roma: Cnr Bungil and Quintin Streets

Injune: 32 Hutton Street

Mitchell: 100 Cambridge Street

Surat: 73 Burrowes Street

Yuleba: 20 Stephenson Street

For all Building, Planning & Environmental  
Enquiries: 1 Cartwright Street, Roma

