



ORDINARY MEETING

AGENDA

22 MARCH 2022

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 22 March 2022 commencing at 9:00am for transaction of the enclosed business.

In line with section 277E of the Local Government Regulation 2012, it has been determined that it is not practicable for the public to attend Council meetings in person at the current time. Until further notice, Council meetings will instead be livestreamed online.

A handwritten signature in black ink, appearing to be "C. P.", written in a cursive style.

CHIEF EXECUTIVE OFFICER
17 March 2022

Next Meeting Date: 12.04.22

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor N K Fisher
Councillor S Latcham
Councillor G D Mathers
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor D Kirkland

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 8 March 2022

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 10 MARCH 2022

RECOMMENDATION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 10 March 2022 as circulated, be received and that the recommendations contained within these minutes be adopted.

(Note: The complete minutes are contained in the separate Minutes document)

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.1 UPDATE: BUSHFIRE PREVENTION GOVERNANCE REVIEW - PARKS****File No: 10097****Responsible Officer: John Wallace – Chief Audit Executive**

SUMMARY

The Chief Audit Executive will provide a verbal update outlining the Management response for the 'Bushfire Prevention Governance Review - Parks'.

COMMITTEE RECOMMENDATION

THAT the verbal update from the Chief Audit Executive be received.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.2 CEO UPDATE****File No: 13900****Authorising Officer: Evan Pardon - Chief Executive Officer****Author: Evan Pardon - Chief Executive Officer**

SUMMARY

The Chief Executive Officer will update the Committee on any matters of importance.

COMMITTEE RECOMMENDATION

THAT the CEO's update be received.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.3 EXTERNAL AUDIT PLAN 2022**

File No: 9509
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The External Audit Plan from Council's Auditors, Thomas, Noble & Russell Chartered Accountants (TNR) are provided for Committee review.

COMMITTEE RECOMMENDATION

THAT the External Audit Plan 2022 be endorsed and received.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.4 FINANCE SECTION UPDATE**

File No: 8148
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

Chief Financial Officer providing a Finance Section Update on matters to date for the 2021/2022 Financial Year.

COMMITTEE RECOMMENDATION

THAT the Finance Section Update be received.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.5 INVESTIGATION AND LEGAL MATTERS PROGRESS REPORT**

File No: 5207
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Travis Pegrem - Coordinator Workforce Relations and Ethics

SUMMARY

Coordinator Workforce Relations and Ethics presenting an update of financial year to date Investigative Matters and the current Legal Matters progress report.

COMMITTEE RECOMMENDATION

THAT the update of Investigative and Legal matters for Rockhampton Regional Council be received.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.6 SAFETY UPDATE**

File No: 4868
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Tony Hauenschild - Coordinator Safety and Training

SUMMARY

Coordinator Safety and Training presenting an update on safety matters for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the Safety Update be 'received'.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.7 ASSET REVALUATION PROGRESS REPORT 2021/2022**

File No: 5960
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The purpose of this report is to inform the Audit and Business Improvement Committee regarding the Asset Revaluations for the 2021/22 reporting year.

Key items are the status of the Stormwater revaluation, the deferral of the Buildings revaluation, and the status of the indices assessment for 2021/22.

Procurement processes have been completed in relation to service providers to support the revaluation of Stormwater assets, and the interim assessments of indices for application to asset classes not due for comprehensive revaluation in 2021/22.

COMMITTEE RECOMMENDATION

THAT the members of the Audit and Business Improvement Committee receive this report.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.8 CAPITALISATION OF CAPITAL WORKS IN PROGRESS**

File No: 5960
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer reporting the status of Non-Current Asset Capitalisations to February 2022.

COMMITTEE RECOMMENDATION

THAT the members of the Audit and Business Improvement Committee receive this report.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.9 LOSS / THEFT ITEMS - NOVEMBER 2021 TO FEBRUARY 2022**

File No: 3911
Authorising Officer: Marnie Taylor - Chief Financial Officer
Ross Cheesman - Deputy Chief Executive Officer
Author: Kellie Roberts - Coordinator Property & Insurance

SUMMARY

Presenting details of the Loss / Theft register for the period 1 November 2021 to 28 February 2022.

COMMITTEE RECOMMENDATION

THAT the Committee 'receives' the Loss/Theft Report for the period 1 November 2021 to 28 February 2022.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.10 RISK REGISTERS QUARTERLY UPDATE AS AT 14 JANUARY 2022**

File No: 8780
Authorising Officer: John Wallace - Chief Audit Executive
Ross Cheesman - Deputy Chief Executive Officer
Author: Kisane Ramm - Senior Risk and Assurance Advisor

SUMMARY

Submission of the quarterly risk register updates, as at 14 January 2022, for Audit and Business Improvement Committee's consideration.

COMMITTEE RECOMMENDATION

THAT the Committee "receive" the quarterly risk register updates as at 14 January 2022, as presented in the attachments to this report, and recommends they be adopted by Council.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.11 QUALITY ASSURANCE AND IMPROVEMENT PROGRAM - ASSERTIONS AND DECLARATIONS**

File No: 8563
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

Internal Audit's assertions and declarations are provided for the information of the Committee.

COMMITTEE RECOMMENDATION

THAT Internal Audit's assertions and declarations, as presented in the attachments to this report, be "received".

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.12 ANNUAL AUDIT PLAN 2021-2022 PROGRESS UPDATE**

File No: 8563
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

This update is provided on progress against the approved Annual Audit Plan for the approximate period July 2021 to February 2022, as per Local Government Regulation s211.

COMMITTEE RECOMMENDATION

THAT the Annual Audit Plan update be received and progress noted.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.13 AUDIT - VECTOR MANAGEMENT MOSQUITOS**

File No: 5207
Attachments: 1. Vector Management - Mosquitos Review
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned audit for – Vector Management Mosquitos is now finalised and presented to the committee for review.

COMMITTEE RECOMMENDATION

THAT the audit of Vector Management # 2021-06, be received.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022**9.1.14 AUDIT - PLAYGROUNDS INSPECTIONS**

File No: 5207
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The audit of playgrounds inspections is finalised and presented to the committee.

COMMITTEE RECOMMENDATION

THAT the audit report 'Playgrounds Inspections' be received.

Recommendation of the Audit and Business Improvement Committee, 10 March 2022

9.1.15 AUDIT - REGIONAL ARTS DEVELOPMENT FUND (RADF)

File No: 5207
Authorising Officer: John Wallace - Chief Audit Executive
Author: John Wallace - Chief Audit Executive

SUMMARY

The planned (requested) audit for RADF is finalised and provided for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the audit report 'Regional Arts Development Fund (RADF)' be received.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 BUDGET APPROVAL FOR R1 SOFTWARE AS A SERVICE SUBSCRIPTION

File No:	974
Attachments:	Nil
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Brendan Hooper - Coordinator Information Systems Marnie Taylor - Chief Financial Officer

SUMMARY

In order for Council to execute a contract to transition its TechnologyOne suite of modules (labelled "R1") to a Software as a Service (SaaS) subscription hosted in the Cloud, budget approval is required to execute the contract. The transitioning project cannot commence until the contract has been executed.

OFFICER'S RECOMMENDATION

THAT Council approves the additional operational expenditure for \$376,414 (year 1) for the R1 Software as a Service subscription with TechnologyOne commencing 1 July 2022.

COMMENTARY

At mid-2021, Rockhampton Regional Council completed the four-year RAMP project which deployed an integrated Financials/Supply Chain Management/Enterprise Asset Management (Asset & Works)/Enterprise Content Management (ECM) TechnologyOne suite of modules on premise, together with interfaces to other on-premise systems. This complete on-premise integrated solution was labelled "R1".

TechnologyOne have since announced that support for on-premise customers ends on 1 October 2024, excepting emergency and/or regulatory patches by negotiation. New features will not be available to on-premise customers after the 2022a release in September 2022.

Council's Information Systems Steering Committee (ISSG) have reviewed IT Services' project implementation plan and TechnologyOne's transition proposal. This was endorsed on 24 February 2022 and referred to Council for budget approval.

BUDGET IMPLICATIONS

This transition will draw from both operational and capital budgets.

The annual SaaS charges, for year one (initial 5 year contract) will be \$376,414 which is in addition to the existing software and maintenance charge of \$351,583 per annum (indexed), which will apply from 1 July 2022.

An amount of \$237,000 covering pre-transition preparatory work will be allocated from the ITS System Improvements and Upgrade Capex budget.

Due to the existing requirement for other on-premise systems to operate, there will be no savings realised by migrating this system to the cloud. There will be some minor reduction in the System Administrator's time doing technical upgrades of the system which would occur on average twice a year.

LEGISLATIVE CONTEXT

TechnologyOne is an existing provider and is also prequalified supplier with LocalBuy as per section 234(2) Local Government Regulation 2012.

LEGAL IMPLICATIONS

There are no perceived legal implications by Council moving to the Software as a Service subscription.

STAFFING IMPLICATIONS

The project implementation plan has identified key resources within Council and TechnologyOne required to delivery this project. All tasks will be appropriately supported by a relevant TechnologyOne transition consultant. The project will be assigned a Technology Manager from TechnologyOne, and this person will be in a position to provide much of the technical assistance required.

All nominated internal RRC staff also carry operational support load. While the plan accommodates that to some degree, unexpected support demands may impact the ability to meet timelines.

There are other significant projects being undertaken by Corporate Applications through 2022. Key resources have been somewhat sheltered from other projects in anticipation of the R1 SaaS transition being a priority through 2022.

RISK ASSESSMENT

In assessing the options for the future of the R1 suite of modules, it was recognised that moving to a SaaS subscription provided the least amount of risk compared to the other options. There are numerous councils throughout Queensland and Australia utilising the SaaS solution.

CORPORATE/OPERATIONAL PLAN

This activity aligns with the IT Strategic Plan 2021-25 Strategy 2B - Planning and implementing the next phases in R1 development.

CONCLUSION

Council has been utilising the TechnologyOne solution since the year 2000. The move to a Software as a Service model where the solution will be hosted in the Cloud is the next step in the progression of this software solution. The approval of this budget allocation for year one will enable the execution of the contract to commence the transition project.

It is therefore recommended that Council approves the additional operational expenditure for \$376,414 (year 1) for the R1 Software as a Service subscription with TechnologyOne commencing 1 July 2022.

11.2 WALTER REID CULTURAL CENTRE LEASE RENEWALS

File No:	2210
Attachments:	1. Walter Reid Tenant List 2. Walter Reid Cultural Centre Floor Plan
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	John Webb - Manager Communities and Culture

SUMMARY

The majority of the tenant leases and licences in the Walter Reid Cultural Centre expired in February 2022. Council's approval to offer existing tenants new agreements is required.

OFFICER'S RECOMMENDATION

THAT:

1. Pursuant to section 236(1)(b)(ii) and (c)(iii) of the *Local Government Regulation 2012* (Qld), Council approve the renewal of the Freehold Leases and Licences as identified in the report; and
2. Council authorises the Chief Executive Officer (Manager Communities and Culture) to negotiate the terms and conditions of the agreements with the organisations listed in the report in preparation for execution by the delegated officer. These agreements are to be for a period of two years with requirements for usage and activation reporting.

COMMENTARY

In considering the appropriate course of action Council have the following general options

- Renew all tenancies for another five-year term.
- Transition to a month-by-month tenancy allowing Council to review usage and seek expression of interest from the current and alternative cultural and recreational user within the community.
- Renew for an alternative term.

The tenants within the Walter Reid Cultural Centre by their nature consist of a membership and/or deliver a service or conduct activities that continue to be impacted by COVID.

A former tenancy Rockhampton Chamber Music Society was discontinued with this organisation winding up in May 2020.

The impacts of COVID on community organisations and volunteering are evident beyond Walter Reid tenant organisations.

An alternative course of action is recommended with all tenancies offered a renewal for an interim two year period with the application of standard CPI increases.

This would provide the tenants a transition out of the current COVID period into a new operating environment with a return of membership, volunteering capacity and activation.

While providing a period of surety to the tenants it would allow Council to assess any longer term COVID impacts upon community service and activity.

In order to gather relevant usage and activation data reporting clauses should be added to the interim agreements.

PREVIOUS DECISIONS

In November 2013, Council approved the granting of leases and licenses to a range of community arts and recreational groups for various spaces within the Walter Reid Cultural Centre.

In December 2016, Council approved the renewal of lease and licenses of the arts and recreation tenants of the Walter Reid Cultural Centre.

In September 2020, Council authorised the CEO to seek Expressions of Interest from the community for tenants that were a fit both for the capacity and amenity of the space that cultural support objectives of the Walter Reid Cultural Centre. This decision was in response to cessation of the Rockhampton Chamber Music Society.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

This recommendation formulated in consideration of legislative requirements.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

The recommendation is formulated to manage the risks associated with appropriate Community Service support within the current COVID environment.

OPERATIONAL PLAN

Community

1. Safe, accessible, reliable and sustainable infrastructure and facilities
2. Regional public places that meet our community's needs

CONCLUSION

In consideration of the impact of COVID upon community cultural and recreation activities the current tenants should be offered an interim two year renewal.

WALTER REID CULTURAL CENTRE LEASE RENEWALS

Walter Reid Tenant List

Meeting Date: 22 March 2022

Attachment No: 1

Walter Reid Cultural Centre Lease/Licence Renewals							
Lessee Name	Property	Fl.	Type	Ref.	Lease Fee	Expiry Date	Area Sq.M
Capricornia Potters Group Inc.	Part Lot 6 RP600234 & Lot 4 RP600233 (Lease N)	2	Freehold Lease	LEA/15	\$976.72	28/02/2022	207
Central Queensland Contemporary Artists	Part Lot 3 RP600233 & Lot 4 RP600233 (Lease K)	1	Freehold Lease	LEA/9	\$656.89	28/02/2022	100
Rockhampton Lapidary Club Inc	Part Lot 3 RP600233 & Lot 4 RP600233 (Lease F)	1	Freehold Lease	LEA/10	\$1,205.70	28/02/2022	188
Rockhampton Youth Orchestra	Part L1 RP600233, L2 RP600233, L3 RP600233, L4 RP600233, L6 RP600234 (Lease I)	1	Freehold Lease	LEA/11	\$648.93	28/02/2022	174
Royal Queensland Arts Society (Rockhampton Branch) Inc.	Part Lot 1 RP600233 & Lot 2 RP600233 (Lease M)	1	Freehold Lease	LEA/12	\$951.59	28/02/2022	257
Rockhampton Fibre Arts	Part L1 RP600233, L2 RP600233, L3 RP600233, L4 RP600233, L6 RP600234 (Lease E)	1	Freehold Lease	LEA/13	\$411.07	28/02/2022	90
Rockhampton Photography Club Inc.	Part Lot 1 RP600233 & Lot 2 RP600233 (Lease G)	1	Freehold Lease	LEA/14	\$1,067.95	28/02/2022	193
Rockhampton Rail Modellers Association Inc	Part L1 RP600233, L2 RP600233, L3 RP600233, L4 RP600233, L6 RP600234 (Lease H)	1	Freehold Lease	LEA/17	\$582.85	28/02/2022	96
Embroiderers Guild Rockhampton Guild	Part Lot 1 RP600233 & Part Lot 2 RP600233 (Lease M)	1	Freehold Licence	LIC/88	\$314.51	28/02/2022	257
Rockhampton Eisteddfod Association Incorporation	Part Lot 3 RP600233 (Lease L)	1	Freehold Lease	LEA/101	\$5,091.97	28/02/2022	42
Patch Happy Circle	Part Lot 1 RP600233 & Part Lot 2 RP600233 (Lease M)	1	Freehold Licence	LIC/103	\$314.51	28/02/2022	257
Rockhampton Little Theatre Inc.	Part Lot 4 on RP600233 & Lot 6 on RP600234 (Lease A)	G	Freehold Lease	LEA/381	\$3,595.72	28/02/2022	134
Officina Athelstane Letter Press (Derek Lamb)	Part Lot 2 RP600233 (Lease B)	G	Freehold Lease	LEA/389	\$337.94	28/02/2022	44
Capricornia Printmakers	Part Lot 1 RP600233 & Lot 2 RP600233 (Lease C)	G	Freehold Lease	LEA/391	\$675.85	28/02/2022	143
Rockhampton Youth Orchestra	Part Lot 1 RP600233 (Lease J)	G	Freehold Lease	LEA/476	\$ 500.10	28/02/2022	54

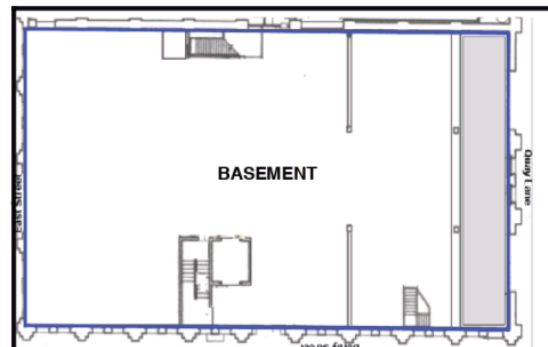
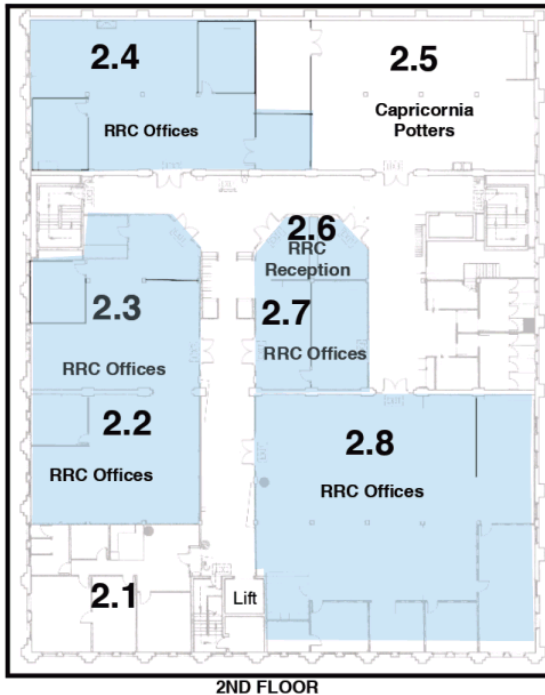
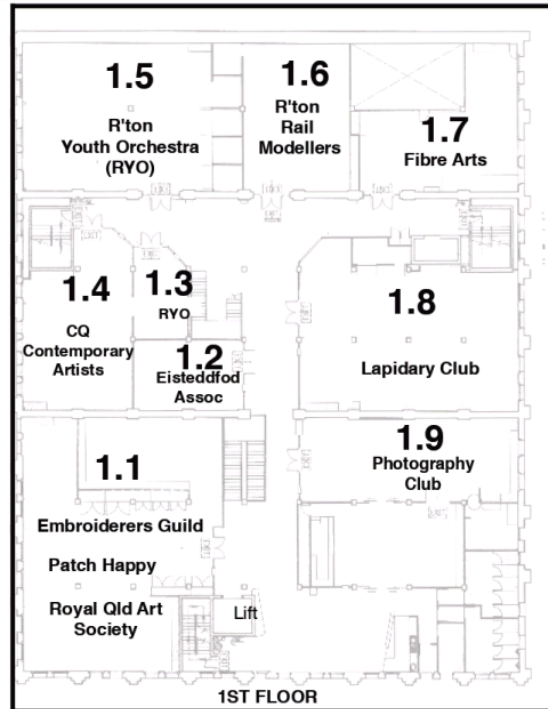
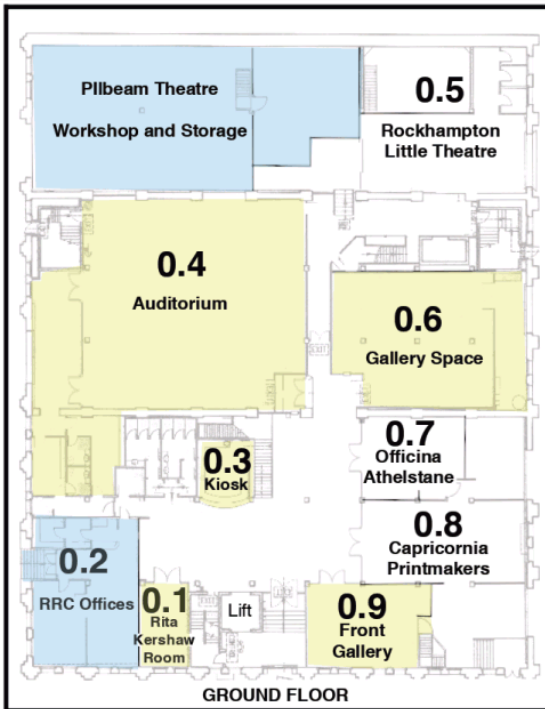
WALTER REID CULTURAL CENTRE LEASE RENEWALS

Walter Reid Cultural Centre Floor Plan

Meeting Date: 22 March 2022

Attachment No: 2

Walter Reid Cultural Centre Floor Layouts (as at 2022)



- RRC Staff areas
- Rooms for hire.

PO Box 1860 Rockhampton QLD 4700 T. 07-49245600
 E. majorvenues@rrc.qld.gov.au
 Walter Reid Cultural Centre is owned and operated by Rockhampton Regional council
www.seeitlive.com.au



11.3 DEVELOPMENT ASSESSMENT DECISIONS UNDER DELEGATION - FEBRUARY 2022

File No: 7028
Attachments: Nil
Authorising Officer: Doug Scott - Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services
Author: Tarnya Fitzgibbon - Coordinator Development Assessment

SUMMARY

This report outlines the properly made development applications received in February 2022 and whether they will be decided under delegation or decided by Council.

OFFICER'S RECOMMENDATION

THAT the Development Assessment Decisions Under Delegation – February 2022 report be received.

BACKGROUND

Matters are referred to Council for decision where:

- Refusals;
- The development is inconsistent with the intent of the zone; or
- Submissions are received during the notification period.

The following properly made applications were received in February 2022. They will be decided in the following manner:

Application type	Applicant	Address	Decision
D/12-2022 – Operational works for retaining wall. No primary approval required.	V Ramanathan	17A Bowen Terrace, The Range	Delegation
D/14-2022 – MCU for secondary dwelling	T Bartlem	1025 Ridglands Road, Alton Downs	Delegation
D/15-2022 – Operational works for prescribed tidal works. No primary approval required	RRC	123 Victoria Parade, Rockhampton City	Delegation
D/17-2022 – MCU for utility installation	Aurizon Property Pty Ltd	339-380A Bolsover Street, Depot Hill	Delegation
D/18-2022 – Operational works for stormwater, access, earthworks and landscaping. The primary approval is for low impact industry.	Siris & Associates Consulting Engineers	985-1005 Yaamba Road, Parkhurst	Delegation

Application type	Applicant	Address	Decision
D/19-2022 – MCU for outdoor sales	Roxborough (Qld) Pty Ltd	3 Glenmore Road, Park Avenue	Impact assessable so may go to Council
D/79-2017 – Other change extractive industry, medium impact industry and a warehouse	Hopkins Brothers Group Pty Ltd Tte	59793 Bruce Highway, Midgee	Impact assessable so may go to Council

For some matters it is not possible to determine if they will go to Council until the notification period ends. If there have been submissions the application will go to Council to be decided.

CONCLUSION

This report outlines the applications received in February 2022 and the manner in which they will be decided.

11.4 COMMUNITY ENGAGEMENT PLAN - PLANNING SCHEME AMENDMENT

File No:	RRPS-PRO-2021/003-06
Attachments:	1. Community Engagement Plan ↓
Authorising Officer:	Cameron Wyatt - Coordinator Strategic Planning Angus Russell - Manager Strategy and Planning Ross Cheesman - Deputy Chief Executive Officer
Author:	Alyce James - Strategic Planner

SUMMARY

This report seeks formal endorsement of the Community Engagement Plan and to proceed to the public consultation stage under the Planning Act 2016 for the Planning Scheme Major Amendment versions 4.1, 4.2, 4.3 and 4.4 (Fitzroy River and Local Flood Catchments – North Rockhampton, South Rockhampton, Gracemere and Mount Morgan).

OFFICER'S RECOMMENDATION

1. THAT the Community Engagement Plan for the Public Consultation stage of making a planning scheme amendment as presented is received.
2. THAT public consultation of the proposed major amendment to the planning scheme is undertaken in accordance with section 20 under the *Planning Act 2016*.

COMMENTARY

Council submitted the major amendment to the Department of State Development, Infrastructure, Local Government and Planning for a State Interest Review on 12 November 2021.

The Department of State Development, Infrastructure, Local Government and Planning advised on 21 February 2022 that Council may proceed to the public consultation stage of making or amending a planning scheme. No conditions were attached, as the Director-General was satisfied that the proposed amendment appropriately integrates the relevant state interests.

As outlined in the Community Engagement Plan (attached), it is proposed the public consultation period starts on Monday 4 April 2022 and ends Friday 3 June 2022 (40 business days).

BACKGROUND

Council, as part of its on-going commitment to the Rockhampton Regional Council Flood Management Strategy, has completed several flood studies to improve its current flood information and understanding of existing flood risks in the Rockhampton region. A key component of this work has involved updating several flood studies, and undertaking new flood studies within the region.

The outcomes from these studies provide Council with a better understanding of local catchment flood behavior, flood risk, and vulnerability, to assist with the development of flood mitigation options and inform future natural hazard overlays for associated development controls. The flood studies also provide information to assist in emergency management planning.

These studies were received at a Councillor workshop on 15 September 2020. They are currently already available to the community via Council's website and further consultation with the community will occur through the major amendment public consultation process.

As a result of new information, the proposed major amendment to the Rockhampton Region Planning Scheme incorporates the updated flood studies for the Fitzroy River, Moores Creek, Splitters Creek, Limestone Creek, Ramsay Creek, South Rockhampton Catchment, Wandal and West Rockhampton Catchment, and, Gracemere catchments.

The proposed amendments also incorporate the Mount Morgan Local Catchment flood study and updated flood hazard profiling (i.e. from 4 hazard categories to 6 hazard categories, and the subsequent categorisation into Planning Area 1 and 2).

The following changes to the flood hazard overlay mapping are required:

- Updated Fitzroy River Flood Overlay Map OM-8A; and
- Updated Local Catchment Flood Overlay Map OM-8C.

PREVIOUS DECISIONS

On 9 November 2021, Council resolved to prepare a major amendment to the Rockhampton Region Planning Scheme (versions 4.1, 4.2, 4.3 and 4.4) in accordance with section 20 of the *Planning Act 2016* and Minister's Guidelines and Rules and provided a written statement, to the Minister advising that a major amendment has commenced, including the nature and details of the changes.

BUDGET IMPLICATIONS

The cost associated with public consultation is currently funded in Council's 2021-22 Operational Budget.

LEGISLATIVE CONTEXT

The process for undertaking a major amendment to the planning scheme is detailed under section 20 of the *Planning Act 2016* and chapter 2 *Minister's Guidelines and Rules*.

CORPORATE/OPERATIONAL PLAN

The amendments to the planning scheme align with the ***Operational Plan 2021–22*** Action 4.4.1 – Amend the Rockhampton Region Planning Scheme as required to achieve Council's policy objectives and outcomes.

CONCLUSION

In conclusion, it is recommended that Council commence the public consultation of the major amendment to the Rockhampton Region Planning Scheme in accordance with the attached community engagement plan. The period of consultation will run from Monday 4 April 2022 to Friday 3 June 2022.

COMMUNITY ENGAGEMENT PLAN - PLANNING SCHEME AMENDMENT

Community Engagement Plan

Meeting Date: 22 March 2022

Attachment No: 1

ROCKHAMPTON REGION PLANNING SCHEME
MAJOR AMENDMENT V4 (Local Catchment and Riverine Flood
Mapping)

- Major Amendment V4.1 – North Rockhampton
- Major Amendment V4.2 – South Rockhampton
- Major Amendment V4.3 – Gracemere
- Major Amendment V4.4 – Mount Morgan

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1. Trigger for Community Engagement

Council's Operational Plan 2021-2022 is an annual document that outlines the activities for Council to undertake each financial year. The following action item has been identified in relation to the Rockhampton Region Planning Scheme:

Action: 4.4.1 Amend the Rockhampton Region Planning Scheme as required to achieve Council's policy objectives and outcomes.

To ensure the planning scheme remains current, action item 4.4.1 is achieved via rolling amendments. The proposed amendments versions 4.1-4.4 to the planning scheme are to include revised and new flood catchment mapping for Rockhampton, Gracemere and Mount Morgan, which ensures that the affected area remains up to date and new development has appropriate development controls. The amendment is further supported by Council's Flood Management Strategy which outlines how Council intends to work toward improving community resilience and better respond to flooding in the future.

The introduction of new mapping will ensure new development is appropriately located and is resilient to flood hazards.

In relation to preparing a planning scheme, there is a legislative requirement under Section 20 of the *Planning Act 2016*, to carry out public consultation about a proposal to amend a planning scheme.

Local government commencing public consultation of a proposed planning scheme is triggered by approval from the Minister for State Development, Infrastructure, Local Government and Planning to proceed to public consultation after the state interest review has been completed.

Council will then formally resolve to undertake public consultation once changes to the proposed planning scheme, as a result of the state interest review, have been considered and agreed upon.

2. Reason for Engagement

The reason for engagement is to notify residents of the proposed changes to the planning scheme regarding the impacts and development controls related to the flood catchment areas. Revised modelling has been completed and released publicly. The next phase is to incorporate these changes into the planning scheme and to notify impacted properties owners.

In accordance with the *Planning Act 2016*, it is a legislative requirement for Council to undertake public consultation on the major amendment to the Rockhampton Region Planning Scheme for a minimum of twenty (20) business days or as determined by Council. It is recommended that the public consultation period be extended in this instance to forty (40) business days to ensure sufficient time for responses to be received due to the number of properties impacted by the flood catchment overlay mapping.

3. Background

- Council endeavours to ensure that the major amendment to the Rockhampton Region Planning Scheme is developed to accurately reflect the community's expectations and continue to meet the evolving needs of the people who live here, whilst allowing for, and enhancing, growth opportunities.
- As part of Council's ongoing commitment to the Rockhampton Regional Council Flood Management Strategy, several flood studies have been completed to improve current flood information and the understanding of existing flood risks in the Rockhampton region. A key component of this work has involved updating several Creek flood studies, and undertaking new local catchment flood studies for previously unmodelled areas within the region.
- The flood study outcomes provide Council with a better understanding of local catchment flood behaviours, flood risks, and vulnerabilities to assist with the development of flood mitigation options and inform future natural hazard overlays for associated development controls. The flood studies also provide information to assist in flood emergency management planning.
- New and updated flood studies for all the local creeks and local catchments including Mount Morgan, West Rockhampton and Wandal, Gracemere North, South Rockhampton, Frenchmans and Thozets Creeks, Moores Creek, Splitters Creek, Ramsay Creek and Limestone Creek, have resulted in new and updated planning areas being identified. Updated flood hazard profiling for Gracemere catchments is applicable (i.e. from 4 hazard categories to 6 hazard categories, and the subsequent categorisation into Planning Area 1 and 2).
- The updated Fitzroy River Flood Model 2018 has resulted in a change of the 1% AEP defined flood event (DFE). All residents within the DFE to be made aware of their updated flood profile. Updated flood hazard categorisation of the Fitzroy River is applicable (i.e. from 4 hazard categories to 6 hazard categories).
- A total of 4,282 properties have been identified as being within the Local Catchment Flood Overlay. A breakdown of each catchment is below:
 - North Rockhampton: a total of 1,656 additional properties have been identified as part of the updated mapping for North Rockhampton. There were 735 properties in North Rockhampton that were wet in 2015 and are now dry.
 - Gracemere: a total of 85 additional properties have been identified as part of the updated mapping for Gracemere. There were 284 properties in Gracemere that were wet in 2015 and are now dry.
 - South Rockhampton: a total of 1,682 properties have been identified (new mapping for South Rockhampton); and
 - Mount Morgan: a total of 859 properties have been identified (new mapping for Mount Morgan).
- Targeted public consultation will be conducted to inform and outline to impacted property owners the reasons for the updated mapping and the inclusion of properties within the North Rockhampton, South Rockhampton, Gracemere and Mount Morgan catchments. A summary of the major changes to the planning scheme include:
 - Update to North Rockhampton Local Catchments overlay mapping;

- Update to Gracemere Local Catchments overlay mapping;
 - New mapping for South Rockhampton Local Catchments;
 - New mapping for Mount Morgan Local Catchments;
 - Updated Fitzroy River Flood Overlay mapping;
 - No proposed changes to codes or policies regarding development rights; and
 - Planning Scheme content to be updated where referencing the update / new mapping.
- The consultation process will be undertaken in stages to help manage resources allocated to communicating with affected residents and to ensure sufficient time for submissions to be received.

4. Objectives

- To undertake public notification pursuant to the legislative requirements of the *Planning Act 2016*.
- To create community awareness about the formal consultation period and details of how to make a properly made submission to the Major Amendment (Version 4) of the Rockhampton Region Planning Scheme.
- Identify and engage with relevant residents and stakeholders prior to and during the formal public consultation period. Notification will be undertaken in stages, in accordance with each major amendment (versions 4.1-4.4) for North Rockhampton Creek Catchments, South Rockhampton, West Rockhampton, Wandal and Mount Morgan Local Catchments, Gracemere Local Catchments and the Fitzroy River 1% AEP flood extent.
- To undertake targeted consultation with property owners whose property has been affected by changes to the overlay mapping in the planning scheme.
- To communicate the reasons for, and benefits of, undertaking a major amendment to the planning scheme.
- To implement appropriate change management techniques that will assist the community to prepare for change – focusing on areas where significant change is proposed.
- To provide the community with a range of online and traditional information sources e.g. link to the interactive mapping site, fact sheets, site specific property maps for impacted property owners and information regarding feedback/submission methods.

5. Target Audiences

Community

- General community – any person can make a properly made submission; and
- Property owners whose properties have been affected by changes to the overlay mapping in the planning scheme:
 - Property owners who are newly identified as being in Planning Area 1 and Planning Area 2;

- Property owners who have changed Planning Area categorisation (i.e. from PA 2 to PA 1 or PA 1 to PA 2);
- Property owners identified as being within the Fitzroy River 1% AEP flood extent;
- Property owners who are no longer within the Fitzroy River 1% AEP flood extent (i.e. all properties that were wet and now dry).

Community Groups / Clubs and Associations

Specific community groups / clubs and associations affected by overlay mapping changes will be contacted via letter as per the methods outlined in Key Messages and Methods of Engagement.

Business / Developers

- Real Estate Agents;
- Solicitors and Building Certifiers;
- Planning consultants; and
- Other interest parties (to be determined).

State Government Referral Agencies

- Department of State Development, Infrastructure, Local Government and Planning coordinators referrals to relevant State agencies;
- Queensland emergency services organisations including Queensland Police Service (QPS), Queensland Ambulance Service (QAS), Queensland Fire and Emergency Services (QFES) and Queensland State Emergency Service (SES); and
- Rockhampton Regional Council's Local Disaster Management Group (LDMG).

6. Key Messages

General Community

(Media messages)

Prior to consultation period commencing:

- Outline the nature and details of the major amendment and instructions on how to lodge a formal submission as outlined in Methods of Engagement; and
- Public consultation period is likely to commence in April 2022 and conclude in June 2022 (dates are subject to change).

During consultation period:

- Find out about the overlay mapping changes major amendment to the planning scheme by visiting Council's website, Council's Facebook page, Engagement HQ, registering to attend a meeting with a planner at Customer Service Centres, visiting a staffed information display at a local shopping centre (if applicable) or attending a public meeting (if applicable).
- View the overlay mapping changes to the planning scheme online from Council's website, Rock e Plan or at Customer Service Centres.
- Lodge a formal submission via mail, email, online via Engagement HQ or in person at Council's Customer Service Centres.

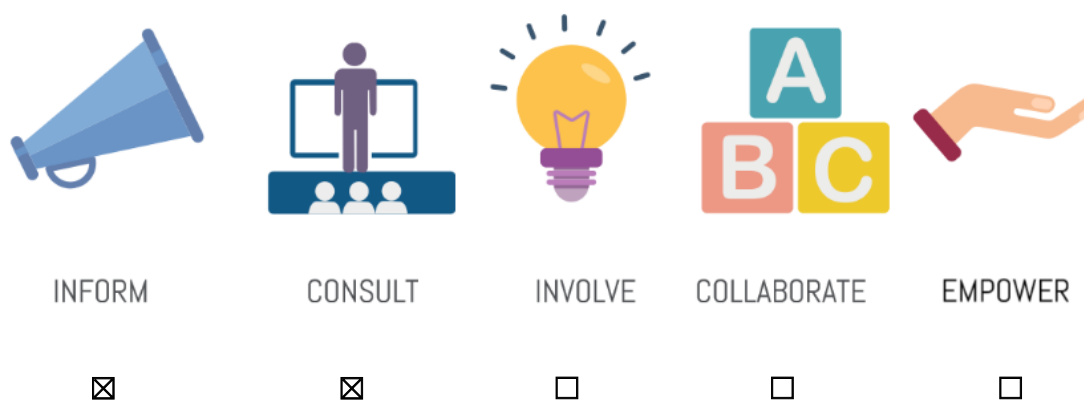
After consultation period concludes:

- All properly made submissions will be considered by Council and responded to via letter or email as per the legislative requirement.
- Update Council's website and social media pages to advise consultation has finished and that all submissions will be addressed.
- Development applications submitted after the adoption of the major amendment can be requested to be assessed by Council under the provisions of the superseded planning scheme for a period of 12 months.

Specific Interest	
Planning Area Notification (Local Flood Catchments)	<ul style="list-style-type: none"> • New and updated flood studies for all local catchments (Mt Morgan, West Rockhampton and Wandal, South Rockhampton, Frenchmans and Thozets Creeks, Moores Creek, Splitters Creek, Ramsay Creek, Limestone Creek, and inclusion of modelling for the Gracemere North catchment) have resulted in new / updated Planning Areas being identified. • Updated flood hazard profiling (i.e. from 4 categories to 6 categories, and the subsequent categorisation into Planning Area 1 and 2) for Gracemere Catchments. • There will be 3 type of letters to notify impacted property owners: <i>newly affected and/or category change for the following catchments: Mt Morgan, West Rockhampton and Wandal, South Rockhampton, Frenchmans and Thozets Creeks, Moores Creek, Splitters Creek, Ramsay Creek, Limestone Creek, and flood hazard profiling change for Gracemere and Gracemere North catchments.</i> • Letters to impacted property owners will be released in stages during the consultation period to assist with the general flow of enquiries received. The intention is to release the letters one (1) week apart as per the below schedule: <ul style="list-style-type: none"> - Week One: North Rockhampton Creek Catchments; - Week Two: South Rockhampton, West Rockhampton and Wandal; and - Week Three: Mount Morgan and Gracemere Local Catchments.
Fitzroy River Flood Hazard Overlay	<ul style="list-style-type: none"> • Updated Fitzroy River Flood Model 2018 has resulted in a change of the 1% AEP defined flood extent. As such, all residents within the Defined Flood Event (DFE) to be made aware of their updated flood profile. • Updated flood hazard categorisation of the Fitzroy River (from 4 hazard categories to 6 hazard categories). • There will be two (2) types of generic letters to notify impacted property owners: <i>affected and no longer affected.</i> • Letters to impacted property owners will be released in stages during the consultation period to assist with the general flow of enquiries received. The intention is to release the letters to those affected and no longer affected in Week 4 of the consultation period.

7. Level of Engagement

There are different public participation levels ranging from inform, consult, involve, collaborate and empower.



The community engagement for the major amendment to the Rockhampton Region Planning Scheme is deemed 'high regional' according to the Community Engagement Matrix. The engagement will involve 'informing' the local government area and 'consulting' with the impacted parties, also including a wider audience as any person from any location may make a submission. To inform and consult with the community and the wider audience, a range of traditional and social media methods will be used.

8. Methods of Engagement

Inform:

- **Public Notice** (*legislative requirement*)

The CQ Today newspaper – Saturday prior to commencement of consultation period and 1 week minimum prior to conclusion.

- **Council's Engagement HQ Website** (*legislative requirement*)

RRPS Major Amendment Project Milestones

Fact sheet

Submission form

Frequently Asked Questions (FAQs)

Online interactive mapping tool

Explanatory 2-3 minute video explaining why the flood management studies have been conducted, a demonstration on how to view the overlay mapping changes, the consultation dates and how to make a submission.

- **Customer Service Office Displays** (*legislative requirement*)

A full copy of the Planning Scheme must be made available at Customer Service Offices (Rockhampton, Gracemere and Mount Morgan offices) supported by information resources (fact sheets and brochures) and a professional display which includes a submission box at the front counter. Council Officers to be available for meetings at Walter Reid (East Street, Rockhampton) during the consultation period.

- **Internal Communications**

Inform the Leadership Team and Customer Service team. Internal training sessions (e.g. Development Assessment, Development Engineering, Customer Service, Advance Rockhampton), E-Bulletin Newsletter, RRC Roundup, Intranet and Council wide emails / notices for outdoor workers.

- **Media Release**

Issued prior to the commencement of the consultation period.

- **Social Media**

Council's Facebook page - scheduled updates and advertising.

- **Direct Mail**

Letters to impacted property owners will detail the consultation period commencement / conclusion dates, why the study has been conducted, how to view the scheme / mapping changes and how to make a properly made submission. The letter will enclose a fact sheet, flood overlay site specific map and submission form.

There will be a total of five (5) different letters to impacted property owners as per the below:

Planning Area Notification (Local Flood Catchments)

- 1) Letter to residents in North Rockhampton Creek Catchment areas to advise of updated flood mapping as a result of updated flood studies
- 2) Letter to residents in South Rockhampton Local Catchments to advise of flood mapping as a result of recent local flood study
- 3) Letter to residents in Gracemere Creeks and local catchment areas to advise of revised flood hazard mapping as a result of changing to ARR 2016 H1 to H6 Flood categories

Fitzroy River Flood Hazard Overlay

- 1) Letter to residents identified as being at risk of flood in the 1%AEP Fitzroy River flood
- 2) Letter to residents identified as no longer affected by Fitzroy River flood in the 1%AEP

- **On Hold Messages**

Council's Customer Service call centre on hold messages throughout the consultation period.

- **Fact Sheets / Guidelines**

The following suite of resources is proposed to support the engagement plan:

- Updated North Rockhampton Local Catchments mapping;
- Updated Gracemere Local Catchments mapping;
- New mapping for South Rockhampton Local Catchments;
- New mapping for Mount Morgan Local Catchments;
- Updated Fitzroy River Flood Overlay mapping; and
- Fact sheet.

Consult:

- **Formal Submission Form**

Submitted via Customer Service, Mail / Email and Engagement HQ. Properly made submissions are collated into a submission report which is considered by Council and a response provided to each submitter. The consultation report is provided to the Minister for State Development, Infrastructure, Local Government and Planning for consideration and needs to be approved by the Chief Executive Officer before moving to the next step in the process.

- **Planning Information Booth and Display at Customer Service Centres**

A Council Officer will be available at Walter Reid (Derby Street, Rockhampton) to provide information and assistance about how to make submissions throughout the consultation period. A full copy of the major amendment will be made available at all Customer Service Offices supported by information resources (fact sheets) and a professional display.

- **Staffed Information Displays**

Shopping centre displays (if deemed necessary – pending community response). Locations: North Rockhampton, South Rockhampton and Gracemere. All information resources provided - professional display equipment, online access and viewing electronically of the planning scheme.

- **Public Meetings**

Schedule public meetings if deemed necessary.

9. Implementation Schedule – Public Notification and Response

Formal consultation period dates are yet to be resolved through a Council report. The report is triggered by receiving the Chief Executive Officers advice and potential conditions to proceed after the first State Interest Review.

Indicative timeline only. Dates are subject to change.

	What	When	Who
Planning and preparation	Draft requirements	December 2018 – September 2021	Strategic Planning
State Interest Review (60 business days)	<i>Submit to State Government</i>	November 2021	Strategic Planning
	<i>State Interest Check</i>	December 2021	Strategic Planning
	Internal Staff Training Schedule (as required)	November – January 2022	Strategic Planning
	Council consideration and adoption of major amendment planning scheme for public consultation after complying with State's conditions.	December 2021 – March 2022	Strategic Planning and Full Council Meeting
	Update planning scheme with any conditions from the State.	January 2022 – February 2022	Strategic Planning

	Formal public notification and community consultation.	April 2022 – May 2022	Strategic Planning / Community Engagement
Public consultation phase (40 business days)	Upload electronic public consultation version of the planning scheme and associated maps to Engagement HQ.	March/April 2022	Strategic Planning / IT / Community Engagement
	Draft fact sheets as outlined in Methods of Engagement section.	October 2021 – March 2022	Strategic Planning/ Community Engagement
	Media Release from Report that sets consultation dates.	Prior to commencement date	Strategic Planning / Communications Officer
	E-Bulletin Newsletter and RRC Roundup sent to distribution lists	Prior to commencement date – ongoing fortnightly / monthly	Strategic Planning / Community Engagement Officer
	Customer Service Centres provide display / major amendment information provided ready for commencement date.	Week prior to commencement date	Community Engagement Officer / Strategic Planning Administration / Customer Service
	Internal communications.	Week prior to commencement date	Strategic Planning / Community Engagement Officer
	Formal public notice in CQ Today newspaper (including mandatory information as outlined in legislation).	Saturday 1 April 2022	Strategic Planning / Community Engagement Officer
	Formal notification on RRC website & Engagement HQ.	4 April 2022	Community Engagement Officer / Strategic Planning
	Official Start of Public Consultation Phase – Must be at least 20 business days in duration in accordance with the <i>Planning Act 2016</i>.	Start 4 April 2022 to End 3 June 2022 (40 Business Days)	
	Media launch of public consultation	FIRST DAY OF CONSULTATION 4 April 2022	Mayor / Councillors / General Manager / Strategic Planning Unit / Community Engagement Officer / Media Team

	Media Release (ongoing schedule)	First day of consultation (ongoing) - 4 April 2022	Strategic Planning / Community Engagement Officer / Communication Officer
	Facebook update (ongoing schedule)	First day of consultation (ongoing) – 4 April 2022	Community Engagement Officer / Communication Officer
	1	4 April 2022	Strategic Planning GIS/IT
	Send letters to impacted North Rockhampton Creek Catchment property owners affected by Major Amendment 4.	Friday 1 April 2022 (week prior to consultation)	Strategic Planning
	Send letters to impacted South Rockhampton, West Rockhampton and Wandal Local Catchment property owners affected by Major Amendment 4.	Friday 8 April 2022	Strategic Planning
	Send letters to impacted Mount Morgan and Gracemere Local Catchment property owners affected by Major Amendment 4.	Thursday 14 April 2022	Strategic Planning
	Send letters to impacted residents identified as being within the 1% AEP flood extent.	Friday 22 April 2022	Strategic Planning
	Send letters to residents no longer identified as being within the 1% AEP flood extent.	Friday 22 April 2022	Strategic Planning
	Website update - Consultation period closes.	LAST DAY OF CONSULTATION 3 June 2022	Strategic Planning Administration / Community Engagement Officer
	Response to Submissions and potential amendments		
	Acknowledgement of submission being received – response letter or email.	Within 1-2 weeks of receiving submission throughout consultation period.	Strategic Planning Administration
	Submission summary – Council report.	July 2022 – September 2022 TBA	Strategic Planning
	Response to submissions – letter mailed or emailed.	July 2022 – September 2022 TBA	Strategic Planning Administration / Community Engagement Officer

	Submission Report sent for Ministerial Review.	October 2022	Strategic Planning
	Media Release updating community of progress.	October 2022	Strategic Planning / Community Engagement Officer
	Updates on RRC website.	October 2022	Strategic Planning / Community Engagement Officer
<u>Ministers Review (40 business days)</u>	Response from Minister received and advises on next stage	3 rd / 4 th Qtr 2022 Date TBA	
	Council decision whether to proceed	Date TBA	
Adoption	Final Drafting and Council Adoption	2023 Date TBA	
	Internal communications	2023 Date TBA	Strategic Planning / Community Engagement Officer
	Media release	2023 Date TBA	Strategic Planning / Community Engagement Officer
	Website / social media update	2023 Date TBA	Strategic Planning / Community Engagement Officer
	Notice in the Government Gazette	2023 Date TBA	Strategic Planning Administration
	Public notice in the local newspapers (including mandatory information as outlined in legislation). Also include contact phone number.	2023 Date TBA	Strategic Planning Administration
	Website information updated must include information from public notice. Also include contact phone number.	2023 Date TBA	Strategic Planning / Community Engagement Officer
	Contact all relevant property owners.	2023 Date TBA	Strategic Planning Administration / Community Engagement Officer
	Update Rock e Plan (ICON) and PDF documents.	2023 Date TBA	Strategic Planning Administration

APPENDIX A – Sample Letter

4 April 2022

A Resident
Address|
Address

Our Ref: 13702
Enquiries: Strategic Planning
Telephone: 07 4932 9000 or 1300 22 55 77
Email: enquiries@rrc.qld.gov.au

Dear Sir/Madam,

CONSULTATION PERIOD FOR ROCKHAMPTON REGION PLANNING SCHEME MAJOR AMENDMENT - UPDATED CREEK CATCHMENT FLOOD OVERLAY MAPPING FOR NORTH ROCKHAMPTON CREEKS

Rockhampton Regional Council is proposing changes to our existing planning scheme. This includes updates to the Local Catchment Flood Overlay mapping to reflect the outcomes of updated flood studies for the North Rockhampton Creek Catchments including: Ramsay Creek, Splitters Creek, Limestone Creek, Moores Creek, Frenchmans Creek, and Thozets Creek.

You are receiving this letter as your property is identified as being subject to flood inundation in the 1% AEP local flood event, and is therefore impacted by the updated Local Catchment Flood Overlay as indicated by the enclosed map.

Council has made available the following interactive mapping website as part of the Planning Scheme Major Amendment where you can view the updated flood overlay mapping as it applies to your property. You can view this from: <https://engage.rockhamptonregion.qld.gov.au/>.

Residents are encouraged to familiarise themselves with the updated flood mapping for their property and locality, and to note any changes to the flood extent and flood hazard, to maintain an up to date awareness of their flood risk. Further information regarding the updated flood studies, flood mapping, and how these changes may influence future planning and development potential can be found in the enclosed FAQ Factsheet.

Completing and updating flood studies is consistent with the findings of the final report of the Queensland Floods Commission of Inquiry (QFCI, 2012) which recommends that Councils provide up to date flood information and warnings to residents. Rockhampton Regional Council takes this responsibility very seriously and is providing you with the latest updated flood information as part of our commitment to the safety of our residents.

We welcome and encourage you to have your say on the proposed amendment by making a submission during the consultation period. If you have comments or concerns regarding the updated flood mapping or any other aspect of the Major Amendment, please take this opportunity to make a formal submission. **The consultation period is open for comments until Friday 3 June 2022.** All 'properly made' submissions will be reviewed and included in a report for consideration by Council as part of finalising the major amendment. To find out how to make a submission during the public consultation period, please refer to the enclosed submission form. Council staff will also be available to discuss the proposed amendments during the consultation period.

I encourage you to take advantage of this important opportunity to have your say about the future of our region.

Yours faithfully,

Tony Williams,
Mayor Rockhampton Region

APPENDIX B – Sample Fact Sheet



Rockhampton Regional Council has recently completed updated flood studies for the North Rockhampton Creek Catchments including Ramsay Creek, Splitters Creek, Limestone Creek, Moores Creek, Frenchmans Creek, and Thozets Creek. New flood studies and assessments have also been completed for the previously unmodelled local catchments in South Rockhampton, West Rockhampton, Wandal, Gracemere North, and Mount Morgan. The flood studies have assessed flooding potential due to rainfall in the local catchment areas, and the outcomes of the studies and assessments have resulted in updated and new flood hazard overlay mapping for these areas.

What kind of flood modelling has Council undertaken?

As part of Council's commitment to improving planning for land affected by flooding in the region, Council has undertaken investigations which has resulted in new or updated two dimensional flood models being created to better understand the flood behaviour and flood hazard of the local catchments.

The flood models have been developed by combining a range of land and meteorological data into a computer-based model to identify areas of the catchment that are predicted to be impacted by flooding during flood events of different sizes and durations. The flood models contain input data such as:

- Rainfall and storm event information;
- Terrain data including land contours, stormwater network, and floor level survey data (where available) to reflect physical characteristics of the catchments, (i.e. natural ground terrain, land use planning, and development); and
- Recorded data from previous flood events (where available) to help groundtruth the model.

This information is input into the modelling software to undertake hydrological and hydraulic assessment to determine the flood behavior of the local catchments in response to storm events of various flood sizes, and durations, including the defined flood event of 1% AEP. Council's flood modelling has been undertaken using the most up to date methodologies that align with national best practice principles.

The outputs of the flood models are collated to produce flood mapping for information and awareness.

What is the 1% AEP?

The AEP stands for 'Annual Exceedance Probability', which is a measure of the rarity of a flood event. Average Exceedance Probability (AEP) is used to explain the chance of a flood of a given size (or larger) occurring in any one year, usually expressed as a percentage.

The 1 percent AEP flood event is a level of flooding that has a one percent (one in 100) chance of being equalled or exceeded in any given year. This means such a flood event could occur at any time (i.e. it could occur this year or in the next couple of years, and on one or multiple occasions, or not occur at all for many decades) but it only has a one percent chance of doing so in any given year.

What about the 1 in 100 year flood?

It is important to note that, despite it being a commonly used term, there is no such flood as a 'one hundred year flood'. All floods are different. While we don't know when or how the next flood will occur, we can estimate the likelihood (probability or chances) of a certain size flood at a given location during a given period of time. The equivalent of a 1-in-100 year flood is the 1% AEP flood which has a 1% chance in any one year to see a flood of this size or greater occur. The 1% AEP event should not be interpreted as only occurring once in 100 years.

What is flood hazard?

Hazard refers to the source of potential harm or a situation with a potential to cause loss. Flood hazard (in which flooding is the source of potential harm and can cause damage to the community) refers to the potential loss of life, injury and economic loss that can be caused by future flood events. The degree of flood hazard varies with the severity of flooding and location in the floodplain, and is affected by flood behaviour. Flood hazard is characterised by the velocity and depth, rate-of-rise and the timeframe from rainfall to flooding, as well as the interaction of these factors with the topography of the floodplain. The faster or the deeper the water, the greater the hazard. Council's studies have adopted the national Australian Rainfall and Runoff's hazard criteria which uses six categories for classifying flood hazard from Low to Extreme.



Understanding the flood areas

Flood hazard overlay	Hazard	What does this mean for development?
Planning Area 1 Identified as red on the map	Flooding is very likely and there may be very deep and/or very fast moving water. This area is considered a 'high and extreme hazard' area.	Any new development will be subject to the highest development assessment requirements. No new buildings or structures to locate in this area. No additional lots to be created. Any replacement, alterations or extensions to an existing building will have to be constructed in accordance with the Queensland Development Code - Construction of buildings in flood hazard areas, such as meeting minimum floor levels.
Planning Area 2 Identified as blue on the map	Flooding is likely and there may be shallow and/or slow moving water This area is considered a 'low-medium hazard' area.	New development may be allowed as long as it is located and designed to minimise the impacts of flooding. New buildings that can mitigate flood impacts by being constructed in accordance with the 'Queensland Development Code - Construction of buildings in flood hazard areas' provisions (such as meeting minimum finished floor heights) are allowed.

Frequently Asked Questions

Q: What do you mean by 'at risk of flooding' or being subject to a 'flood risk'? Does this imply flood water being inside my home or just in my yard?

Flood models do not provide detailed information on the extent of potential inundation to physical structures such as homes, sheds and garages. This is because Council does not hold information on floor levels of all properties across the region. Buildings would need to be individually surveyed against the flood model data to determine this level of detail. A property identified as 'at risk' means it sits within the area mapped as being affected by water in a modelled flood event.

The nature of the property (slope, structures, drainage, gardens etc.), recent catchment conditions, and the type of flood will determine the presence or depth of floodwater across the property.

Q: What does Local Catchment flooding mean?

Local Catchment flooding can be referred to as creek flooding, overland flow flooding or a combination of both.

Creek flooding happens when intense rain falls over a creek catchment. Run-off from houses and streets also contributes to creek flooding. The combination of heavy rainfall, run-off and the existing water in the creek causes creek levels to rise.

Overland flow is run-off that travels over the land during heavy rainfall events. Overland flow can be unpredictable because it is affected by localised rainfall and urban features such as stormwater pipes, roads, fences, walls and other structures. The actual depth and impact of overland flow varies depending on local conditions but it generally occurs quickly.

More Information

For more information or to search your property on the interactive mapping, visit Council's Engagement website at: <https://engage.rockhamptonregion.qld.gov.au/> Alternatively, scan the QR Code



DISCLAIMER: The contents of this information sheet have been prepared to assist in the understanding of the Major Amendment to the Rockhampton Region Planning Scheme. The information sheet is an outline only. For full details of the applicable provisions, please refer to the draft Rockhampton Region Planning Scheme - Major Amendment (version 4).

Q: Will the flood maps change?

Yes. All mapping undertaken by council is subject to ongoing review. As these reviews take place, it is likely that changes to the mapping will occur, particularly as new flood study information or ground topography information become available. However, this is not expected to occur very often - usually only about every three to five years. This is the likely frequency at which the mapping may be amended.

Q: How do I find the flood levels for my property?

You can purchase a Flood Report that is specific to your property through Council's Customer Service Centre. The flood report summarises flood information for your property to inform and supplement the application of the Council's planning scheme Flood Hazard overlay code, floodplain planning provisions, and the applicable flood planning levels.

If my property is included in the Flood Hazard Overlay, will my insurance premiums be affected?

Most insurance providers already use their own flood mapping to determine premiums relating to flood risk. These studies may not be to the same level of detail as Council studies as they may not have information as accurate as Council (e.g. survey levels) and are often undertaken regionally or state-wide. If they do not have flood information about a property, insurance premiums are likely to be high as the risk is unknown resulting in a high flood risk factored into the premium.

Council has provided flood study data to insurers previously and generally there is an overall positive outcome for the community (majority of households receive a reduction or no change in premium due to flood risk). Any questions regarding changes to your insurance should be directed to your insurance provider.

11.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2022

File No: 8148
Attachments: 1. [Income Statement - February 2022](#)
2. [Key Indicator Graphs - February 2022](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 28 February 2022.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 28 February 2022 be 'received'.

COMMENTARY

The attached financial report and graphs have been compiled from information within Council's TechnologyOne system. The reports presented are as follows:

1. Income Statement (Actuals and Budget for the period 1 July 2021 to 28 February 2022), Attachment 1.
2. Key Indicator Graphs, Attachment 2.

The attached financial statement provides Council's position after eight months of the 2021/22 financial year. Results should be approximately 66.7% of budget.

The following commentary is provided in relation to the Income Statement:

Total Operating Revenue is at 87% of the monthly budget review. Key components of this result are:

- Net Rates and Utility Charges are at 96% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2022 have been raised and are due on 9th March 2022.
- Grants, subsidies and contributions are behind budget at 60%. This is due to the Rookwood Weir Landholders Grant Program budgeted as a Grant and the receipt of funds recognised as Other Income.
- Other income is at 80% of the revised budget. This is mostly due to receipt of funds from Sunwater for Rookwood Weir Landholders Grant Program as per the above comment. A budget amendment is required to transfer the related budget amount from Grants and Subsidies to Other Income.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 62% of the adopted budget. Key components of this result are:

- Contractors and consultants are at 51%. Professional consultancies and other contractors are below budget due to the timing of works planned during the year. It is expected that as the year progresses these works will be completed and paid.
 - Materials and Plant expenses are at 72% due to the increased level of Recoverable Works. There is an offsetting increase to Recoverable Works revenue. In addition, there have been increased chemicals costs for FRW Glenmore Water Treatment Plant as a result of high turbidity.
-

- Asset operational is at 62%. This is due to electricity, cleaning and security costs being below budget year to date. This is mostly due to the timing of billing.
- Administrative expenses are at 50% due to the timing of payments for pool management, IT equipment and software support.
- All other expenditure items are in proximity to budget.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans:

Total Capital Income is at 48% of the monthly budget review. The timing of receipt of some grants will likely be deferred in line with the timing of capital expenditure for related projects.

Total Capital Expenditure is at 29% of the monthly budget review with some major projects yet to fully ramp up. The timing of delivery of these projects will be reassessed in upcoming budget reviews.

Total Investments are \$97.5M as at 28 February 2022.

Total Loans are \$133.9M as at 28 February 2022.

CONCLUSION

After eight months of the 2021/2022 financial year operational income and expenses are mostly in line with expectations.

The capital program saw \$8.2M spent during February and overall, a total of \$47.9M has been expended to the end of February. The timing for delivery of a number of major projects will be reassessed in upcoming budget reviews.

**SUMMARY BUDGET MANAGEMENT
REPORT FOR THE PERIOD ENDED
28 FEBRUARY 2022**

Income Statement - February 2022

Meeting Date: 22 March 2022

Attachment No: 1



Income Statement
For Period July 2021 to February 2022
66.7% of Year Gone

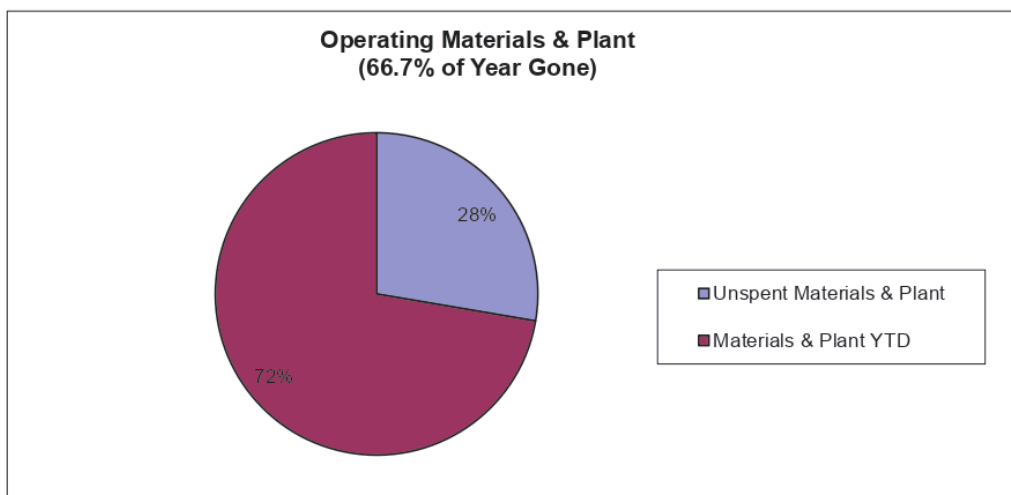
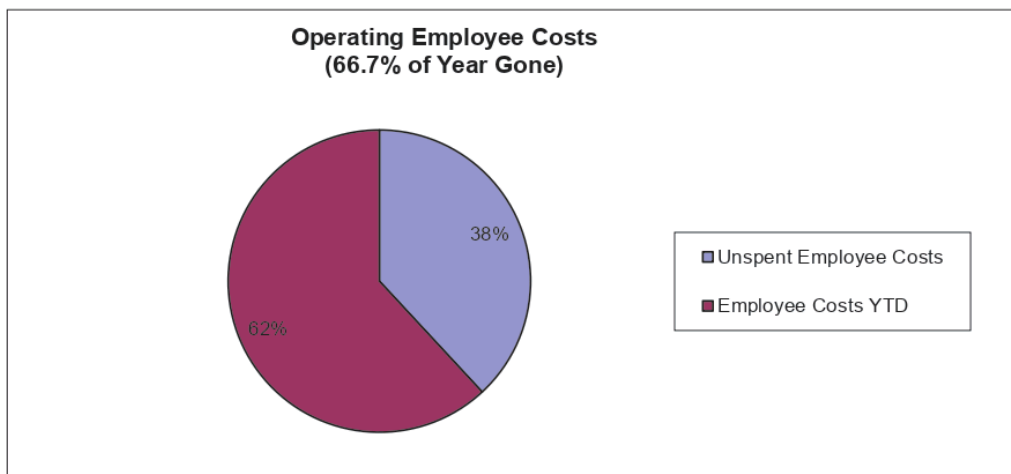
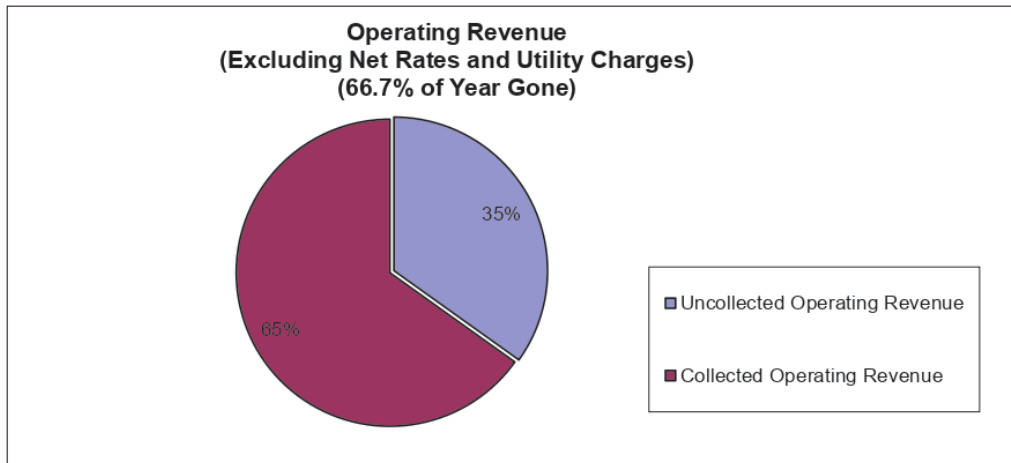
	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Adopted Budget
	\$	\$	\$	\$	\$	
OPERATING						01 08
Revenues						
Net rates and utility charges	(160,931,373)	(160,931,373)	(154,440,533)	0	(154,440,533)	96% A
Fees and Charges	(27,688,335)	(27,474,145)	(17,621,095)	0	(17,621,095)	64% A
Private and recoverable works	(6,292,810)	(6,668,521)	(4,413,177)	0	(4,413,177)	68% A
Rent/Lease Revenue	(3,331,723)	(3,331,723)	(2,159,795)	0	(2,159,795)	65% A
Grants Subsidies & Contributions	(13,907,572)	(17,116,265)	(10,225,929)	0	(10,225,929)	60% A
Interest revenue	(508,000)	(508,000)	(351,652)	0	(351,652)	69% A
Other Income	(7,197,133)	(7,367,375)	(5,909,958)	0	(5,909,958)	80% A
Total Revenues	(219,856,946)	(223,397,402)	(195,122,138)	0	(195,122,138)	87% A
Expenses						
Employee Costs	89,484,925	89,589,884	55,453,037	190,873	55,643,911	62% A
Contractors & Consultants	22,639,536	21,309,925	10,900,869	9,034,298	19,935,167	51% A
Materials & Plant	13,684,577	18,182,124	13,149,198	3,385,902	16,535,100	72% A
Asset Operational	28,072,816	28,072,500	17,411,047	1,950,188	19,361,233	62% A
Administrative expenses	14,536,811	14,946,206	7,401,854	1,902,274	9,304,128	50% A
Depreciation	56,812,137	56,812,136	37,880,566	0	37,880,566	67% A
Finance costs	4,582,740	4,582,740	3,050,625	0	3,050,625	67% A
Other Expenses	1,334,865	1,334,865	686,316	42,583	728,899	51% A
Total Expenses	231,158,406	234,830,380	145,933,512	16,506,116	162,439,628	62% A
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(9,170,179)	(9,280,179)	(5,270,423)	0	(5,270,423)	57% A
Total Transfer / Overhead Allocation	(9,170,179)	(9,280,179)	(5,270,423)	0	(5,270,423)	57% A
TOTAL OPERATING POSITION (SURPLUS)DEFICIT	2,131,281	2,152,799	(54,459,049)	16,506,116	(37,952,933)	-2530% A
CAPITAL	Carry over Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Carry Over Budget
Total Developers Contributions Received	(5,345,400)	(5,345,400)	(2,571,470)	0	(2,571,470)	48%
Total Capital Grants and Subsidies Received	(55,825,260)	(62,366,607)	(32,836,490)	0	(32,836,490)	53%
Total Proceeds from Sale of Assets	(7,275,000)	(8,314,000)	(1,162,331)	0	(1,162,331)	14%
Total Capital Income	(68,445,660)	(76,026,007)	(36,570,291)	0	(36,570,291)	48%
Total Capital Expenditure	158,315,399	165,934,906	47,895,806	67,660,331	115,556,137	29%
Net Capital Position	89,869,740	89,908,899	11,325,515	67,660,331	78,985,846	13%
TOTAL INVESTMENTS			97,497,183			
TOTAL BORROWINGS			133,921,761			

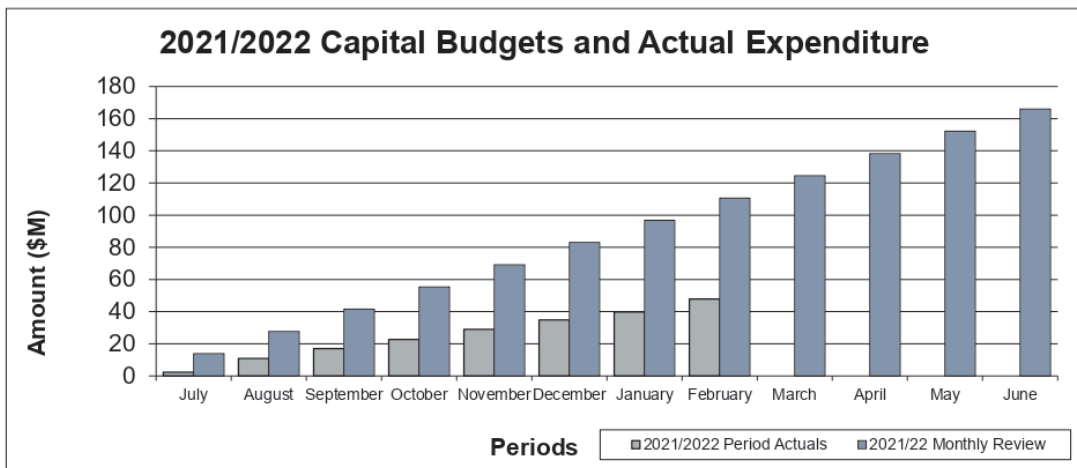
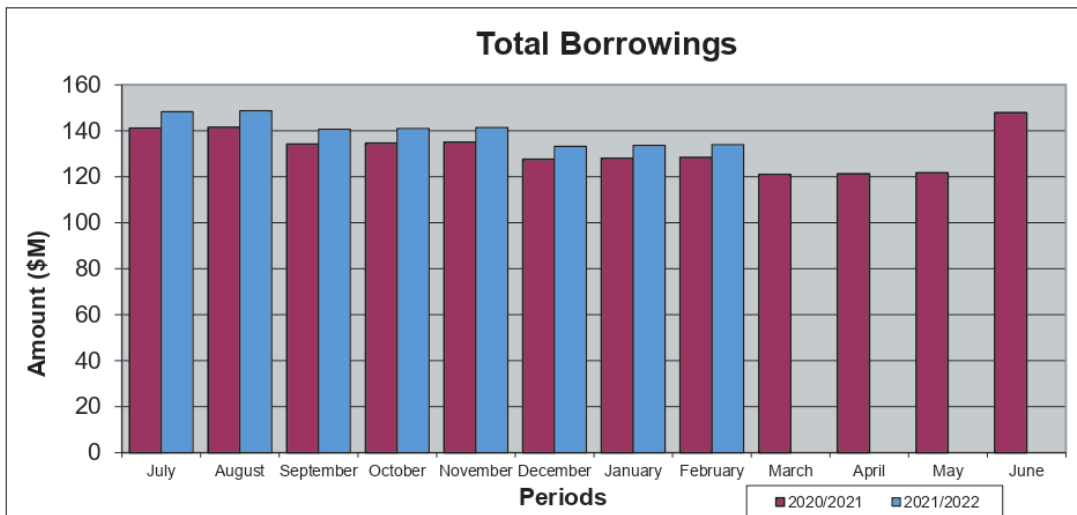
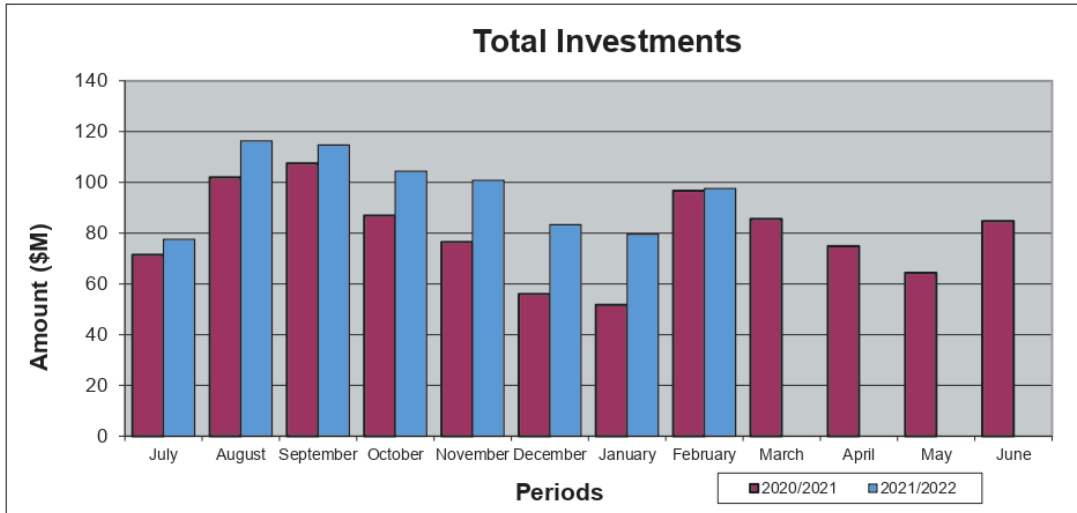
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 28 FEBRUARY 2022

Key Indicator Graphs - February 2022

Meeting Date: 22 March 2022

Attachment No: 2





11.6 SPONSORSHIP OF MAYOR'S PLATE - ROCKHAMPTON JOCKEY CLUB INCORPORATED

File No:	12534
Attachments:	1. Sponsorship Proposal - Rockhampton Jockey Club Incorporated ↓
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Damon Morrison - Manager Office of the Mayor

SUMMARY

A request for sponsorship assistance towards the Rockhampton Jockey Club's "Mayor's Plate" race event is presented to Council for consideration.

OFFICER'S RECOMMENDATION

THAT Council approves:

1. The allocation of \$10,000 in funding for sponsorship of the 2022 Rockhampton Jockey Club's Mayor's Cup; and
2. The waiver of a maximum \$5,000.00 in fees and charges incurred by the Rockhampton Jockey Club for hire of facilities at Rockhampton Showgrounds associated with the hosting of the 2022 Capricornia Yearling Sale.

COMMENTARY

The Rockhampton Jockey Club (RJC) is conducting two major race days on in early April, including the Mayor's Plate (\$25,000 prize money) on 9 April 2022 and the Capricornia 2 year-old classic (\$155,000 prize money) in conjunction with the annual Capricornia Yearling Sale.

Council has historically provided sponsorship support towards the Mayor's Plate which has included financial support towards the prize money for the event in the sum of \$10,000.00.

A request for Council to sponsor the 2022 Mayor's Cup has been received as detailed in Attachment 1, for:

- \$10,000.00 direct financial support; and
- Waiver of \$5,000.00 fees and charged incurred by RJC related to hire of facilities at the Rockhampton Showgrounds.

Council has historically provided direct financial support for the Mayor's Cup in the sum of \$10,000 with the additional \$5,000 in-kind marketing and promotional support included as part of the sponsorship package since 2017.

The 2022 sponsorship request from the RJC seeks Council consideration of a waiver of fees and charges applied by Council to the RJC's hire and associated costs at Rockhampton Showgrounds with conducting the Yearling Sales in lieu of the previous component of in-kind support as described above. For the 2021 event, those fees charged by Council to RJC for hire and associated costs totaled \$6,694.60 (GST inclusive).

In reference to the sponsorship request from RJC to the waiver of hire fees for the conduct of Rockynats 2022 in support for the request for sponsorship for the Mayor's Cup, enquiries undertaken to date have been unable to specifically quantify the financial benefit to Council from this in-kind support provided to Council which was also provided in the inaugural Rockynats event in 2021.

Although the sponsorship request sits outside Council's adopted Policy and Procedure, applications received through the Major Sponsorship Scheme, an assessment has been undertaken against the criteria established by Council's adopted policies and procedures.

RJC has demonstrated prior experience with running major events on the Rockhampton racing calendar. Based on previous events and in consideration of the proposal presented it has been assessed that continued support of the event will provide an opportunity for Council to promote Rockhampton to attendees, racing industry stakeholders and race broadcast audiences and other economic and social benefits as outlined in the attached request.

PREVIOUS DECISIONS

There are no previous decisions of Council relevant to the recommendation under consideration.

BUDGET IMPLICATIONS

Council has approved allocation of the financial component of sponsorship of this event in its 2021/22 Operational Budget within the Office of CEO.

If approved by Council, the additional component of sponsorship requested by way of a waiver of fees and charges to the sum of \$5,000.00 is proposed to be reallocated from the operational budget of the Office of CEO to Community Services by way of internal charge. At this stage of the financial year it is not expected to have any material impact on the 21-22 financial result.

LEGISLATIVE CONTEXT

There are no legal implications relevant to this matter.

LEGAL IMPLICATIONS

As this event is being delivered by an external third-party, there are no relevant legal implications for consideration.

STAFFING IMPLICATIONS

There will be no implications to Council permanent staffing levels if Council adopts the proposed recommendation.

RISK ASSESSMENT

There are no significant risks identified relevant to the recommendation under consideration.

CORPORATE/OPERATIONAL PLAN

2017-2022 Corporate Plan:

2.1 A destination sought for lifestyle, community events and tourism

2022 Operational Plan:

2.2.3 Deliver capability building initiatives that encourage business and industry development.

CONCLUSION

On assessment of the request for sponsorship it is recommended Council approve the allocation for sponsorship and waiver of fees and charges outlined in the report.

**SPONSORSHIP OF MAYOR'S PLATE -
ROCKHAMPTON JOCKEY CLUB
INCORPORATED**

**Sponsorship Proposal –
Rockhampton Jockey Club
Incorporated**

Meeting Date: 22 March 2022

Attachment No: 1

17th February 2022.

Rockhampton Jockey Club Incorporated.
75 Reaney Street, Berserker, Qld, 4701.

Mayor's Office,
Town Hall, Rockhampton.

2022 Capricornia Yearling Sale and Race Weekend.

Dear Mayor,

The Rockhampton Jockey Club is proud to be conducting our Capricornia Yearling Sale and 2 big Race days in April this year on the weekend of Friday 8th, Saturday 9th and Sales day Sunday 10th April. This event over many years now has been a huge success and a major driver in attracting many Intrastate and Interstate visitors to Rockhampton. The Club conducts over the 2 race days no less than 5 feature races including the Mayors Plate which is a \$25000.00 race run on Saturday, along with the richest race run in Queensland on this day the Capricornia 2Y/O Classic worth \$155,000.00.

Historically, our records indicate that Vendors and Staff (146 last year) spent 5 nights in Rockhampton whilst their horses were stabled at the Rockhampton Showgrounds and more than 420 visitors spent 2 or more nights in Rockhampton over the 3 days. We see this event as a major boost for our Local economy given its timing, a week before the Easter long weekend.

The Rockhampton Jockey Club appreciates Council's support of this event each year and we would like you to consider our 2022 proposal.

Rockhampton Jockey Club to provide Rockhampton Regional Council with the following:

Naming Rights to the 2022 Mayor's Plate on Saturday 9th April. Race name can be worded to provide State and National exposure at the Mayor's discretion.

Trophy presentation in the mounting enclosure of this race.

Rockhampton Regional Council logo to be attached to all marketing and promotional material in the lead up to the weekend.

Recognition on RJC social media and website.

Table for 10 RRC Guests at the races on Saturday 9th April, including hospitality.

Temporary signage on the course for the 2 days of the Yearling Sales events.

Full page recognition in both Race books and also the Sales Catalogue.

Rockhampton Regional Council commitment for the above is \$10000.00 to be invoiced by the Rockhampton Jockey Club and a further \$5000.00 in kind sponsorship.

The RJC in the past have never utilised the in-kind component, however this year we would like to request if this could be deducted from our rental fee at the Rockhampton Showgrounds. We see this as a reasonable request given that the RJC have waived it's hire fee to RRC for our grounds to Rocky Nat's 2022.

Rockhampton Jockey Club see major benefits for our Local Community by ourselves and Rockhampton Regional Council working together on projects and the above is an example of this as the savings can be put to other uses for both Organisations.

I have also attached a 2-page report compiled by Racing Queensland as to the positive impact that racing has in Central Queensland for your information.

We thank you in advance for your consideration of the above proposal and we look forward to a favourable reply as well as continuing our wonderful relationship.

Best Regards,

Tony Fenlon



2022 CYS Co-Ordinator

capsales@rjc.com.au

PH.0458210766

Central Queensland

The racing industry in the **Central Queensland region is responsible for generating \$45.7 million in value added** contribution to gross state product. This represents **2.8% of the industry total.**

- + The population of the Central Queensland region is 225,561 (ABS 2018).
- + There are a total of fourteen (14) racing clubs operating in the region, thirteen (13) of which are thoroughbred clubs, and one (1) a greyhound racing club.
- + The racing industry in the Central Queensland region is responsible for generating close to \$45.7 million in value added contribution to Gross State Product. This equates to 2.8% of the total impact generated by the Queensland racing industry.
- + The economic impact generated by the racing industry in this region is responsible for sustaining a total of 364 full-time equivalent (FTE) jobs in the region.
- + There are over 2,100 participants in the racing industry in Central Queensland.

RACING CLUBS IN THE REGION

Thoroughbred

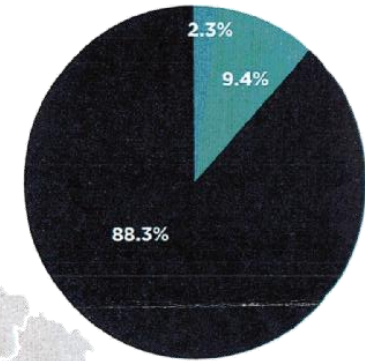
- + Bluff Blackwater Amateur Race Club Inc.
- + Caliope Jockey Club
- + Central Queensland Amateur Racing Club Inc.
- + Dawson Jockey Club
- + Dingo Race Club Inc.
- + Emerald Jockey Club
- + Gladstone Turf Club Inc.
- + Rockhampton Jockey Club Inc.
- + Rockhampton St. Patricks Day Race Club Inc.
- + Springsure Jockey Club

- + Springsure St. Patricks Day Race Club
- + Thangool Race Club
- + Yeppoon Turf Club Inc.

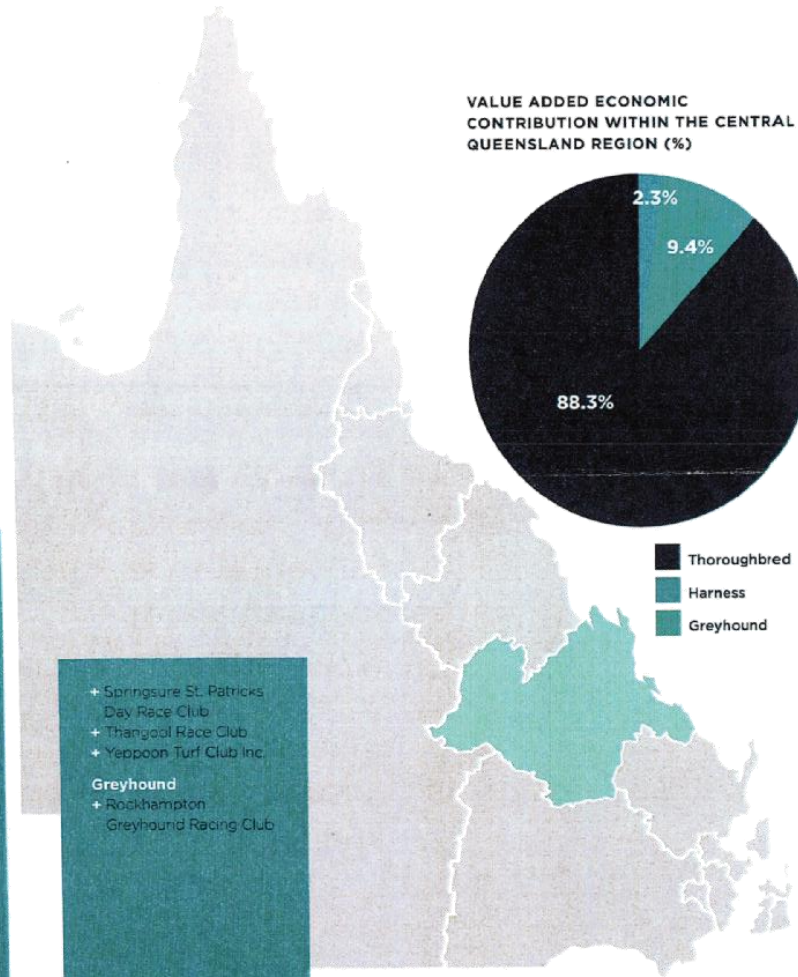
Greyhound

- + Rockhampton Greyhound Racing Club

VALUE ADDED ECONOMIC CONTRIBUTION WITHIN THE CENTRAL QUEENSLAND REGION (%)



- Thoroughbred
- Harness
- Greyhound



ECONOMIC IMPACTS

	Thoroughbred	Harness	Greyhound	Total
Total direct expenditure	\$44.7m	\$1.4m	\$5.2m	\$51.3m
Total value added	\$40.3m	\$1.0m	\$4.3m	\$45.7m
Full-time equivalent employment	339	9	36	384

ANIMALS

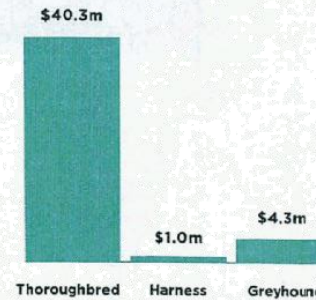
	Thoroughbred	Harness	Greyhound	Total
Pups/Foals produced	74	0	26	100
Horses and greyhounds in training	905	0	151	1,056

TOTAL PARTICIPANTS IN RACING

	Thoroughbred	Harness	Greyhound	Total
Breeders	80	0	4	84
Owners	1,261	7	44	1,312
Trainers	107	0	27	134
Breeders staff	69	0	6	75
Stable/Kennel employees	198	0	19	217
Racing Club & industry staff (FT, PT, casual)	188	0	12	200
Jockeys, drivers & apprentices	12	0	0	12
Racing club volunteers	173	0	0	173
Volunteers assisting participants	214	0	36	250
Total participants in the Central Queensland region	2,302	7	148	2,457

Race meetings in the Central Queensland region attracted attendances of **55,567** or **6.7%** of total attendances at race meetings in Queensland.

VALUE ADDED GENERATED BY EACH CODE WITHIN THE CENTRAL QUEENSLAND REGION



REGIONAL SUMMARIES

AT A GLANCE

14 Racing Clubs

THOROUGHBRED	13
GREYHOUND	1

130 Race Meetings

THOROUGHBRED	78
GREYHOUND	52

971 Races

THOROUGHBRED	451
GREYHOUND	520

1,537 Racing Club Members

THOROUGHBRED	1,487
GREYHOUND	50

55,567 Attendances

THOROUGHBRED	53,559
GREYHOUND	2,008

*Some totals do not add due to rounding

11.7 REVISED POLICIES - ENTERTAINMENT AND HOSPITALITY, EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS AND COUNCILLOR GIFTS, BENEFITS AND HOSPITALITY**File No:** 11979

- Attachments:**
1. Entertainment and Hospitality Policy (Clean)[↓](#)
 2. Entertainment and Hospitality Policy (Tracked)[↓](#)
 3. Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy (Clean)[↓](#)
 4. Expenses Reimbursement and Provision of Facilities for Mayor and Councillors (Tracked)[↓](#)
 5. Councillor Gifts, Benefits and Hospitality Policy (Clean)[↓](#)
 6. Councillor Gifts, Benefits and Hospitality Policy (Tracked)[↓](#)
 7. Employee Gifts, Benefits and Hospitality Procedure (Clean)[↓](#)
 8. Employee Gifts, Benefits and Hospitality Procedure (Tracked)[↓](#)
 9. Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction (Clean)[↓](#)
 10. Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction (Tracked)[↓](#)
 11. Provision of Complimentary Tickets for Events and Performances Policy[↓](#)

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Evan Pardon - Chief Executive Officer**Author:** Damon Morrison - Manager Office of the Mayor

SUMMARY

The purpose of this report is to present to Council for consideration and adoption a framework for the receiving, purchasing, distributing, reporting and declaring of complimentary tickets for events and performances across the organisation. Further, additional amendments to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy and the Councillor Gifts, Benefits and Hospitality Policy are presented to Council for consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council:

1. adopt the following amended policies as attached to this report:
 - (a) Entertainment and Hospitality Policy; and
 - (b) Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy; and
 - (c) Councillor Gifts, Benefits and Hospitality Policy.
2. rescind the Provision of Complimentary Tickets for Events and Performances Policy.
3. approves a review date of the Entertainment and Hospitality Policy, Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy and the Councillor Gifts, Benefits and Hospitality Policy of April 2024.

COMMENTARY

Council has a range of different policies, procedures and work instructions providing overarching governance relating to the receipt and provision of gifts, hospitality and entertainment benefits to and from Councillors and officers.

In 2021, it was identified that a consistent framework was required for the receiving, purchasing, distributing, reporting and declaring of complimentary tickets for events and performances received across the organisation in order to reinforce integrity and transparency in decision-making.

Tracked versions of the relevant policies to identify the proposed changes have been attached together with clean/final versions of the same.

The Employee Gifts, Benefits and Hospitality Procedure and the Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction is presented for Council's background and information. The Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction has been updated for consistency with amendments to the Entertainment and Hospitality Policy. This whole of Council work instruction also applies to Councillors and its purpose is to ensure the financial records for entertainment and hospitality expenses are recorded appropriately.

Proposed amendments of significance are summarised below:

Definition of 'Official Council Business':

- Advice has been received from the Department of State Development, Infrastructure, Local Government and Planning of the responsibility of Council to define what constitutes official duties of Mayor and Councillors. As a result of this, an amended and expanded definition has been proposed and included across the relevant policies and procedures in order to provide greater clarity and transparency of what constitutes official Council business.

Entertainment and Hospitality Policy

- Incorporating governance provisions regarding the acceptance and receipt and purchase of tickets to external and Council organised events (including those subject to sponsorship arrangements);
- Provisions regarding partners, spouses and associates of Councillors and staff to events/tickets;
- Updating and inclusion of examples to provide guidance on appropriate entertainment and hospitality expenses and what is not considered reasonable or appropriate expenditure.

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

- Updating to reflect previous resolutions on 25 May 2021 and 27 July 2021 of Council regarding travel expenses and approval mechanisms;
- Removal of references to entertainment and hospitality with this now being proposed to be included in the Entertainment and Hospitality Policy;
- Proposed inclusion of mechanisms to address the imposition of additional expenses incurred from unpaid toll charges during travel related to official Council business;
- Updating administrative support position available to Mayor;
- Inclusion of a requirement for Councillors to inform CEO if a Councillor obtains their own legal advice.

Councillor Gifts, Benefits and Hospitality Policy

- Proposed inclusion of recording mechanism for complimentary tickets to events received by Councillors regardless of value and associated mechanism for distribution of tickets including to a partner, spouse or associate of the Councillor;
- Updated to increase the nominal value of gifts received by Councillors from \$150 to \$500 for consistency with the declarable conflict of interests and register of interest requirements established in the *Local Government Act 2009*.

Complimentary Tickets for Events and Performances Policy

- Proposed to be rescinded as information now contained in the Entertainment and Hospitality Policy.

While all policies are able to be reviewed and amended at any time a maximum timeframe for review of those policies subject to this report is proposed for two years to coincide with the 2024 Local Government elections.

BACKGROUND

Initially presented for Council's consideration at its Ordinary Meeting on 9 November 2021, due to the extensive nature of the proposed amendments Council resolved that the matter lay on the table to be further workshopped for further clarification.

PREVIOUS DECISIONS

The policies were previously adopted by Council on:

Entertainment and Hospitality	15 April 2016
Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy	13 October 2020
Councillor Gifts, Benefits and Hospitality Policy	11 December 2018

BUDGET IMPLICATIONS

The suggested changes have no impact on Council's operating budget.

LEGISLATIVE CONTEXT

Section 196 of the *Local Government Regulation 2012* requires that a Local Government must prepare and adopt a policy about entertainment and hospitality spending.

S196 Entertainment and hospitality

- (1) A local government must prepare and adopt a policy about the local government's spending on entertainment or hospitality (an ***entertainment and hospitality policy***).
- (2) A local government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

Section 250(1) of the *Local Government Regulation 2012* requires that a Local Government must adopt an expenses reimbursement policy.

S250(1) Requirement to adopt expenses reimbursement policy or amendment

- (1) A local government must adopt an expenses reimbursement policy.
- (2) A local government may, by resolution, amend its expenses reimbursement policy at any time.

Once adopted the local government must ensure a copy of the policy is made available for the public via the website or inspection and/or purchase.

LEGAL IMPLICATIONS

There are no legal implications relevant to this matter.

STAFFING IMPLICATIONS

There will be no implications to Council permanent staffing levels if Council adopts the proposed recommendation.

RISK ASSESSMENT

There are no notable risks which have been identified.

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2017-2022 – Strong leadership that provides quality governance to support and service the community.

CONCLUSION

The amended policies and framework presented for consideration are recommended for Council's adoption.

**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Entertainment and Hospitality Policy
(Clean)**

Meeting Date: 22 March 2022

Attachment No: 1

ENTERTAINMENT AND HOSPITALITY POLICY

STATUTORY POLICY



1 Scope

This policy applies to all purchases of entertainment and hospitality by Rockhampton Regional Council employees and Councillors.

2 Purpose

The purpose of this policy is to ensure:

- (a) Compliance with section 196 of the *Local Government Regulation 2012*; and
- (b) Council's spending on entertainment and hospitality is reasonable and appropriate.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

A New Tax System (Goods and Services Tax) Act 1999 (Cwth)

Crime and Corruption Act 2001

Fringe Benefits Tax Assessment Act 1986 (Cwth)

Local Government Act 2009

Code of Conduct

Code of Conduct for Councillors in Queensland

Conflict of Interest Policy and Procedure

Corporate Purchase Card Procedure

Councillor Gifts, Benefits and Hospitality Policy

Delegation and Authorisation Policy

Delegations Corporate Register

Employee Gifts, Benefits and Hospitality Procedure

Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction

Events Register

Expenses, Reimbursement and Provision of Facilities for Mayor and Councillors Policy

Memorandum of Understanding between Rockhampton Regional Council and Friends of the Theatre Rockhampton Inc.

Payment Exception Authority Procedure

Purchasing Policy – Acquisition of Goods and Services

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Service Recognition Policy and Procedure
 Travel and Event Attendance Policy and Procedure

4 Definitions

To assist in interpretation, the following definitions apply:

Approved Positions	Delegated officers and other positions as approved by the CEO from time to time.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Delegated Officer	An employee appointed to a position with a corporate band 1, 2 or 3 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Employees	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Manager C&C	Manager Communities and Culture
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
MOU	Memorandum of Understanding between Council and Friends of the Theatre Rockhampton Inc.
Official Council Business	Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor, employee or volunteer is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to: (a) Official Council meetings, Councillor forums and workshops; (b) Meetings and engagements associated with Councillors or employees who have been formally appointed to an external organisation; (c) Attendance at prescribed Local Government training/workshops and conferences; (d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors, employees or volunteers in their capacity to undertake official duties; (e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as an Councillor, employee or volunteer; (f) Attending meetings of community groups where invited to speak about Council programs or initiatives;

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	(g) Attending private meetings with constituents about Council strategies, programs or initiatives; (h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities. Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.
PSA	Partner, spouse or associate.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.

5 Policy Statement

Council recognises that there are circumstances where expenses on entertainment and hospitality are appropriate in the conduct of official Council business. As Council is a publicly funded body, it must ensure funds are spent for the purpose of Council operations, and a high standard of accountability for funds are maintained.

Any expenditure incurred must:

- (a) Be for official Council business purposes;
- (b) Be properly documented with the purpose identified;
- (c) Be available for scrutiny by both internal and external audit;
- (d) Appear appropriate and responsible and withstand the public defensibility test; and
- (e) Be in accordance with the adopted budget.

5.1 Approval of Expenditure

Entertainment and hospitality may be allowed where it is considered important for the conduct of official Council business and/or facilitating corporate and professional relationships. Paragraph 5.2 lists the appropriate entertainment and hospitality expenditure. Requests for expenditure must be submitted for approval via email.

All expenditure must be approved prior by the relevant delegated officer, excluding:

- (a) The purchase of tickets which is approved by the CEO in accordance with paragraph 5.2.7.1; and
- (b) Service recognition which is approved in accordance with the Service Recognition Policy and Procedure.

Alcohol may only be provided at an event or function if the Mayor or CEO has approved it prior to the event or function and where the provision of hospitality is within the bounds of normal customary hospitality. Alcohol is not provided during meetings or training courses held by Council.

5.1.1 Employees and Volunteers

If it is not practicable to gain prior approval, expenditure incurred on behalf of Council should be paid for by the most senior employee in attendance and then approved by the relevant delegated officer.

Expenditure to cover an employee's PSA attendance must be approved by the CEO prior to spending funds. If attendance by a PSA has been approved the PSA is expected to comply with the Code of Conduct.

On approval of the CEO, Council may acquire tickets to certain events that are then paid for by the employee or volunteer.

Expenditure incurred by an employee which is not reasonable and appropriate must be repaid to Council.

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5.1.2 Councillors

Where practicable, entertainment and hospitality expenses incurred by Councillors, excluding the Mayor, must be approved by the CEO prior to spending funds and be within the expenditure limits set for the Councillors and Mayor in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors.

Expenditure to cover a Councillor's PSA attendance must be approved by the Mayor or the CEO prior to spending funds. If attendance by a PSA has been approved the PSA is expected to comply with the Code of Conduct for Councillors in Queensland.

On approval of the CEO, Council may acquire tickets to certain events that are then paid for by the Councillor.

Expenditure incurred by a Councillor which is not reasonable and appropriate must be repaid to Council.

5.2 Appropriate Entertainment and Hospitality

Expenditure considered to be appropriate entertainment and hospitality include the following.

5.2.1 Meeting Refreshments

Entertainment and hospitality for employee meetings held within ordinary working hours should be avoided where possible where there is an expectation of Council providing refreshments.

Light refreshments/lunches may be available for meetings or conferences where employees are required to work during a meal time and an alternative meal break is not available.

Meals and buffet snacks, including refreshments, may be provided during official Council and/or committee meetings, workshops and other events and functions.

5.2.2 Civic Events

In accordance with the Civic Events Policy refreshments and catering may be provided during civic receptions or functions:

- (a) To recognise significant contributions from groups or individuals to the community;
- (b) To host official dignitaries;
- (c) For citizenship ceremonies; and
- (d) For community celebrations.

5.2.3 Functions with External Parties

Councillors and approved positions may be required to participate in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment. In these instances there is an obligation to ensure the function is official Council business and expenditure is not excessive.

5.2.4 Employee Functions

Functions may be held for Council rewards and service recognition presentations and other minor in-house social events including farewells for long standing employees, whole of Council annual Christmas functions or employee achievement awards.

5.2.5 Significant Events

For significant events it is acceptable that under certain circumstances (for example the time of day or duration of shift) employees and volunteers may be provided refreshments and meals.

5.2.6 Council Community Programs and Events

Refreshments and catering may be provided to members of the public in order to promote a Council community program, project, service or event.

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5.2.7 Tickets to Events

5.2.7.1 Purchase of Tickets

There may be occasions where tickets may be purchased for the Mayor, Councillors, employees or volunteers to attend events. The decision must be based solely on optimising the advocacy and/or networking benefit with other stakeholders, to meet corporate objectives, support community initiatives and/or raise the profile of the Region. The CEO approves all tickets purchased. This process also ensures tickets allocated to Councillors do not exceed the expenditure limits specified in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy. If tickets for Councillors are limited, the Mayor allocates to Councillors. The CEO allocates all tickets to employees or volunteers.

5.2.7.2 Pilbeam Theatre Complimentary Tickets Where Council is Presenting or has a Direct Involvement in the Production

In circumstances where Council is presenting or has a direct involvement in a production at the Pilbeam Theatre and is maintaining the ticketing inventory and has control over the issuing of complimentary tickets, complimentary tickets may be provided in accordance with the following table.

The specific rationale for the offering of these tickets and composition of the categories is detailed in the table below. Complimentary tickets are issued by the Pilbeam Theatre Box Office.

No.	Category	Members of Category	Rationale	Number of Tickets/Approval
1.	Councillors	Mayor and Councillors	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For advocacy 	Councillor + Guest (not transferable)
2.	CEO	<ul style="list-style-type: none"> ▪ CEO ▪ Leadership Team ▪ Employees 	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For recognition and reward 	5 double passes distributed at the CEO's discretion
3.	Pilbeam Theatre Employees	Employees based at the Pilbeam Theatre	Professional Development Opportunity	Employee + Guest (not transferable) generally for preview shows only (when scheduled). Number at Manager C&C's discretion
4.	Friends	Friends of the Theatre Rockhampton Inc	In accordance with the MOU between Council and Friends of the Theatre Rockhampton Inc, a number of tickets per performance may be made available for use by the volunteering members of the organisation.	Purchase with voucher at discounted rate
5.	Queensland and Federal Elected Members	<ul style="list-style-type: none"> ▪ Queensland members for Rockhampton, Keppel and Mirani ▪ Queensland Minister for the Arts ▪ Queensland Shadow Minister for the Arts ▪ Federal Member for Capricornia ▪ Federal Minister for the Arts ▪ Federal Shadow Minister for the Arts 	<ul style="list-style-type: none"> ▪ For building relationships For awareness ▪ For advocacy 	Member + Guest

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6.	Queensland and Federal Public Services	<ul style="list-style-type: none"> ▪ Program Managers for the Playing Australia Program ▪ Queensland Director General and senior staff of Arts Queensland ▪ Regional Arts Sector 	<ul style="list-style-type: none"> ▪ For demonstrating use of Queensland and federal funding ▪ For building relationships ▪ For awareness and advocacy 	Only invited if members are in Rockhampton at the time of the performance.
7.	Marketing and Media	<ul style="list-style-type: none"> ▪ Marketing contacts – industry and show specific ▪ Media representatives ▪ Market influencers 	<ul style="list-style-type: none"> ▪ For media awareness, coverage and promotion of the production ▪ For facilitating reviews of the production ▪ For encouraging social media coverage of the production 	Number at Manager C&C's discretion and only to preview shows (when scheduled) where tickets are not selling and additional media exposure is required.
8.	Existing and Potential Sponsors, Supporters and Suppliers	<ul style="list-style-type: none"> ▪ Venue sponsors ▪ Event specific sponsors ▪ Sponsors of visiting companies ▪ Potential sponsors 	For meeting contractual arrangements under sponsorship agreements	In accordance with agreements
9.	Local Indigenous Community	<ul style="list-style-type: none"> ▪ Elders and other key members of local indigenous communities ▪ Other indigenous contacts 	<ul style="list-style-type: none"> ▪ For maintaining and enhancing relations with indigenous communities ▪ For ensuring visiting indigenous companies, for example Bangarra Dance Theatre, feel welcome at the venue 	Number of tickets at Manager C&C's discretion
10.	Trustees of Central Qld Performing Arts Foundation and Central Qld Regional Performing Arts Foundation	Trustees	<ul style="list-style-type: none"> ▪ For acknowledging commitment ▪ For providing trustees with a better understanding of activities and programs ▪ For attracting future philanthropy 	4 tickets + Guest
11.	Socially Disadvantaged Community Organisations	Community organisations identified as having a link to the production, which then distribute complimentary tickets to their members/clients	For allowing people to access live theatre who might otherwise not have the opportunity to do so	Number of tickets at Manager C&C's discretion, generally for preview shows only (when scheduled)
12.	Other	<ul style="list-style-type: none"> ▪ Others invited to attend by Mayor ▪ Others identified by the CEO 		CEO approval required

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5.2.7.3 Pilbeam Theatre Complimentary Tickets Where Council is Not Presenting the Production or has No Direct Involvement

In circumstances where Council is not presenting or has no direct involvement in a production at the Pilbeam Theatre complimentary tickets may be issued as house seats in accordance with the following table.

No.	Category	Members of Category	Rationale	Number of Tickets/Approval
1.	House Seats	<ul style="list-style-type: none"> ▪ Mayor and Councillors ▪ General Public (where there are issues with allocated seating or last minute purchases where no other tickets are available) 	<p>In accordance with the venue hire agreement 2 x 6 seat blocks are provided in the theatre.</p> <p>Tickets issued as house seats to the Mayor and/or Councillors for use under this provision are recorded and reported in accordance with the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy with the value of the tickets recorded as the face value of the appropriate ticket buyer type.</p>	Max 12 tickets, number of tickets at Manager C&C's discretion
2.	Friends	Friends of the Theatre Rockhampton Inc	In accordance with the MOU between Council and Friends of the Theatre Rockhampton Inc., up to six tickets per performance may be made available for use by the volunteering members of the organisation.	Six tickets
3.	Pilbeam Theatre Employees	Employees based at the Pilbeam Theatre	Professional Development Opportunity	Employee + Guest (not transferable) only for preview show (when scheduled)

Tickets not issued as detailed above, prior to 48 hours before the performance or event, are returned to the ticketing inventory and may be sold with all ticket proceeds payable to the venue hirer in accordance with the venue hire agreement.

5.2.7.4 Tickets Allocated via Sponsorship

Excluding events under paragraph 5.2.7.3, there are many sponsorship arrangements Council undertakes for the benefit of the community. Whilst Council's position is not to seek tickets as part of these arrangements, they may be offered from time to time. In these circumstances the CEO approves the distribution of tickets prior to the event:

- (a) The Mayor or CEO allocates to Councillors and PSA's, (on approval these must be entered in the Gift and Hospitality Register – Councillors in accordance with the Councillor Gifts, Benefits and Hospitality Policy); and
- (b) The CEO allocates to employees, volunteers and PSA's (on approval these must be declared in accordance with the Employee Gifts, Benefits and Hospitality Procedure).

5.2.7.5 All Other Tickets Offered or Donated

It is recognised that Mayor and Councillors, as part of their role as elected representatives of Council and in recognition of the role they play in advocating for the Region, are offered invitations/tickets to events. These instances must be entered in the Gift and Hospitality Register – Councillors in accordance with the Councillor Gifts, Benefits and Hospitality Policy.

When the invitation or ticket is not specifically addressed to a Councillor the Mayor or CEO allocates to Councillors and PSA's.

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In relation to employees, as part of their role at times may be offered invitations/tickets to events. Consequently the CEO decides the most appropriate use of such tickets, including PSA's prior to the date of the event. When approved these are deemed gifts and as such employees must ensure they are declared in accordance with the Employee Gifts Benefits and Hospitality Procedure.

5.3 Not Reasonable or Appropriate Expenditure

Unless approved in accordance with this policy the following expenditure is considered not to be reasonable or appropriate:

- (a) Any events not deemed official Council business;
- (b) Dinners/functions at the private residence of a Councillor or employee;
- (c) Drinks only costs - including hot and cold beverages;
- (d) Alcohol;
- (e) Morning/afternoon tea and refreshments outside Council premises, where only Councillors and/or employees are attending;
- (f) Christmas and other notable date celebrations/lunches outside of authorised whole of Council events;
- (g) Stocking of bar fridges (except in the instance of the Mayor or CEO for small scale entertainment); and
- (h) Expenditure should not be incurred for attendance of a Councillor's or employee's PSA except where prior approval has been obtained.

5.4 Claiming Reimbursement of Personal Expenditure

There may be times when a Councillor or employee is able to be reimbursed for personally spending funds on entertainment or hospitality. In order to claim for reimbursement, the Councillor or employee should be comfortable in disclosing the expense (the public defensibility test).

Councillors must seek approval from the CEO.

Employees must seek approval from a delegated officer.

When approving the claim, the CEO or delegated officer will consider the following:

- (a) Prior approval for the spending has been received;
- (b) The activity is deemed official Council business;
- (c) The frequency of claims;
- (d) Factors such as accepted community practice or standard;
- (e) Be satisfied it is reasonable;
- (f) Includes appropriate documentary evidence;
- (g) Whether the claim withstands the public defensibility test;
- (h) For employees, is in accordance with the allowable and non-allowable expenditure detailed in the Travel and Event Attendance Procedure (if applicable); and
- (i) For Councillors, is in accordance with the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

All reimbursements must be in accordance with Council's Payment Exception Authority Procedure.

5.5 Use of Corporate Purchase Card

A Councillor or an employee issued with a corporate purchase card may use this card to pay for entertainment and hospitality expenditure subject to the terms and conditions of the card and in accordance with this policy and the Corporate Purchase Card Procedure.

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5.6 Allocation of Funding

This policy is subject to the allocation of funding in the annual budget.

Hospitality expenses related to civic events and other approved functions organised by employees must be met from relevant approved budgets.

5.7 Reporting

Entertainment and hospitality expenditure are charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Guideline to ensure compliance with tax obligations relating to goods and services tax and fringe benefits tax.

Entertainment and hospitality expenditure relating to official overseas travel must be included in the Annual Report, as required under the *Local Government Regulation 2012*.

Tickets to events purchased by Council, including approved purchase of tickets by a Councillor or employee who is reimbursed by Council, must be recorded on an Events Register maintained by the Office of the CEO.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Entertainment and Hospitality Policy
(Tracked)**

Meeting Date: 22 March 2022

Attachment No: 2

ENTERTAINMENT AND HOSPITALITY POLICY

STATUTORY POLICY



1 Scope

This policy applies to all ~~purchases of entertainment and hospitality by~~ Rockhampton Regional Council employees ~~and Councillors who may incur hospitality and/or entertainment expenses in performance of their work.~~

2 Purpose

The purpose of this policy is to ensure ~~consistency:~~

~~(a) Compliance with accepting section 196 of the Local Government Regulation 2012; and claiming hospitality and~~

~~(a)(b) Council's spending on entertainment benefits at Rockhampton Regional Council and hospitality is reasonable and appropriate.~~

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

A New Tax System (Goods and Services Tax) Act 1999 (Cwth)

Crime and Corruption Act 2001

Fringe Benefits Tax Assessment Act 1986 (Cwth)

Local Government Act 2009

Code of Conduct

[Code of Conduct for Councillors in Queensland](#)

[Conflict of Interest Policy and Procedure](#)

[Corporate Purchase Card Procedure](#)

[Councillor Gifts, Benefits and Hospitality Policy](#)

[Delegation and Authorisation Policy](#)

[Delegations Corporate Register](#)

[Employee Gifts, Benefits and Hospitality Procedure](#)

Entertainment and Hospitality General Ledger Expense Allocation [Guidelines Whole of Council Work Instruction](#)

[Events Register](#)

[Expenses, Reimbursement and Provision of Facilities for Mayor and Councillors Policy](#)

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[Memorandum of Understanding between Rockhampton Regional Council and Friends of the Theatre Rockhampton Inc.](#)

[Payment Exception Authority Procedure](#)

Purchasing Policy – Acquisition of Goods and Services

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Travel and [Event Conference](#) Attendance Policy and Procedure

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GM	General Manager
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	<p>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as an Councillor, employee or volunteer;</p> <p>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</p> <p>(g) Attending private meetings with constituents about Council strategies, programs or initiatives;</p> <p>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</p> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>
PSA	Partner, spouse or associate.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.

5 Policy Statement

Council recognises that there are circumstances where expenses on entertainment and hospitality are appropriate in the conduct of ~~local government official~~ Council business. As Council is a publicly funded body, it must ensure funds are spent for the purpose of Council operations, and a high standard of accountability for funds are maintained.

Any expenditure incurred must:

- (a) Be for official [Council business](#) purposes;
- (b) Be properly documented with the purpose identified;
- (c) Be available for scrutiny by both internal and external audit;
- (d) Appear appropriate and responsible and withstand the public defensibility test; and
- (e) Be in accordance with the adopted budget.

5.1 Approval of Expenditure

Entertainment and hospitality ~~will~~[may](#) be allowed where it is considered important for the conduct of ~~public official~~ Council business and/or facilitating corporate and professional relationships. [Paragraph 5.2 lists the appropriate entertainment and hospitality expenditure. Requests for expenditure must be submitted for approval via email.](#)

All expenditure must be approved [prior](#) by the ~~CEO or relevant GM prior to spending funds, delegated officer, excluding:~~

- [\(a\) The purchase of tickets which is approved by the CEO in accordance with paragraph 5.2.7.1; and](#)
- [\(b\) Service recognition which is approved in accordance with the Service Recognition Policy and Procedure.](#)

[Alcohol may only be provided at an event or function if the Mayor or CEO has approved it prior to the event or function and where the provision of hospitality is within the bounds of normal customary hospitality. Alcohol is not provided during meetings or training courses held by Council.](#)

5.1.1 Employees and Volunteers

If ~~it is~~ not practicable [to gain prior approval](#), expenditure incurred on behalf of Council should be paid for by the most senior employee in attendance and then approved by the ~~CEO or relevant GM~~[delegated officer](#).

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On approval of the CEO, Council may acquire tickets to certain events that are then paid for by the employee or volunteer.

Expenditure incurred by an employee which is not reasonable and appropriate must be repaid to Council.

5.1.2 Councillors

Where practicable, entertainment and hospitality expenses incurred by Councillors, excluding the Mayor, must be approved by the CEO prior to spending funds and be within the expenditure limits set for the Councillors and Mayor in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors.

Expenditure to cover a Councillor's PSA attendance must be approved by the Mayor or the CEO prior to spending funds. If attendance by a PSA has been approved the PSA is expected to comply with the Code of Conduct for Councillors in Queensland.

On approval of the CEO, Council may acquire tickets to certain events that are then paid for by the Councillor.

Expenditure incurred by a Councillor which is not reasonable and appropriate must be repaid to Council.

5.2 Approved Activities Appropriate Entertainment and Hospitality

~~Examples of~~ Expenditure considered to be appropriate entertainment and hospitality include the following.

5.2.1 Visiting Delegates

~~Council may host visiting delegates (including interstate and overseas dignitaries or representatives of other levels of government) for a number of purposes. Expenditure incurred for this type of visit could include morning tea/lunch or hosting an official dinner.~~

5.1.15.2.1 Meeting Refreshments

Entertainment and hospitality for employee meetings held within ordinary working hours should be avoided where possible where there is an expectation of Council providing refreshments.

~~Light refreshments/lunches may be available for internal meetings or conferences, or for Council volunteers at the conclusion of their shift, where employees are required to work during a meal time and an alternative meal break is not available.~~

Meals and buffet snacks, including refreshments, may be provided during official Council and/or committee meetings, workshops and other events and functions.

5.1.25.2.2 Civic Receptions Events

Refreshments~~In accordance with the Civic Events Policy refreshments~~ and catering may be provided during civic receptions or functions:

- ~~(a) To recognise significant contributions from groups or individuals to the community;~~
- (b) To host official dignitaries;
- (c) For citizenship ceremonies; and
- ~~(b)(d) For community celebrations.~~

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5.1.35.2.3 Official Dining Functions with External Parties

Employees, Councillors and approved positions may be required to participate in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment. In these instances there is an obligation to ensure the function is official Council business and expenditure is not excessive.

5.1.45.2.4 Employee Functions

Functions may be held to celebrate employee achievements, for Council rewards and service recognition presentations and other minor in-house social events including farewells, for long standing employees, whole of Council annual Christmas functions or employee achievement awards.

5.2.5 Significant Events

For significant events it is acceptable that under certain circumstances (for example the time of day or duration of shift) employees and volunteers may be provided refreshments and meals.

5.2.6 Council Community Programs and Events

Refreshments and catering may be provided to members of the public in order to promote a Council community program, project, service or event.

5.2.7 Tickets to Events**5.2.7.1 Purchase of Tickets**

There may be occasions where tickets may be purchased for the Mayor, Councillors, employees or volunteers to attend events. The decision must be based solely on optimising the advocacy and/or networking benefit with other stakeholders, to meet corporate objectives, support community initiatives and/or raise the profile of the Region. The CEO approves all tickets purchased. This process also ensures tickets allocated to Councillors do not exceed the expenditure limits specified in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy. If tickets for Councillors are limited, the Mayor allocates to Councillors. The CEO allocates all tickets to employees or volunteers.

5.2.7.2 Pilbeam Theatre Complimentary Tickets Where Council is Presenting or has a Direct Involvement in the Production

In circumstances where Council is presenting or has a direct involvement in a production at the Pilbeam Theatre and is maintaining the ticketing inventory and has control over the issuing of complimentary tickets, complimentary tickets may be provided in accordance with the following table.

The specific rationale for the offering of these tickets and composition of the categories is detailed in the table below. Complimentary tickets are issued by the Pilbeam Theatre Box Office.

No.	Category	Members of Category	Rationale	Number of Tickets/Approval
1.	Councillors	Mayor and Councillors	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For advocacy 	Councillor + Guest (not transferable)
2.	CEO	<ul style="list-style-type: none"> ▪ CEO ▪ Leadership Team ▪ Employees 	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For recognition and reward 	5 double passes distributed at the CEO's discretion

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3.	Pilbeam Theatre Employees	Employees based at the Pilbeam Theatre	Professional Development Opportunity	Employee + Guest (not transferable) generally for preview shows only (when scheduled). Number at Manager C&C's discretion
4.	Friends	Friends of the Theatre Rockhampton Inc	In accordance with the MOU between Council and Friends of the Theatre Rockhampton Inc, a number of tickets per performance may be made available for use by the volunteering members of the organisation.	Purchase with voucher at discounted rate
5.	Queensland and Federal Elected Members	<ul style="list-style-type: none"> ▪ Queensland members for Rockhampton, Keppel and Mirani ▪ Queensland Minister for the Arts ▪ Queensland Shadow Minister for the Arts ▪ Federal Member for Capricornia ▪ Federal Minister for the Arts ▪ Federal Shadow Minister for the Arts 	<ul style="list-style-type: none"> ▪ For building relationships For awareness ▪ For advocacy 	Member + Guest
6.	Queensland and Federal Public Services	<ul style="list-style-type: none"> ▪ Program Managers for the Playing Australia Program ▪ Queensland Director General and senior staff of Arts Queensland ▪ Regional Arts Sector 	<ul style="list-style-type: none"> ▪ For demonstrating use of Queensland and federal funding ▪ For building relationships ▪ For awareness and advocacy 	Only invited if members are in Rockhampton at the time of the performance.
7.	Marketing and Media	<ul style="list-style-type: none"> ▪ Marketing contacts – industry and show specific ▪ Media representatives ▪ Market influencers 	<ul style="list-style-type: none"> ▪ For media awareness, coverage and promotion of the production ▪ For facilitating reviews of the production ▪ For encouraging social media coverage of the production 	Number at Manager C&C's discretion and only to preview shows (when scheduled) where tickets are not selling and additional media exposure is required.
8.	Existing and Potential Sponsors, Supporters and Suppliers	<ul style="list-style-type: none"> ▪ Venue sponsors ▪ Event specific sponsors ▪ Sponsors of visiting companies ▪ Potential sponsors 	For meeting contractual arrangements under sponsorship agreements	In accordance with agreements
9.	Local Indigenous Community	<ul style="list-style-type: none"> ▪ Elders and other key members of local indigenous communities ▪ Other indigenous contacts 	<ul style="list-style-type: none"> ▪ For maintaining and enhancing relations with indigenous communities ▪ For ensuring visiting indigenous companies, for example Bangarra Dance Theatre, feel welcome at the venue 	Number of tickets at Manager C&C's discretion

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10.	Trustees of Central Qld Performing Arts Foundation and Central Qld Regional Performing Arts Foundation	Trustees	<ul style="list-style-type: none"> ▪ For acknowledging commitment ▪ For providing trustees with a better understanding of activities and programs ▪ For attracting future philanthropy 	4 tickets + Guest
11.	Socially Disadvantaged Community Organisations	Community organisations identified as having a link to the production, which then distribute complimentary tickets to their members/clients	For allowing people to access live theatre who might otherwise not have the opportunity to do so	Number of tickets at Manager C&C's discretion, generally for preview shows only (when scheduled)
12.	Other	<ul style="list-style-type: none"> ▪ Others invited to attend by Mayor ▪ Others identified by the CEO 		CEO approval required

5.2.7.3 Pilbeam Theatre Complimentary Tickets Where Council is Not Presenting the Production or has No Direct Involvement

In circumstances where Council is not presenting or has no direct involvement in a production at the Pilbeam Theatre complimentary tickets may be issued as house seats in accordance with the following table.

No.	Category	Members of Category	Rationale	Number of Tickets/Approval
1.	House Seats	<ul style="list-style-type: none"> ▪ Mayor and Councillors ▪ General Public (where there are issues with allocated seating or last minute purchases where no other tickets are available) 	<p>In accordance with the venue hire agreement 2 x 6 seat blocks are provided in the theatre.</p> <p>Tickets issued as house seats to the Mayor and/or Councillors for use under this provision are recorded and reported in accordance with the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy with the value of the tickets recorded as the face value of the appropriate ticket buyer type.</p>	Max 12 tickets, number of tickets at Manager C&C's discretion
2.	Friends	Friends of the Theatre Rockhampton Inc	In accordance with the MOU between Council and Friends of the Theatre Rockhampton Inc., up to six tickets per performance may be made available for use by the volunteering members of the organisation.	Six tickets
3.	Pilbeam Theatre Employees	Employees based at the Pilbeam Theatre	Professional Development Opportunity	Employee + Guest (not transferable) only for preview show (when scheduled)

[Tickets not issued as detailed above, prior to 48 hours before the performance or event, are returned to the ticketing inventory and may be sold with all ticket proceeds payable to the venue hirer in accordance with the venue hire agreement.](#)

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5.2.7.4 Tickets Allocated via Sponsorship

Excluding events under paragraph 5.2.7.3, there are many sponsorship arrangements Council undertakes for the benefit of the community. Whilst Council's position is not to seek tickets as part of these arrangements, they may be offered from time to time. In these circumstances the CEO approves the distribution of tickets prior to the event:

- (a) The Mayor or CEO allocates to Councillors and PSA's, (on approval these must be entered in the Gift and Hospitality Register – Councillors in accordance with the Councillor Gifts, Benefits and Hospitality Policy); and
- (a)(b) The CEO allocates to employees, volunteers and PSA's (on approval these must be declared in accordance with the Employee Gifts, Benefits and Hospitality Procedure).

5.2.7.5 All Other Tickets Offered or Donated

It is recognised that Mayor and Councillors, as part of their role as elected representatives of Council and in recognition of the role they play in advocating for the Region, are offered invitations/tickets to events. These instances must be entered in the Gift and Hospitality Register – Councillors in accordance with the Councillor Gifts, Benefits and Hospitality Policy.

When the invitation or ticket is not specifically addressed to a Councillor the Mayor or CEO allocates to Councillors and PSA's.

In relation to employees, as part of their role at times may be offered invitations/tickets to events. Consequently the CEO decides the most appropriate use of such tickets, including PSA's prior to the date of the event. When approved these are deemed gifts and as such employees must ensure they are declared in accordance with the Employee Gifts Benefits and Hospitality Procedure.

5.3 – Accepting Hospitality

~~If employees accept hospitality from other organisations, officials or individuals, care should be taken to avoid any possible conflict of interest. It is important that situations are not be perceived or construed as providing an incentive for any commercial transactions.~~

~~An employee may accept a hospitality or benefit if it complies with all of the following principles:~~

- ~~(a) Refusal would offend the organisation;~~
- ~~(a) It conforms to normal business practice or other cultural practices of the giver;~~
- ~~(b) It does not influence an employee in such a way as to compromise impartiality or create a conflict of interest;~~
- ~~(c) It is received in the course of duty in respect of work area responsibilities, or prior approval has been received; and~~
- ~~(d) It meets the requirements of Council's Code of Conduct for employees.~~

5.3 Not Reasonable or Appropriate Expenditure

Unless approved in accordance with this policy the following expenditure is considered not to be reasonable or appropriate:

- (a) Any events not deemed official Council business;
- (b) Dinners/functions at the private residence of a Councillor or employee;
- (c) Drinks only costs - including hot and cold beverages;
- (d) Alcohol;
- (e) Morning/afternoon tea and refreshments outside Council premises, where only Councillors and/or employees are attending;

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(f) [Christmas and other notable date celebrations/lunches outside of authorised whole of Council events;](#)

(g) [Stocking of bar fridges \(except in the instance of the Mayor or CEO for small scale entertainment\); and](#)

(e)(h) [Expenditure should not be incurred for attendance of a Councillor's or employee's PSA except where prior approval has been obtained.](#)

5.25.4 Claiming Reimbursement of Personal Expenditure

There may be times when [a Councillor or](#) employee is able to be reimbursed for [personally](#) spending funds on entertainment or hospitality. In order to claim for reimbursement, the [Councillor or](#) employee should be comfortable in disclosing the expense (the public defensibility test).

[Councillors must seek approval from the CEO.](#)

Employees must seek approval from [the CEO or relevant GM prior to seeking reimbursement a delegated officer.](#)

When approving the claim, the CEO or [relevant GM/delegated officer](#) will consider the following:

(a) [Prior approval for the spending has been received;](#)

(b) [The activity is deemed official Council business;](#)

(a)(c) [The frequency of claims;](#)

(b)(d) [Factors such as accepted community practice or standard;](#)

(c)(e) [Be satisfied it is reasonable;](#)

(d)(f) [Includes appropriate documentary evidence; and](#)

(e)(g) [Whether the claim withstands the public defensibility test;](#)

(h) [For employees, is in accordance with the allowable and non-allowable expenditure detailed in the Travel and Event Attendance Procedure \(if applicable\); and](#)

(i) [For Councillors, is in accordance with the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.](#)

[All reimbursements must be in accordance with Council's Payment Exception Authority Procedure.](#)

5.35.5 Use of Corporate Purchase Card

[A Councillor or](#) an employee issued with a corporate purchase card [in the name of Council](#) may use this card to pay for entertainment and hospitality expenditure subject to the terms and conditions of the card [and in accordance with this policy and the Corporate Purchase Card Procedure.](#)

5.45.6 Allocation of Funding

This policy is subject to the allocation of funding in the annual budget.

Hospitality expenses related to [official-receptions/civic events](#) and other [approved](#) functions organised by employees must be met from relevant approved budgets.

5.55.7 Reporting

Entertainment and hospitality expenditure are charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Guideline to ensure compliance with tax obligations relating to goods and services tax and fringe benefits tax.

Entertainment and hospitality expenditure relating to official overseas travel must be included in the Annual Report, as required under the *Local Government Regulation 2012*.

[Tickets to events purchased by Council, including approved purchase of tickets by a Councillor or employee who is reimbursed by Council, must be recorded on an Events Register maintained by the Office of the CEO.](#)

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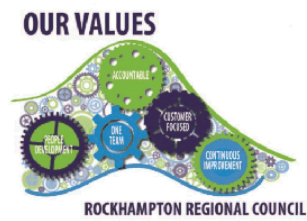
6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Governance Support Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Expenses Reimbursement and
Provision of Facilities for Mayor and
Councillors Policy (Clean)**

Meeting Date: 22 March 2022

Attachment No: 3

EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS

STATUTORY POLICY



1 Scope

This policy applies to Councillors of Rockhampton Regional Council. This policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration and Discipline Tribunal.

2 Purpose

The purpose of this policy is to ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Income Tax Assessment Act 1997 (Cwth)

Local Government Act 2009

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction

Entertainment and Hospitality Policy

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
CQROC Local Government Areas	The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council and Rockhampton Regional Council.
CQROC	Central Queensland Regional Organisation of Councils
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
GVG	Green Vehicle Guide
Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <ul style="list-style-type: none"> (a) Official Council meetings, Councillor forums and workshops, (b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation; (c) Attendance at prescribed Local Government training/workshops and conferences; (d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties; (e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor; (f) Attending meetings of community groups where invited to speak about Council programs or initiatives; (g) Attending private meetings with constituents about Council strategies, programs or initiatives; (h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities. <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.

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Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and that reasonable expenses incurred while undertaking official Council business are paid or reimbursed to enable them to perform their duties.

Payment or reimbursement of expenses and provision of facilities for Councillors is:

- (a) In accordance with statutory requirements;
- (b) To be open and transparent, prudent, responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (e) Subject to allocated and approved budget.

Family members, including partners, of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.

This policy is deemed to be a "procedure" for the purposes of section 150K(1) of the *Local Government Act 2009*.

A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution. If there may be a lack of quorum at a committee or ordinary meeting due to the Councillor attending an activity, the CEO will refer the approval for a leave of absence to the Council table.

5.1 Expense Categories

5.1.1 Official Council Business

Council pays or reimburses expenses incurred in undertaking official Council business.

5.1.2 Professional Development

Council pays or reimburses expenses incurred by a Councillor attending the following professional development:

- (a) Mandatory training; and
- (b) Discretionary training provided the expenses do not exceed the following limits:
 - (i) Mayor No limit
 - (ii) Deputy Mayor \$10,000 per year
 - (iii) Portfolio Spokesperson/
Committee Chairs \$7,500 per year
 - (iv) Councillors \$5,000 per year

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If a Councillor exceeds the above limits and wishes to attend discretionary training, a Council resolution is required.

5.1.3 Travel Expenses

If in line with budget allocation, Council pays or reimburses local, interstate and overseas travel expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy provided the expenses are deemed necessary for undertaking official Council business or approved professional development.

Councillors must take the following into consideration prior to requesting attendance:

- (a) The value and benefit to Council; and
- (b) Alternate methods of engagement or attendance, for example virtual participation.

The following expenses for Councillors, excluding the Mayor, must be approved in advance by Council resolution:

- (a) All travel outside of the CQROC Local Government Areas and associated costs; and
- (b) Expenses incurred outside of current budget allocation,

however, the CEO may give pre-approval at any time.

Requests for approval must include supporting documentation and justification demonstrating the value to Council and the Region.

Details of all proposed flights, accommodation, hire car and other known travel expenses must be completed on a Travel Request Form and submitted prior to travel. All travel arrangements and bookings must be coordinated with Committee Support.

5.1.3.1 Flights

Airline bookings are made with respect to convenience of scheduling, and where practical, to take advantage of discounted air fares.

Standard of air travel is economy class however when Councillors are required to travel on long range flights the CEO may approve travel other than economy class.

5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

- (a) The best price value; and
- (b) Convenience to the conference/meeting.

In determining accommodation locations and standards for all Councillors, every effort is made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi (or like service) costs, convenience and hotel services is considered when booking accommodation. When practical and available, accommodation is arranged within close proximity to the event venue.

When attending conferences, Councillors should utilise the costs savings from any package provided by conference organisers. Alternative accommodation arrangements may be chosen taking into account the total costs, location, value for money, convenience and safety.

One night's accommodation prior to the event is only approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure.

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5.1.3.3 Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. The use of private vehicles for official Council business is only acceptable where every effort to use Council vehicles has been explored in advance of its required need.

Council insurance does not cover private vehicles used for official Council business.

Any use of private motor vehicles must be approved by the CEO prior to the commencement of travel.

Where a Councillor utilises their own vehicle in the undertaking of official Council business, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

5.1.3.4 Parking and Associated Fees

Council reimburses parking costs where a vehicle has incurred fees and charges incurred from travel on Queensland toll roads (excluding infringement notices, or administration fees/overdue fees from non-payment of toll charges within prescribed timeframes) whilst undertaking official Council business.

5.1.3.5 Public Transport/Taxi Fares

Council reimburses the cost of travel associated with official Council business. Where possible, cabcharge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

5.1.3.6 Conference Proceedings

Council reimburses the cost of conference proceedings where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

5.1.3.7 Laundry/Dry Cleaning

Council reimburses the cost of laundry/dry cleaning charges when the Councillor's travel exceeds four consecutive days.

5.1.3.8 Business Telephone Calls, Facsimiles and Postage

Council reimburses the cost of official Council business telephone calls, modem and internet connections, facsimiles and correspondence, photocopying and postage.

5.1.3.9 Personal Telephone Calls and Calls from Mobile Phones

Council recognises the personal sacrifice of travelling for official Council business and the impact it has on family life. In recognition of this, personal calls are allowed to a maximum of \$15.00 per day.

5.1.3.10 Meals

If breakfast is able to be purchased at the place of accommodation and can be charged to the room account, the standard hotel breakfast rate is covered.

If not included as part of official Council business or accommodation package, the cost of meals allowable is up to:

- (a) Breakfast \$50.00
- (b) Lunch \$50.00
- (c) Dinner \$100.00

Meal allowances must be utilised independently for each meal type per day and not to be added together for one meal.

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Should the Councillor choose not to attend a provided meal, then the full cost of the alternative meal is to be met by the Councillor.

5.1.3.11 Non Allowable Expenditure

As a guide, expenses not normally reimbursed at home, are not reimbursed when travelling. The following expenses are not reimbursed by Council:

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) Fees and charges associated with personal travel on Queensland tolls charges;
- (m) Travel costs not applicable to the official Council business;
- (n) In-flight and in-house movies;
- (o) In-house or external entertainment not directly related to the official Council business;
- (p) Personal gifts, goods or services purchased;
- (q) Costs incurred for family members (partners and children):
 - (i) Meals;
 - (ii) Travel;
 - (iii) Incidentals, for example, laundry, in-house video hire;
 - (iv) Partner's programme; and
- (r) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

5.1.3.12 Other Travel Matters

5.1.3.12.1 Travel Insurance

Councillors are covered by Council insurance while travelling on official Council business. Details of cover may be obtained from the Manager Corporate and Technology Services.

If the level of cover is considered by the Councillor to be inadequate for their personal requirements, additional insurance can be obtained at the Councillor's expense.

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5.1.3.12.2 Local Government WorkCare

Councillors engaged in travel on official Council business, including intrastate, interstate or overseas travel are entitled to the statutory protection of WorkCare, as in the normal course of employment.

Cover is extended to Councillors for the full duration of the Councillor's absence from the normal place of work, but excludes personal/recreational activities of a high-risk nature outside the normal course of employment.

5.1.3.12.3 Extended Personal Travel

Should travel time be extended by the Councillor for personal reasons beyond what is necessary for the purposes of the authorised travel, all additional costs and arrangements is the responsibility of the Councillor.

5.1.3.12.4 Travel by Family Members

A Councillor may choose to have a companion travel with them on official Council business. The Councillor is responsible for charges over and above the standard Council rate for one adult travelling, for example, standard room as opposed to larger room to accommodate a family or car hire to accommodate a family.

5.1.3.12.5 Rewards Programs

Councillors may accumulate reward points for travel for business and/or personal use as a result of travel in the course of their duties. Councillors are to use their best endeavours to allocate rewards points accumulated in the course of their duties for future official Council business travel.

5.1.3.12.6 Non-Attendance

It is the Councillor's responsibility to ensure they undertake the approved confirmed attendance, travel and/or accommodation booked.

Council reserves the right to recoup costs incurred for the failure of such attendance.

5.1.3.12.7 Purchase Cards

Councillors must not use corporate purchase cards to book travel arrangements, including flights, accommodation or registrations. The only exception is for emergency flight or accommodation changes outside the Councillor's control.

5.1.3.12.8 Additional Expenses

Any additional costs not covered by this policy may be approved by the CEO provided the costs are fully substantiated and receipts or declarations of all expenditure incurred are provided on the Declaration of Travel Expenses Form.

5.1.3.12.9 Claiming and Declaration of Travel Expenses

It is the Councillor's responsibility to seek reimbursement of legitimate expenses upon return.

Expenses incurred during travel on official Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards. The original itemised tax invoice/receipt must be submitted with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

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All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel for processing and payment. Council approval is required for any claim for travel expenses not returned with the Declaration of Travel Expenses Form within 14 days of completion of travel. Committee Support arranges reimbursement in accordance with this policy.

5.2 Entertainment and Hospitality Expenditure

Provided entertainment and hospitality expenses are incurred in accordance with the Entertainment and Hospitality Policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:

- (a) \$6,000 per annum for the Mayor; and
- (b) \$1,200 per annum for each Councillor.

Hospitality expenses related to official receptions and other functions organised by Council are excluded from the expenditure limits mentioned above and are met from relevant approved budgets.

5.3 Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official duties.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than prescribed by Council, any difference in cost must be met by the Councillor.

Facilities provided to Councillors remain Council's property and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

5.3.1.1 Office Space and Access to Meeting Rooms

The Mayor is provided with a dedicated office in the Rockhampton City Hall.

Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public.

5.3.1.2 Support

The Mayor is provided with a senior officer and an administration officer.

The Deputy Mayor and Councillors are provided with two shared administrative support officers as determined by the CEO.

5.3.1.3 Computer

Councillors are provided with a laptop computer for official Council business use.

An iPad or similar tablet type mobile device is made available on request to the CEO.

5.3.1.4 Photocopier and Paper Shredder

Councillors are entitled to access photocopiers and paper shredders for business use at City Hall.

Access to domestic photocopiers/scanners may be provided for the home based offices, on request to the CEO.

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5.3.1.5 Stationery

Councillors are provided stationery for official purposes only.

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

5.3.1.6 Telecommunication Needs

Councillors are provided with a smartphone as designated by the CEO.

It is recognised that community obligations and demands on the Mayor, Deputy Mayor and Councillors are such that generally all calls are deemed to be official Council business. Therefore, the Mayor, Deputy Mayor and Councillors are entitled to have the full cost of Council business related mobile devices charges paid by Council.

5.3.1.7 Publications

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

5.3.1.8 Advertising

Council does not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

5.3.1.9 Community Consultation

Councillors may use Council provided facilities to correspond with community representatives for the purpose of clarifying issues relevant to their division or the Region in general. If a Councillor chooses to undertake community consultation exceeding the consultation approved by Council, the Councillor must pay the costs of the further consultation.

5.3.1.10 Other Equipment

Councillors may be provided with home office equipment (in addition to a laptop computer as identified in paragraph 5.3.1.3) comprising of a:

- (a) Laptop docking station;
- (b) Printer;
- (a) Computer screen;
- (c) Lockable filing cabinet;
- (d) Desk and chair; and
- (e) Internet access for official Council business use only.

5.3.1.11 Personal Protective Equipment, Uniforms, Blazer and Name Badge

Councillors are provided with any personal protective equipment such as overalls, safety shoes, safety helmets or glasses, as required.

Councillors may be provided with corporate uniforms comprising five items, with or without Council's corporate logo, a blazer with Council's Crest or corporate logo and a name badge if required.

5.3.1.12 Maintenance

Council covers ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

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5.3.2 Vehicles

5.3.2.1 Vehicle Allowance

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official Council business use, up to Council's fleet purchase price of \$37,500 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be official Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$69,500 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

During the term of Council, a Councillor or Mayor may make a request to the CEO to change vehicle arrangements providing it is cost neutral for Council. Should there be excessive costs to Council, the CEO may refuse the request or require the Councillor to reimburse such costs.

5.3.2.2 Greenhouse Gas Emissions

Council provided vehicles must meet the requirements of the Fleet Vehicle Greenhouse Gas Emissions Reduction Policy.

5.3.2.3 Private Use

Councillors may elect to have limited private use of a Council vehicle, however are required to contribute to private use operating and FBT costs. This can be contributed post-tax or salary sacrificed pre-tax pending any changes to applicable taxation laws.

Private use of Council vehicles is limited to within the State of Queensland. Any private use outside of this boundary will require a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4232.54 plus yearly Council plant hire increases.

Reimbursement is not required for any travel associated with official Council business.

It is considered that all vehicle use by the Mayor is deemed to be official Council business use, therefore this requirement to calculate private use is not applicable.

5.3.2.4 Conditions of Use

5.3.2.4.1 Roadworthiness and Appearance

It is the Councillor's responsibility to ensure the vehicle is maintained in a roadworthy condition. No vehicle is to be driven if there is doubt as to its roadworthiness.

It is a Councillor's responsibility to ensure:

- (a) Servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;
- (b) The vehicle is clean and maintained at a high standard to promote a positive image of Council;
- (c) Regular maintenance including fluid and tyre pressure checks are carried out; and
- (d) Obvious tyre, windscreen or other wear or abnormal noises are reported to Fleet Services.

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5.3.2.4.2 Authorised Drivers

Unless an emergency exists, the following are authorised drivers of a Council vehicle:

- (a) The Councillor allocated to that vehicle;
- (b) The Councillor's spouse or partner;
- (c) Any other licensed driver, provided the Councillor is in the vehicle at the time; or
- (d) Another licensed Council employee or Councillor for travel related to official Council business.

5.3.2.4.3 Refuelling of Vehicles

Vehicles are to be refuelled at Council's preferred supplier's service station using the supplied fuel card.

5.3.2.4.4 Infringements

Council is not liable to pay any fine or costs incurred by the driver of a Councillor allocated vehicle if that person infringes against Road Traffic Regulations, the local laws of a local government or any other regulation that relates to the use of vehicles.

The onus for payment of a fine or other costs resides with the offender. If the actual driver cannot be determined, the Councillor may be held liable for the penalties involved.

5.3.2.4.5 Insurance

Council vehicles are insured under a comprehensive policy. This insurance policy becomes null and void if the driver is:

- (a) Not in possession of a current driver's licence;
- (b) Convicted of being under the influence of alcohol or prohibited substances; or
- (c) Not authorised to drive the relevant Council vehicle.

In such cases the driver could become personally liable for damages.

Personal property left in motor vehicles is not insured under any circumstances.

5.3.2.4.6 Theft of a Council Vehicle

In the event of the theft of a Council vehicle, Councillors are required to notify the police and CEO immediately.

5.3.2.4.7 Loss of Drivers Licence

Any Councillor disqualified or suspended from driving automatically forfeits rights for usage of a Council vehicle for at least the period of disqualification or suspension.

Councillors must report any loss of drivers licence to the CEO immediately.

5.3.2.4.8 Accidents

In the event of an accident, Councillors must comply with the Council Vehicle Incident Procedure.

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5.4 Legal Costs and Insurance Cover

Councillors are covered under Council insurance policies in the course of official Council business. Insurance cover is provided for:

- (a) Public liability;
- (b) Professional indemnity;
- (c) Personal accident and/or workers compensation; and
- (d) International and domestic travel insurance.

Any claim over and above the stated requires the approval of a Council resolution.

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their legislative obligations. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council.

Should a Councillor obtain their own legal advice the CEO must be informed. Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

5.5 Vacation of Office

In cases resulting in the vacation of office, any facilities and vehicles allocated to the Councillor (including keys, fleet cards, log books and any other documentation) must be returned to Council on cessation date.

5.6 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking official Council business, must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than 30 June of that year. Reimbursements must be made in the financial year they were incurred.

5.7 Reporting

Council's Annual Report must contain information on Councillor expenses reimbursement and provision of facilities as stipulated in the *Local Government Regulation 2012*.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) As required by legislation;
- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the Council.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Office of the Mayor
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Expenses Reimbursement and
Provision of Facilities for Mayor and
Councillors (Tracked)**

Meeting Date: 22 March 2022

Attachment No: 4

EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS

STATUTORY POLICY



1 Scope

This policy applies to Councillors of Rockhampton Regional Council. This policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration and Discipline Tribunal.

2 Purpose

The purpose of this policy is to ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Income Tax Assessment Act 1997 (Cwth)

Local Government Act 2009

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction

[Entertainment and Hospitality Policy](#)

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

4 Definitions

To assist in interpretation, the following definitions apply:

Activity	Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.
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CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
<u>CQROC</u>	<u>Central Queensland Regional Organisation of Councils</u>
<u>CQROC Local Government Areas</u>	<u>The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Wooralinda Aboriginal Shire Council and Rockhampton Regional Council.</u>
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Entertainment or Hospitality Expense	The expense to Council of providing an entertainment or hospitality service.
Entertainment or Hospitality Service	Includes the following: (a) Entertaining members of the public in order to promote a local government initiative or project; and (b) Providing food or beverages: (i) To a person visiting council in an official capacity; or (ii)(i) For a conference, meeting, training course, seminar, workshop or another forum that is held by Council for its Councillors, employees or other persons.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
GVG	Green Vehicle Guide

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Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) <u>and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</u></p> <p>(a) <u>Council business also includes where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council (for example Official Council meetings, Councillor forums and workshops,</u></p> <p>(b) <u>committees/boards as Council's official representative</u></p> <p>(c) <u>Meetings and engagements associated with Councillors who have been formally appointed to an external organisation;</u></p> <p>(d) <u>Attendance at prescribed Local Government training/workshops and conferences;</u></p> <p>(e) <u>Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties;</u></p> <p>(f) <u>Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor;</u></p> <p>(g) <u>Attending meetings of community groups where invited to speak about Council programs or initiatives;</u></p> <p>(h) <u>Attending private meetings with constituents about Council strategies, programs or initiatives;</u></p> <p>(i) <u>Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</u></p> <p>(e)(j) <u>scheduled meetings relating to portfolios or Council appointments).</u></p> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as <u>official</u> Council business.</p>
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and have that reasonable expenses incurred while undertaking official Council business ~~expenses are~~ paid or reimbursed to enable them to perform their duties.

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Payment or reimbursement of expenses and provision of facilities for Councillors is:

- (a) In accordance with statutory requirements;
- (b) To be open and transparent, prudent, responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (e) Subject to [allocated and approved budget provisions](#).

Family members, including partners, of Councillors are not entitled to reimbursement of expenses or to have access to facilities allocated to Councillors.

This policy is deemed to be a “procedure” for the purposes of section 150K(1) of the *Local Government Act 2009*.

A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution. If there may be a lack of quorum at a committee or ordinary meeting due to the Councillor attending an activity, the CEO will refer the approval for a leave of absence to the Council table.

5.1 Expense Categories

5.1.1 General Official Council Business

Council pays or reimburses expenses incurred in undertaking [official](#) Council business, ~~which includes:~~

- ~~(a) Preparing, attending and participating in Council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;~~
- ~~(b) Attending civic functions or civic events to perform official duties or as an official council representative;~~
- ~~(c) Attending public/community meetings, presentation dinners and annual general meetings where invited as a Councillor; or~~
- ~~(d)(a) Attending a community event where a formal invitation has been received.~~

5.1.2 Professional Development

Council pays or reimburses expenses incurred by a Councillor attending the following professional development:

- (a) Mandatory training; and
- (b) Discretionary training provided the expenses do not exceed the following limits:
 - (i) Mayor No limit
 - (ii) Deputy Mayor \$10,000 per year
 - (iii) Portfolio Spokesperson/
Committee Chairs \$7,500 per year
 - (iv) Councillors \$5,000 per year

If a Councillor exceeds the above limits and wishes to attend discretionary training, a Council resolution is required.

5.1.3 Travel Expenses

If in line with budget allocation, Council pays or reimburses local, interstate and overseas travel expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy provided the expenses are deemed necessary for undertaking [official](#) Council business or [training approved professional development](#).

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Councillors must take the following into consideration prior to requesting attendance:

(a) The value and benefit to Council; and

(b) Alternate methods of engagement or attendance, for example virtual participation.

The following expenses for Councillors, excluding the Mayor, must be approved in advance by Council resolution:

~~(a)(c)~~ All ~~international~~ travel ~~(excluding New Zealand)~~ outside of the CQROC Local Government Areas and associated costs; and

~~(b)(d)~~ Expenses incurred outside of current budget allocation.

however, the CEO may give pre-approval at any time.

~~Councillors must take into consideration the value and benefit to Council of an activity before deciding whether or not to attend an activity.~~

Requests for approval must include supporting documentation and justification demonstrating the value to Council and the Region.

Details of all proposed flights, accommodation, hire car and other known travel expenses must be completed on a Travel Request Form and submitted prior to travel. All travel arrangements and bookings must be coordinated with Committee Support.

5.1.3.1 Flights

Airline bookings are made with respect to convenience of scheduling, and where practical, to take advantage of discounted air fares.

Standard of air travel is economy class however when Councillors are required to travel on long range flights the CEO may approve travel other than economy class.

5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

- (a) The best price value; and
- (b) Convenience to the conference/meeting.

In determining accommodation locations and standards for all Councillors, every effort is made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi (or like service) costs, convenience and hotel services is considered when booking accommodation. When practical and available, accommodation is arranged within close proximity to the event venue.

When attending conferences, Councillors should utilise the costs savings from any package provided by conference organisers. Alternative accommodation arrangements may be chosen taking into account the total costs, location, value for money, convenience and safety.

One night's accommodation prior to the event is only approved where travel to the event on the day of commencement is not practical.

All expenses incurred at the accommodation venue other than accommodation and meals must be settled at the time of departure.

5.1.3.3 Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. The use of private vehicles for official Council business is only acceptable where every effort to use Council vehicles has been explored in advance of its required need.

Council insurance does not cover private vehicles used for official Council business.

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Any use of private motor vehicles must be approved by the CEO prior to the commencement of travel.

Where a Councillor utilises their own vehicle ~~to attend an activity~~ in the undertaking of official Council business, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

5.1.3.4 Parking and Associated Fees

Council reimburses parking costs where a vehicle has incurred fees and fees and charges incurred from travel on Queensland toll roads (excluding infringement notices or administration fees/overdue fees from non-payment of toll charges within prescribed timeframes) whilst ~~attending an activity~~ undertaking official Council business.

5.1.3.5 Public Transport/Taxi Fares

Council reimburses the cost of travel associated with official Council business ~~to and from activities~~. Where possible, cabcharge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

5.1.3.6 Conference Proceedings

Council reimburses the cost of conference proceedings where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

5.1.3.7 Laundry/Dry Cleaning

Council reimburses the cost of laundry/dry cleaning charges when the Councillor's travel exceeds four consecutive days.

5.1.3.8 Business Telephone Calls, Facsimiles and Postage

Council reimburses the cost of official Council business telephone calls, modem and internet connections, facsimiles and correspondence, photocopying and postage.

5.1.3.9 Personal Telephone Calls and Calls from Mobile Phones

Council recognises the personal sacrifice of travelling for official Council business and the impact it has on family life. In recognition of this, personal calls are allowed to a maximum of \$15.00 per day.

5.1.3.10 Meals

If breakfast is able to be purchased at the place of accommodation and can be charged to the room account, the standard hotel breakfast rate is covered.

If not included as part of ~~the activity~~ official Council business or accommodation package, the cost of meals allowable is up to:

- (a) Breakfast \$50.00
- (b) Lunch \$50.00
- (c) Dinner \$100.00

Meal allowances must be utilised independently for each meal type per day and not to be added together for one meal.

Should the Councillor choose not to attend a provided meal, then the full cost of the alternative meal is to be met by the Councillor.

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5.1.3.11 Non Allowable Expenditure

As a guide, expenses not normally reimbursed at home, are not reimbursed when travelling. The following expenses are not reimbursed by Council:

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- ~~(k)~~(l) Fees and charges associated with personal travel on Queensland tolls charges;
- ~~(j)~~(m) Travel costs not applicable to the approved activity/official Council business;
- ~~(m)~~(n) In-flight and in-house movies;
- ~~(n)~~(o) In-house or external entertainment not directly related to the approved activity/official Council business;
- ~~(o)~~(p) Personal gifts, goods or services purchased;
- ~~(p)~~(q) Costs incurred for family members (partners and children):
 - (i) Meals;
 - (ii) Travel;
 - (iii) Incidentals, for example, laundry, in-house video hire;
 - (iv) Partner's programme; and
- ~~(q)~~(r) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

5.1.3.12 Other Travel Matters**5.1.3.12.1 Travel Insurance**

Councillors are covered by Council insurance while travelling on authorised-official Council business. Details of cover may be obtained from the Manager Corporate and Technology Services.

If the level of cover is considered by the Councillor to be inadequate for their personal requirements, additional insurance can be obtained at the Councillor's expense.

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5.1.3.12.2 Local Government WorkCare

Councillors engaged in travel on ~~authorised~~official Council business, including intrastate, interstate or overseas travel are entitled to the statutory protection of WorkCare, as in the normal course of employment.

Cover is extended to Councillors for the full duration of the Councillor's absence from the normal place of work, but excludes personal/recreational activities of a high-risk nature outside the normal course of employment.

5.1.3.12.3 Extended Personal Travel

Should travel time be extended by the Councillor for personal reasons beyond what is necessary for the purposes of the authorised travel, all additional costs and arrangements is the responsibility of the Councillor.

5.1.3.12.4 Travel by Family Members

A Councillor may choose to have a companion travel with them ~~to an activity~~on official Council business. The Councillor is responsible for charges over and above the standard Council rate for one adult travelling, for example, standard room as opposed to larger room to accommodate a family or car hire to accommodate a family.

5.1.3.12.5 Rewards Programs

Councillors may accumulate reward points for travel for business and/or personal use as a result of travel in the course of their duties. Councillors are to use their best endeavours to allocate rewards points accumulated in the course of their duties for future official Council business travel.

5.1.3.12.6 Non-Attendance

It is the Councillor's responsibility to ensure they undertake the approved confirmed attendance, travel and/or accommodation booked.

Council reserves the right to recoup costs incurred for the failure of such attendance.

5.1.3.12.7 Purchase Cards

Councillors must not use corporate purchase cards to book travel arrangements, including flights, accommodation or registrations. The only exception is for emergency flight or accommodation changes outside the Councillor's control.

5.1.3.12.8 Additional Expenses

Any additional costs not covered by this policy may be approved by the CEO provided the costs are fully substantiated and receipts or declarations of all expenditure incurred are provided on the Declaration of Travel Expenses Form.

5.1.3.12.9 Claiming and Declaration of Travel Expenses

It is the Councillor's responsibility to seek reimbursement of legitimate expenses upon return.

Expenses incurred during travel on official Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards. The original itemised tax invoice/receipt must be submitted with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

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All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel [for processing and payment](#). Council approval is required for any claim for travel expenses not returned with the Declaration of Travel Expenses Form within 14 days of completion of travel. Committee Support arranges reimbursement in accordance with this policy.

5.2 Entertainment and Hospitality Expenses

~~Council recognises that there are circumstances where incurring entertainment and hospitality expenses are appropriate in the conduct of local government business. As Council is a publicly funded body, Council must ensure entertainment and hospitality expenses are incurred for the purpose of Council operations, and a high standard of accountability for funds are maintained.~~

~~Entertainment or hospitality expenses incurred by Councillors must be:~~

- ~~(a) For official purposes;~~
- ~~(b) Properly documented with the purpose identified;~~
- ~~(c) Available for scrutiny by both internal and external audit;~~
- ~~(d) Be appropriate and responsible and withstand the public defensibility test; and~~
- ~~(e) In accordance with the adopted budget.~~

~~Entertainment or hospitality expenses incurred by Councillors must be within the allocation of funding in the annual budget.~~

5.2.1 Approved Entertainment and Hospitality Expenditure

~~Entertainment and hospitality expenditure is allowed where it is considered important for the conduct of public business and/or facilitating corporate and professional relationships.~~

5.2.1.1 CEO Approval

~~Where practicable, entertainment and hospitality expenses must be approved by the CEO prior to spending funds.~~

~~When approving the claim, the CEO considers the following:~~

- ~~(a) The frequency of claims;~~
- ~~(b) Factors such as accepted community practice or standard;~~
- ~~(c) Be satisfied it is reasonable;~~
- ~~(d) Includes appropriate documentary evidence; and~~
- ~~(e) Whether the claim withstands the public defensibility test.~~

5.2.1.2 Expenditure Limit

~~Provided entertainment and hospitality expenses are incurred in accordance with the requirements of this [Entertainment and Hospitality](#) Policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:~~

- ~~(a) \$6,000 per annum for the Mayor; and~~
- ~~(b) \$1,200 per annum for each Councillor.~~

~~Hospitality expenses related to official receptions and other functions organised by Council are excluded from the expenditure limits mentioned above and are met from relevant approved budgets.~~

5.2.1.3 Use of Corporate Purchase Card

~~A Councillor issued with a corporate purchase card in the name of Council may use~~

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~~this card to pay for entertainment and hospitality expenses subject to the terms and conditions of the card.~~

~~5.2.1.4 Reporting~~

~~Entertainment and hospitality expenses are charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Whole of Council Work Instruction to ensure compliance with tax obligations relating to goods and services tax and fringe benefits tax.~~

5.3 Facilities

Facilities provided for Councillors must be deemed necessary and required to assist Councillors in their official duties.

Council determines the reasonable standard for facilities for Councillors. If a Councillor chooses a higher standard of facility than prescribed by Council, any difference in cost must be met by the Councillor.

Facilities provided to Councillors remain Council's property and must be accounted for during annual equipment audits. The facilities must be returned to Council when the Councillor's term expires, unless Council agrees to dispose of the facility in some other manner.

5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

5.3.1.1 Office Space and Access to Meeting Rooms

The Mayor is provided with a dedicated office in the Rockhampton City Hall.

Council provides access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public.

5.3.1.2 Support

The Mayor is provided with ~~a coordinator, a senior officer and~~ an administration officer ~~and a communications officer.~~

The Deputy Mayor and Councillors are provided with two shared administrative support officers as determined by the CEO.

5.3.1.3 Computer

Councillors are provided with a laptop computer for [official](#) Council business use.

An iPad or similar tablet type mobile device is made available on request to the CEO.

5.3.1.4 Photocopier and Paper Shredder

Councillors are entitled to access photocopiers and paper shredders for business use at City Hall.

Access to domestic photocopiers/scanners may be provided for the home based offices, on request to the CEO.

5.3.1.5 Stationery

Councillors are provided stationery for official purposes only.

Council stationery is not to be converted or modified in any way and may only be used for carrying out the functions of the role of Councillor.

Stationery does not include any form of advertising by Council.

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5.3.1.6 Telecommunication Needs

Councillors are provided with a smartphone as designated by the CEO.

It is recognised that community obligations and demands on the Mayor, Deputy Mayor and Councillors are such that generally all calls are deemed to be [official](#) Council business. Therefore, the Mayor, Deputy Mayor and Councillors are entitled to have the full cost of Council business related mobile devices charges paid by Council.

5.3.1.7 Publications

Councillors are provided access to copies of relevant legislation, books and journals considered necessary for undertaking their duties.

5.3.1.8 Advertising

Council does not reimburse or provide funds, services or facilities for the purposes of advertising for Councillors.

5.3.1.9 Community Consultation

Councillors may use Council provided facilities to correspond with community representatives for the purpose of clarifying issues relevant to their division or the Region in general. If a Councillor chooses to undertake ~~more~~ community consultation ~~exceeding than~~ the consultation approved by Council, the Councillor must pay the costs of the further consultation.

5.3.1.10 Other Equipment

Councillors may be provided with home office equipment (in addition to a laptop computer as identified in paragraph 5.3.1.3) comprising of a:

- (a) Laptop docking station;
- (b) Printer;
- (a) Computer screen;
- (c) Lockable filing cabinet;
- (d) Desk and chair; and
- (e) Internet access for [official Council](#) business use only.

5.3.1.11 Personal Protective Equipment, Uniforms, Blazer and Name Badge

Councillors are provided with any personal protective equipment such as overalls, safety shoes, safety helmets or glasses, as required.

Councillors may be provided with corporate uniforms comprising five items, with or without Council's corporate logo, a blazer with Council's Crest [or corporate logo](#) and a name badge if required.

5.3.1.12 Maintenance

Council covers ongoing maintenance costs associated with fair wear and tear of Council owned equipment to ensure it is operating for optimal professional use.

5.3.2 Vehicles**5.3.2.1 Vehicle Allowance**

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official [Council](#) business use, up to Council's fleet purchase price of \$37,500 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

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As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be [official](#) Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$69,500 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

During the term of Council, a Councillor or Mayor may make a request to the CEO to change vehicle arrangements providing it is cost neutral for Council. Should there be excessive costs to Council, the CEO may refuse the request or require the Councillor to reimburse such costs.

5.3.2.2 Greenhouse Gas Emissions

Council provided vehicles must meet the requirements of the Fleet Vehicle Greenhouse Gas Emissions Reduction Policy.

5.3.2.3 Private Use

Councillors may elect to have limited private use of a Council vehicle, however are required to contribute to private use operating and FBT costs. This can be contributed post-tax or salary sacrificed pre-tax pending any changes to applicable taxation laws.

Private use of Council vehicles is limited to within the State of Queensland. Any private use outside of this boundary will require a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4232.54 plus yearly Council plant hire increases.

Reimbursement is not required for any [travel associated with official Council business](#)~~business-travel~~.

It is considered that all vehicle use by the Mayor is deemed to be [official](#) Council business use, therefore this requirement to calculate private use is not applicable.

5.3.2.4 Conditions of Use

5.3.2.4.1 Roadworthiness and Appearance

It is the Councillor's responsibility to ensure the vehicle is maintained in a roadworthy condition. No vehicle is to be driven if there is doubt as to its roadworthiness.

It is a Councillor's responsibility to ensure:

- (a) Servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;
- (b) The vehicle is clean and maintained at a high standard to promote a positive image of Council;
- (c) Regular maintenance including fluid and tyre pressure checks are carried out; and
- (d) Obvious tyre, windscreen or other wear or abnormal noises are reported to Fleet Services.

5.3.2.4.2 Authorised Drivers

Unless an emergency exists, the following are authorised drivers of a Council vehicle:

- (a) The Councillor allocated to that vehicle;
- (b) The Councillor's spouse or partner;

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- (c) Any other licensed driver, provided the Councillor is in the vehicle at the time; or
- (d) Another licensed Council employee or Councillor for [work-related travel related to official Council business](#).

5.3.2.4.3 Refuelling of Vehicles

Vehicles are to be refuelled at Council's preferred supplier's service station using the supplied fuel card.

5.3.2.4.4 Infringements

Council is not liable to pay any fine or costs incurred by the driver of a Councillor allocated vehicle if that person infringes against Road Traffic Regulations, the local laws of a local government or any other regulation that relates to the use of vehicles.

The onus for payment of a fine or other costs resides with the offender. If the actual driver cannot be determined, the Councillor may be held liable for the penalties involved.

5.3.2.4.5 Insurance

Council vehicles are insured under a comprehensive policy. This insurance policy becomes null and void if the driver is:

- (a) Not in possession of a current driver's licence;
- (b) Convicted of being under the influence of alcohol or prohibited substances; or
- (c) Not authorised to drive the relevant Council vehicle.

In such cases the driver could become personally liable for damages.

Personal property left in motor vehicles is not insured under any circumstances.

5.3.2.4.6 Theft of a Council Vehicle

In the event of the theft of a Council vehicle, Councillors are required to notify the police and CEO immediately.

5.3.2.4.7 Loss of Drivers Licence

Any Councillor disqualified or suspended from driving automatically forfeits rights for usage of a Council vehicle for at least the period of disqualification or suspension.

Councillors must report any loss of drivers licence to the CEO immediately.

5.3.2.4.8 Accidents

In the event of an accident, Councillors must comply with the Council Vehicle Incident Procedure.

5.4 Legal Costs and Insurance Cover

Councillors are covered under Council insurance policies [when discharging civic duties in the course of official Council business](#). Insurance cover is provided for:

- (a) Public liability;
- (b) Professional indemnity;
- (c) Personal accident and/or workers compensation; and
- (d) International and domestic travel insurance.

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Any claim over and above the stated requires the approval of a Council resolution.

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their [civic functions/legislative obligations](#). If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council.

Should a Councillor obtain their own legal advice [the CEO must be informed](#), Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

5.5 Vacation of Office

In cases resulting in the vacation of office, any facilities and vehicles allocated to the Councillor (including keys, fleet cards, log books and any other documentation) must be returned to Council on cessation date.

5.6 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking [official Council duties/business](#), must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than 30 June of that year. Reimbursements must be made in the financial year they were incurred.

5.7 Reporting

Council's Annual Report must contain information on Councillor expenses reimbursement and provision of facilities as stipulated in the *Local Government Regulation 2012*.

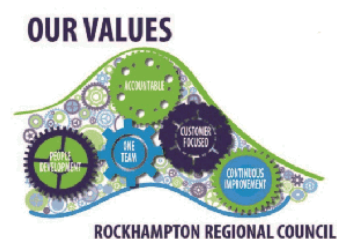
6 Review Timelines

This policy is reviewed when any of the following occur:

- As required by legislation;
- The related information is amended or replaced; or
- Other circumstances as determined from time to time by the Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Executive Coordinator to Manager Office of the Mayor
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Councillor Gifts, Benefits and
Hospitality Policy (Clean)**

Meeting Date: 22 March 2022

Attachment No: 5

COUNCILLOR GIFTS, BENEFITS AND HOSPITALITY POLICY

COUNCILLOR POLICY



1 Scope

This policy applies to Rockhampton Regional Council Councillors who may be offered or may receive gifts and/or benefits whilst undertaking their duties and/or while representing Council.

This policy does not apply to:

- (a) Political donations by prohibited donors as defined by the *Electoral Act 1992*;
- (b) Gifts as defined in the *Electoral Act 1992* or *Local Government Electoral Act 2011*; and
- (c) Gifts and/or benefits received from family members or personal friends in a purely personal capacity.

2 Purpose

The purpose of this policy is to:

- (a) Provide Councillors with guidance on appropriate actions to offers of a gift and/or benefit in connection with their duties while representing Council or otherwise related to their association with Council;
- (b) Provide Councillors with principles to consider when determining the appropriateness of accepting a gift and/or benefit;
- (c) Provide Councillors with a process to be followed where a gift and/or benefit is accepted;
- (d) Support Council's commitment to open and transparent governance; and
- (e) Minimise the risk of Councillors being exposed to an actual or perceived conflict of interest.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Electoral Act 1992

Local Government Act 2009

Local Government Electoral Act 2011

Local Government Regulation 2012

Public Sector Ethics Act 1994

Asset Disposal Policy

Code of Conduct for Councillors in Queensland

Community Grants and Minor Sponsorship Policy

Entertainment and Hospitality Policy

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

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Gift and Hospitality Register – Councillors
 Gift and Hospitality Declaration Form – Councillors
 Major Sponsorship Policy
 Register of Interests

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Conflict of Interest	Involves a conflict between your official duties and responsibilities in serving the public interest and your personal interests. A conflict of interest can arise from gaining personal advantage or avoiding personal losses. This includes advantages to relatives and friends.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Electoral Gifts	Gifts offered to candidates relating to an election and separately governed by the <i>Electoral Act 1992</i> .
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Gifts and/or Benefits	Something given voluntarily to show favour toward someone, honour an occasion, or make a gesture of assistance or goodwill, which is offered outside of normal open contractual arrangements. This could include, but is not limited to the following examples: (a) Cash or the transfer of money (including items that may be converted to cash for example, vouchers, lottery tickets, scratch-it tickets); (b) Transfer of property of presentational or charitable nature or otherwise; (c) The provision or use of property, equipment or services free of charge, at a reduced rate, for a period of time or unspecified period; (d) Loans of money, or equipment including provision of overdraft facilities (for example, credit card) or guarantor for a loan; (e) Intangible items that have no enduring value (for example, hospitality benefit/s and/or entertainment or perishable foodstuffs); (f) A prize, for example a lucky door prize; (g) The sale of property with a sale price below proper valuations; (h) Hospitality benefit/s includes entertainment and are generally received in the form of meals and beverages directly related to official Council business and/or fulfilling official duties in relation to the function and activities of Council. These benefits can also include (but are not limited to): travel, accommodation, tickets to school performances or local cultural events which are in support of local community organisations and Council business; (i) Artworks; and (a) Souvenirs.

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Nominal Value	A face or estimated value that is equal to or less than \$500.
Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <p>(a) Official Council meetings, Councillor forums and workshops,</p> <p>(b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation;</p> <p>(c) Attendance at prescribed Local Government training/workshops and conferences;</p> <p>(d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties;</p> <p>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor;</p> <p>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</p> <p>(g) Attending private meetings with constituents about Council strategies, programs or initiatives;</p> <p>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</p> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>
PSA	Partner, spouse or associate.
Supplier	Any supplier/contractor/consultant supplying goods and/or services to Council.

5 Policy Statement

The requirements of this policy are in addition to the legislative obligations of Councillors with respect to individual register of interests as prescribed in the *Local Government Regulation 2012* and the legislative obligations of Councillors prescribed by the *Local Government Electoral Act 2011*.

The community expects Councillors to discharge their responsibilities impartially and with integrity. The acceptance of gifts and/or benefits outside of a controlled and transparent process risks creating negative perceptions.

In determining whether acceptance of a gift and/or benefit is appropriate, the two major considerations are the:

- (a) Intent in which the gift and/or benefit is given; and
- (b) Public perception of acceptance of the gift and/or benefit.

Consequently, it is not appropriate for Councillors to accept gifts and/or benefits that affect, or may be seen to affect, the performance of their official duties and responsibilities, or be seen to influence their decision-making.

Councillors must be mindful at all times of their obligation to maintain public confidence in the integrity of Council's administration and must be aware that acceptance of any gifts and/or benefits from an external party may, or may be seen to affect the performance of their official duties, or influence, or be seen to influence their decision-making or behaviour.

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Councillors must not ask for, or encourage the giving of any form of gift and/or benefit in connection with the performance of their official duties or their association with Council.

Any gift and/or benefit accepted, regardless of monetary value, implies, or may imply, a relationship which may interfere with objectivity and independence.

This policy sets out the principles that apply to the offer and acceptance of gifts and/or benefits.

5.1 Prohibited Gifts and/or Benefits

5.1.1 Soliciting Gifts and/or Benefits

Soliciting gifts and/or benefits is strictly prohibited under all circumstances.

If a Councillor becomes aware of a situation of soliciting gifts and/or benefits, they must report it to the CEO immediately.

The CEO is required to notify the Crime and Corruption Commission of any soliciting of gifts and/or benefits.

5.1.2 Bribery

Acceptance of money or any other gifts and/or benefits perceived as bribery is strictly prohibited in all cases and the offer must be reported immediately to the CEO.

The CEO is required to notify the Crime and Corruption Commission of any offer of money or other inducement as soon as practicable after the offer has been made.

5.1.3 Prizes

Promotional schemes offered in conjunction with official activities, such as instant scratch-it tickets or lucky door prizes won at official functions should not be accepted.

5.1.4 Gifts and/or Benefits from Suppliers or Tenderers

Any offers of gifts and/or benefits from a supplier or tenderer for Council business or services must be immediately reported to the CEO.

5.1.5 Cash

Cash or gifts and/or benefits that could be considered substitutes for cash, such as gift cards, betting accounts and vouchers should not be accepted under any circumstances.

5.2 Principles for Acceptance of Gifts and/or Benefits

Each type of gift and/or benefit carries a level of risk that should be considered when deciding whether it should be accepted or declined.

In determining whether acceptance of a gift and/or benefit is appropriate, the two major considerations are the:

- (a) Intent in which the gift and/or benefit is given; and
- (b) Public perception of acceptance of the gift and/or benefit.

As gifts and/or benefits can create obligations and expectations, if it can be considered in any way that the gift and/or benefit, irrespective of its value, is given with the intention of influencing or be seen as influencing a decision or action of the recipient, it must be declined.

Acceptance of a gift and/or benefit may be considered only if it complies with the following principles:

- (a) It does not influence, or have the potential or perceived potential to influence, in any way the integrity and impartiality of the recipient;
- (b) It does not, create a conflict of interest, or a perception of a conflict of interest;

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- (c) It does not affect the performance of the recipient's official duties, or be seen to influence the decision-making or behaviour of the recipient, such as but not limited to:
 - (i) Granting licences;
 - (ii) Inspecting and regulating businesses;
 - (iii) Giving approvals;
 - (iv) The provision of Council services;
 - (v) The provision of a Council grant; and
 - (vi) Awarding of contracts;
- (d) Council does not incur any costs;
- (e) It is offered openly; and
- (f) It must not involve money or anything easily converted to money such as shares.

5.2.1 Gifts and/or Benefits of Nominal Value

Provided it does not breach any part of this policy or any legislative requirement, where a Councillor is offered a gift and/or benefit of nominal value Council deems it reasonable for the recipient to accept and keep the gift and/or benefit.

This gift and/or benefit is not required to be recorded in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received by a Councillor as appreciation of a task or service carried out by a group of employees or Councillors should be shared with the members of that respective team.

The following gifts are considered low risk and may (subject to the principles outlined in paragraph 5.2) generally be accepted:

- (a) Gifts of nominal value made in gratitude for specific tasks or performance for example a small personal gift to a Councillor for speaking at an official function;
- (b) Low value corporate gifts made as a marketing/sponsor initiative for example mass produced mementoes at a professional development conference; and
- (c) Ceremonial/symbolic gifts from visiting organisations provided to Council as an organisation (as opposed to an individual Councillor) to be retained by Council for example plaque of appreciation or memento from place of origin.

If unsure, Councillors should decline offers of gifts and/or benefits courteously by explaining that acceptance would be against Council policy.

5.2.2 Gifts and/or Benefits with a Value Greater than \$500

Any gift and/or benefit received with a value greater than \$500 must be reported to the CEO. The gift and/or benefit will become the property of Council in first instance and will be dealt with by the CEO in an appropriate and transparent manner. For example:

- (a) Return the gift and/or benefit to the giver;
- (b) Dispose of the gift and/or benefit in accordance with the Asset Disposal Policy;
- (c) Donate the gift and/or benefit to a charitable or community facility; or
- (d) Ownership passed to Council allowing the gift and/or benefit to go on public display where appropriate.

Gifts and/or benefits with a value greater than \$500 must be entered in the Gift and Hospitality Register – Councillors.

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5.2.3 Cumulative Gifts and/or Benefits

Cumulative gifts and/or benefits received from the same giver which when combined exceeds the nominal value in a 12 month period must be entered individually in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received from the same giver which when combined exceeds \$500 in a 12 month period will become the property of Council in first instance and dealt with by the CEO in accordance with this policy.

5.2.4 Ceremonial, Historical or Cultural Significance Gifts

All ceremonial historical or cultural significant gifts, regardless of value, presented to a Councillor on behalf of Council or subject to a gift exchange will be the property of Council and must be passed to the CEO.

5.2.5 Complimentary Tickets to Performances and Events

It is recognised that Mayor and Councillors, as part of their role as elected representatives of Council and in recognition of the role they play in advocating for the Region, may be offered invitations/tickets to events.

Council contributes significant sponsorship (financial and in-kind) towards events held in the Region, on the basis of the benefits to the Region. Whilst Council's position is not to seek tickets as part of these arrangements, they may be offered from time to time. Complimentary tickets may also be offered without a sponsorship agreement.

Where the ticket optimises advocacy and/or networking benefit with other stakeholders, meets corporate objectives, supports community initiatives and/or raises the profile of the Region, it may be appropriate to accept such invitations.

Any acceptance of tickets, regardless of the value, must be entered in the Gift and Hospitality Register – Councillors in accordance with this policy.

If tickets are received that are not specifically addressed to a Councillor the Mayor or CEO allocates to Councillors.

5.2.5.1 Attendance of Partners, Spouses and Associates

In instances where there is no cost to Council, PSA's of Mayor and Councillors may attend upon approval by the Mayor or the CEO.

In all instances of attendance, a PSA of an official representative of Council are expected to act in a manner consistent with the Code of Conduct for Councillors in Queensland.

5.3 Gift and Hospitality Register

When gifts and/or benefits are received, it is important they are dealt with in a consistent and appropriate manner. Any Councillor who receives:

- (a) A gift and/or benefit over \$500; or
- (b) An invitation or offer of tickets,

is required to complete a Gift and Hospitality Declaration Form – Councillors and forward to the CEO within 21 days of receipt of the gift and/or benefit (or 21 days from the date of return to Australia if the gift and/or benefit was received overseas) for recording in the Gift and Hospitality Register – Councillors.

The Gift and Hospitality Register – Councillors is maintained by the Office of the CEO and includes the following information:

- (c) The name of the recipient;
- (d) Date of the offer or date received;
- (e) Description of the gift and/or benefit;

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- (f) Estimated value of the gift and/or benefit;
- (g) Details of the person and/or organisation offering the gift and/or benefit;
- (h) Details of any relationship between the Councillor or Council to the person and/or organisation offering the gift and/or benefit;
- (i) Details of any other gift and/or benefit received from the same person and/or organisation in the previous 12 month period;
- (j) Information on how the gift and/or benefit was dealt with; and
- (k) For gifts and/or benefits with a value greater than \$500, the decision by the CEO regarding the manner in which the gift is to be dealt with.

Whilst not required under this policy, a Councillor may record the acceptance of a gift and/or benefit estimated below the nominal value thresholds on the Gift and Hospitality Register – Councillors should they wish to do so.

Offers of gifts and/or benefits that are not accepted may also be entered on the Gift and Hospitality Register – Councillors for transparency and recording keeping purposes.

5.4 Gifts that are Unable to be Refused or Returned

5.4.1 Authorisation to CEO

Where a gift and/or benefit is considered inappropriate to accept but is unable to be refused or returned becomes the property of Council in accordance with this policy, the CEO is authorised to deal with it in one of the following ways:

- (a) Displayed in Council offices (for example, plaques, artwork, craftwork, flowers etc);
- (b) In accordance with a resolution of Council;
- (c) Used in Council operations (for example, technical resources, plant and machinery);
- (d) Shared amongst employees (for example, perishable food items);
- (e) Donated to a suitable charity; or
- (f) Conduct a raffle/auction with the proceeds donated to charity.

5.4.2 Factors to be Taken into Account

In deciding how a gift and/or benefit may be dealt with, the CEO will take into account factors including but not limited to the following:

- (a) The public value of the gift and/or benefit;
- (b) The perishable nature (if any) of the gift and/or benefit;
- (c) The estimated market value of the gift and/or benefit as reasonably determined by the CEO. If there is difficulty in assessing the value, a valuation must be obtained by Council from an appropriately experienced person or body.

5.4.3 Reporting and Recording of Dealings

The method of any dealings of gifts and/or benefits in accordance with paragraph 5.4 and the reasons for the decision are recorded by the CEO and a report provided to Council on an annual basis.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Manager Office of the Mayor
Policy Owner	Manager Office of the Mayor
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Councillor Gifts, Benefits and
Hospitality Policy (Tracked)**

Meeting Date: 22 March 2022

Attachment No: 6

COUNCILLOR GIFTS, BENEFITS AND HOSPITALITY POLICY

COUNCILLOR POLICY



1 Scope

This policy applies to Rockhampton Regional Council Councillors who may be offered or may receive gifts and/or benefits whilst undertaking their duties and/or while representing Council.

This policy does not apply to:

- (a) Political donations by prohibited donors as defined by the *Electoral Act 1992*;
- (b) Gifts as defined in the *Electoral Act 1992* or *Local Government Electoral Act 2011*; and
- (c) Gifts and/or benefits received from family members or personal friends in a purely personal capacity.

2 Purpose

The purpose of this policy is to:

- (a) Provide Councillors with guidance on appropriate actions to offers of a gift and/or benefit in connection with their duties while representing Council or otherwise related to their association with Council;
- (b) Provide Councillors with principles to consider when determining the appropriateness of accepting a gift and/or benefit;
- (c) Provide Councillors with a process to be followed where a gift and/or benefit is accepted;
- (d) Support Council's commitment to open and transparent governance; and
- (e) Minimise the risk of Councillors being exposed to an actual or perceived conflict of interest.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Electoral Act 1992

Local Government Act 2009

Local Government Electoral Act 2011

Local Government Regulation 2012

Public Sector Ethics Act 1994

Asset Disposal Policy

[Councillor Code of Conduct for Councillors in Queensland](#)

[Community Grants and Minor Sponsorship Policy](#)

[Entertainment and Hospitality Policy](#)

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

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Gift and Hospitality Register – Councillors

Gift and Hospitality Declaration Form – Councillors

[Major Sponsorship Policy](#)

Register of Interests

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Conflict of Interest	Involves a conflict between your official duties and responsibilities in serving the public interest and your private-personal interests. A conflict of interest can arise from gaining personal advantage or avoiding personal losses as well as gaining personal advantage – whether financial or otherwise . This includes advantages to relatives and friends.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Electoral Gifts	Gifts offered to candidates relating to an election and separately governed by the <i>Electoral Act 1992</i> .
Gifts and/or Benefits	Something given voluntarily to show favour toward someone, honour an occasion, or make a gesture of assistance or goodwill, which is offered outside of normal open contractual arrangements. This could include, but is not limited to the following examples: (a) Cash or the transfer of money (including items that may be converted to cash for example, vouchers, lottery tickets, scratch-it tickets); (b) Transfer of property of presentational or charitable nature or otherwise; (c) The provision or use of property, equipment or services free of charge, at a reduced rate, for a period of time or unspecified period; (d) Loans of money, or equipment including provision of overdraft facilities (for example, credit card) or guarantor for a loan; (e) Intangible items that have no enduring value (for example, hospitality benefit/s and/or entertainment or perishable foodstuffs); (f) A prize, for example a lucky door prize ; (g) The sale of property with a sale price below proper valuations; (h) Hospitality benefit/s includes entertainment and are generally received in the form of meals and beverages directly related to official Council business and/or fulfilling official duties in relation to the function and activities of Council. These benefits can also include (but are not limited to): travel, accommodation, tickets to school performances or local cultural events which are in support of local community organisations and Council business; (i) Artworks; and (a) Souvenirs.
Nominal Value	A face or estimated value that is equal to or less than <u>\$4500</u> .

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<p><u>Official Council Business</u></p>	<p><u>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</u></p> <p><u>(a) Official Council meetings, Councillor forums and workshops,</u></p> <p><u>(b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation;</u></p> <p><u>(c) Attendance at prescribed Local Government training/workshops and conferences;</u></p> <p><u>(d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties;</u></p> <p><u>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor;</u></p> <p><u>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</u></p> <p><u>(g) Attending private meetings with constituents about Council strategies, programs or initiatives;</u></p> <p><u>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</u></p> <p><u>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</u></p>
<p><u>PSA</u></p>	<p><u>Partner, spouse or associate.</u></p>
<p>Supplier</p>	<p>Any supplier/contractor/consultant supplying goods and/or services to Council.</p>

5 Policy Statement

The requirements of this policy are in addition to the legislative obligations of Councillors with respect to individual register of interests as prescribed in the *Local Government Regulation 2012* and the legislative obligations of Councillors prescribed by the *Local Government Electoral Act 2011*.

The community expects Councillors to discharge their responsibilities impartially and with integrity. The acceptance of gifts and/or benefits outside of a controlled and transparent process risks creating negative perceptions.

In determining whether acceptance of a gift and/or benefit is appropriate, the two major considerations are the:

- (a) Intent in which the gift and/or benefit is given; and
- (b) Public perception of acceptance of the gift and/or benefit.

Consequently, it is not appropriate for Councillors to accept gifts and/or benefits that affect, or may be seen to affect, the performance of their official duties and responsibilities, or be seen to influence their decision-making.

Councillors must be mindful at all times of their obligation to maintain public confidence in the integrity of Council's administration and must be aware that acceptance of any gifts and/or benefits from an external party may, or may be seen to affect the performance of their official duties, or influence, or be seen to influence their decision-making or behaviour.

Councillors must not ask for, or encourage the giving of any form of gift and/or benefit in connection with the performance of their official duties or their association with Council.

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Any gift and/or benefit accepted, regardless of monetary value, implies, or may imply, a relationship which may interfere with objectivity and independence.

This policy sets out the principles that apply to the offer and acceptance of gifts and/or benefits.

5.1 Prohibited Gifts and/or Benefits

5.1.1 Soliciting Gifts and/or Benefits

Soliciting gifts and/or benefits is strictly prohibited under all circumstances.

If a Councillor becomes aware of a situation of soliciting gifts and/or benefits, they must report it to the CEO immediately.

The CEO is required to notify the Crime and Corruption Commission of any soliciting of gifts and/or benefits.

5.1.2 Bribery

Acceptance of money or any other gifts and/or benefits perceived as bribery is strictly prohibited in all cases and the offer must be reported immediately to the CEO.

The CEO is required to notify the Crime and Corruption Commission of any offer of money or other inducement as soon as practicable after the offer has been made.

5.1.3 Prizes

Promotional schemes offered in conjunction with official activities, such as instant scratch-it tickets or lucky door prizes won at official functions should not be accepted.

5.1.4 Gifts and/or Benefits from Suppliers or Tenderers

Any offers of gifts and/or benefits from a supplier or tenderer for Council business or services must be immediately reported to the CEO.

5.1.5 Cash

Cash or gifts and/or benefits that could be considered substitutes for cash, such as gift cards, betting accounts and vouchers should not be accepted under any circumstances.

5.2 Principles for Acceptance of Gifts and/or Benefits

Each type of gift and/or benefit carries a level of risk that should be considered when deciding whether it should be accepted or declined.

In determining whether acceptance of a gift and/or benefit is appropriate, the two major considerations are the:

- (a) Intent in which the gift and/or benefit is given; and
- (b) Public perception of acceptance of the gift and/or benefit.

As gifts and/or benefits can create obligations and expectations, if it can be considered in any way that the gift and/or benefit, irrespective of its value, is given with the intention of influencing or be seen as influencing a decision or action of the recipient, it must be declined.

Acceptance of a gift and/or benefit may be considered only if it complies with the following principles:

- (a) It does not influence, or have the potential or perceived potential to influence, in any way the integrity and impartiality of the recipient;
- (b) It does not, create a conflict of interest, or a perception of a conflict of interest;
- (c) It does not affect the performance of the recipient's official duties, or be seen to influence the decision-making or behaviour of the recipient, such as but not limited to:
 - (i) Granting licences;
 - (ii) Inspecting and regulating businesses;
 - (iii) Giving approvals;

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- (iv) The provision of Council services;
- (v) The provision of a Council grant; and
- (vi) Awarding of contracts;
- (d) Council does not incur any costs;
- (e) It is offered openly; and
- (f) It must not involve money or anything easily converted to money such as shares.

5.2.1 Gifts and/or Benefits of Nominal Value

Provided it does not breach any part of this policy or any legislative requirement, where a Councillor is offered a gift and/or benefit of nominal value Council deems it reasonable for the recipient to accept and keep the gift and/or benefit.

This gift and/or benefit is not required to be recorded in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received by a Councillor as appreciation of a task or service carried out by a group of employees or Councillors should be shared with the members of that respective team.

The following gifts are considered low risk and may (subject to the principles outlined in paragraph 5.2) generally be accepted:

- (a) Gifts of nominal value made in gratitude for specific tasks or performance for example a small personal gift to a Councillor for speaking at an official function;
- (b) Low value corporate gifts made as a marketing/sponsor initiative for example mass produced mementoes at a professional development conference; and
- (c) Ceremonial/symbolic gifts from visiting organisations provided to Council as an organisation (as opposed to an individual Councillor) to be retained by Council for example plaque of appreciation or memento from place of origin.

If unsure, Councillors should decline offers of gifts and/or benefits courteously by explaining that acceptance would be against Council policy.

5.2.2 Gifts and/or Benefits with a Value between \$150 and \$350

~~Provided it does not breach any part of this policy or any legislative requirement, any gift and/or benefit received with a value between \$150 and \$350 may remain the property of the receiving Councillor. The gift and/or benefit must be entered in the Gift and Hospitality Register – Councillors.~~

5.2.35.2.2 Gifts and/or Benefits with a Value Greater than \$350

Any gift and/or benefit received with a value greater than \$350 must be reported to the CEO. The gift and/or benefit will become the property of Council in first instance and will be dealt with by the CEO in an appropriate and transparent manner. For example:

- (a) Return the gift and/or benefit to the giver;
- (b) Dispose of the gift and/or benefit in accordance with the Asset Disposal Policy;
- (c) Donate the gift and/or benefit to a charitable or community facility; or
- (d) Ownership passed to Council allowing the gift and/or benefit to go on public display where appropriate.

Gifts and/or benefits with a value greater than \$350 must be entered in the Gift and Hospitality Register – Councillors.

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5.2.45.2.3 Cumulative Gifts and/or Benefits

Cumulative gifts and/or benefits received from the same giver which when combined exceeds the nominal value in a 12 month period must be entered individually in the Gift and Hospitality Register – Councillors.

Any gift and/or benefit received from the same giver which when combined exceeds \$3500 in a 12 month period will become the property of Council in first instance and dealt with by the CEO in accordance with this policy.

5.2.55.2.4 Ceremonial, Historical or Cultural Significance Gifts

All ceremonial historical or cultural significant gifts, regardless of value, presented to a Councillor on behalf of Council or subject to a gift exchange will be the property of Council and must be passed to the CEO.

5.2.5 Complimentary Tickets to Performances and Events

It is recognised that Mayor and Councillors, as part of their role as elected representatives of Council and in recognition of the role they play in advocating for the Region, may be offered invitations/tickets to events.

Council contributes significant sponsorship (financial and in-kind) towards events held in the Region, on the basis of the benefits to the Region. Whilst Council's position is not to seek tickets as part of these arrangements, they may be offered from time to time. Complimentary tickets may also be offered without a sponsorship agreement.

Where the ticket optimises advocacy and/or networking benefit with other stakeholders, meets corporate objectives, supports community initiatives and/or raises the profile of the Region, it may be appropriate to accept such invitations.

Any acceptance of tickets, regardless of the value, must be entered in the Gift and Hospitality Register – Councillors in accordance with this policy.

If tickets are received that are not specifically addressed to a Councillor the Mayor or CEO allocates to Councillors.

5.2.5.1 Attendance of Partners, Spouses and Associates

In instances where there is no cost to Council, PSA's of Mayor and Councillors may attend upon approval by the Mayor or the CEO.

In all instances of attendance, a PSA of an official representative of Council are expected to act in a manner consistent with the Code of Conduct for Councillors in Queensland.

5.3 Gift and Hospitality Register

When gifts and/or benefits are received, it is important they are dealt with in a consistent and appropriate manner.

Any Councillor who receives-a:

(a) -A gift and/or benefit over \$1500; or

(b) An invitation or offer of tickets.

is required to complete a Gift and Hospitality Declaration Form – Councillors and forward to the CEO within 21 days of receipt of the gift and/or benefit (or 21 days from the date of return to Australia if the gift and/or benefit was received overseas) for recording in the Gift and Hospitality Register – Councillors.

The Gift and Hospitality Register – Councillors is maintained by the Office of the CEO and includes the following information:

- (a) The name of the recipient;
- (b) Date of the offer or date received;

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- (c) Description of the gift and/or benefit;
- (d) Estimated value of the gift and/or benefit;
- (e) Details of the person and/or organisation offering the gift and/or benefit;
- (f) Details of any relationship between the Councillor or Council to the person and/or organisation offering the gift and/or benefit;
- (g) Details of any other gift and/or benefit received from the same person and/or organisation in the previous 12 month period;
- (h) Information on how the gift and/or benefit was dealt with; and
- (i) For gifts and/or benefits with a value greater than \$3500, the decision by the CEO regarding the manner in which the gift is to be dealt with.

Whilst not required under this policy, a Councillor may record the acceptance of a gift and/or benefit estimated below the nominal value thresholds on the Gift and Hospitality Register – Councillors should they wish to do so.

Offers of gifts and/or benefits that are not accepted may also be entered on the Gift and Hospitality Register – Councillors for transparency and recording keeping purposes.

5.4 Gifts that are Unable to be Refused or Returned

5.4.1 Authorisation to CEO

Where a gift and/or benefit is considered inappropriate to accept but is unable to be refused or returned becomes the property of Council in accordance with this policy, the CEO is authorised to deal with it in one of the following ways:

- (a) Displayed in Council offices (for example, plaques, artwork, craftwork, flowers etc);
- (b) In accordance with a resolution of Council;
- (c) Used in Council operations (for example, technical resources, plant and machinery);
- (d) Shared amongst employees (for example, perishable food items);
- (e) Donated to a suitable charity; or
- (f) Conduct a raffle/auction with the proceeds donated to charity.

5.4.2 Factors to be Taken into Account

In deciding how a gift and/or benefit may be dealt with, the CEO takes into account factors including but not limited to the following:

- (a) The public value of the gift and/or benefit;
- (b) The perishable nature (if any) of the gift and/or benefit; and
- (c) The estimated market value of the gift and/or benefit as reasonably determined by the CEO. If there is difficulty in assessing the value, a valuation must be obtained by Council from an appropriately experienced person or body.

5.4.3 Reporting and Recording of Dealings

The method of any dealings of gifts and/or benefits in accordance with paragraph 5.4 and the reasons for the decision are recorded by the CEO and a report provided to Council on an annual basis.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Council.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Executive Coordinator to the Manager Office of the Mayor
Policy Owner	Executive Coordinator to Manager Office of the Mayor
Policy Quality Control	Legal and Governance

OUR VALUES



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Employee Gifts, Benefits and
Hospitality Procedure (Clean)**

Meeting Date: 22 March 2022

Attachment No: 7

EMPLOYEE GIFTS, BENEFITS AND HOSPITALITY PROCEDURE



1 Scope

This procedure applies to gifts, benefits and hospitality offered to, or received by workers whilst undertaking their duties or representing Rockhampton Regional Council.

2 Purpose

The purpose of this procedure is to:

- (a) Provide principles to consider when determining whether to accept a gift/benefit;
- (b) Provide a process should a worker accept a gift/benefit as part of their role;
- (c) Support Council's commitment to open and transparent governance; and
- (d) Minimise the risk of workers being exposed to actual or perceived conflict of interest.

3 Related Documents

3.1 Primary

Code of Conduct

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

Community Grants and Minor Sponsorship Policy

Conflicts of Interest Policy and Procedure

Entertainment and Hospitality Policy

Gift Register

Major Sponsorship Policy

Receipt of Gift Form

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Conflict of Interest	A conflict of interest involves a conflict between your official duties and responsibilities in serving the public interest and your personal interests. A conflict of interest can arise from gaining personal advantage or avoiding personal losses. This includes advantages to relatives and friends.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Gift/Benefit	Something given voluntarily to show favour toward someone, honour an occasion, or make a gesture of assistance or goodwill, which is offered outside normal contractual arrangements. This could include, but is not limited to the following examples: (a) Cash or the transfer of money (including items that may be converted to cash for example, vouchers, lottery tickets, scratch-it tickets); (b) Transfer of property of presentational or charitable nature or otherwise; (c) The provision or use of property, equipment or services free of charge, at a reduced rate, for a period of time or unspecified periods; (d) Loans of money, or equipment including provision of overdraft facilities (for example, credit card) or guarantor for a loan; (e) A prize, for example a lucky door prize; (f) Intangible items that have no enduring value (for example, hospitality and/or entertainment or perishable foodstuffs); (g) The sale of property with a sale price below proper valuations; or (h) Hospitality benefit/s, includes entertainment and are generally received in the form of meals and beverages directly related to official Council business and/or fulfilling official duties in relation to the function and activities of Council. These benefits can also include (but are not limited to): travel, accommodation, tickets to school performances or local cultural events which are in support of local community organisations and Council business; (i) Artworks; and (j) Souvenirs.
GM	General manager, an employee appointed to a position with a corporate band 2 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Official Council Business	Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a worker is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to: (a) Official Council meetings, Councillor forums and workshops; (b) Meetings and engagements associated with employees who have been formally appointed to an external organisation; (c) Attendance at prescribed Local Government training/workshops and conferences; (d) Attendance at civic ceremonies and community events where a formal invitation

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	<p>has been received inviting workers in their capacity to undertake official duties;</p> <p>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a worker;</p> <p>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</p> <p>(g) Attending private meetings with constituents about Council strategies, programs or initiatives;</p> <p>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</p> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>
PSA	Partner, spouse or associate.
Value	The estimated reasonable retail value of a gift/benefit.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.
Worker	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Council, work experience participant or a volunteer.

5 Procedure

The community has an expectation that workers discharge their responsibilities impartially and with integrity. The acceptance of gifts/benefits risks creating negative perceptions of a conflict of interest or a bribe.

The Code of Conduct states that workers must not ask for, or accept a fee or other gift/benefit for doing something as a worker. If unsure whether or not it is appropriate to accept an offer of a gift/benefit, in the first instance, workers should decline offers courteously by explaining that acceptance would be against Council policy.

5.1 Determining Acceptance of Gifts/Benefits

5.1.1 Workers

Each type of gift/benefit carries with it different risks that should be considered when deciding whether or not acceptance is appropriate. It is important to consider the following:

- (a) Why the offer of a gift or benefit was made;
- (b) The value and type of the gift/benefit (with higher value gifts/benefits warranting increased scrutiny);
- (c) The likely public perception of acceptance; and
- (d) Relevant legislation.

If pressed to accept or the non-acceptance of a gift/benefit may be seen as being not conducive to ongoing business relationships, workers must follow the steps outlined in paragraph 5.4.

5.1.2 CEO

In determining whether acceptance of a gift/benefit is appropriate, the major factors the CEO considers are the:

- (a) Intent in which the gift/benefit is given; and
- (b) Public perception of acceptance of the gift/benefit,

and if it complies with the following principles:

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Adopted/Approved:	DRAFT	Department:	Office of the CEO
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- (a) It does not influence, or have the potential or perceived potential to influence, in any way so as to compromise, or appear to compromise, the integrity and impartiality of the recipient, or to create a conflict of interest, or perception of a conflict of interest.
- (b) It is not related to advice or decisions about (but not limited to):
 - (i) Granting licences;
 - (ii) Inspecting and regulating businesses;
 - (iii) Granting of approvals;
 - (iv) Awarding of contracts;
 - (v) The provision of Council services; or
 - (vi) The provision of a Council grant.

5.1.3 Official Council Business

Workers, in an official capacity, may receive invitations of hospitality to attend various functions and events. Where hospitality provides an opportunity to network, or undertake business of a common purpose, it may be appropriate to accept such invitations.

Reasonable hospitality received at an event, function, training course or conference attended in an official capacity is acceptable as this is not considered as a conflict of interest.

5.1.4 Exceptions

Low value corporate gifts offered as a marketing/sponsor initiative, for example, mass produced mementos at a professional development conference or as give-aways are considered low risk and can generally be accepted and kept by the recipient provided the acceptance does not influence or compromise the integrity and impartiality of the recipient, create a conflict of interest or compromises Council's position in any way.

5.2 Complimentary Tickets to Performances and Events

Council contributes significant sponsorship (financial and in-kind) towards events held in the Region, on the basis of the benefits to the Region. Whilst Council's position is not to seek tickets as part of these arrangements, they may be offered from time to time. Complimentary tickets may also be offered without a sponsorship agreement.

Where the ticket optimises advocacy and/or networking benefit with other stakeholders, meets corporate objectives, supports community initiatives and/or raises the profile of the Region, it may be appropriate to accept such invitations.

These are deemed as a gift and workers must declare the gift in accordance with paragraph 5.4. The CEO determines the most appropriate use of such tickets prior to the date of the event.

5.2.1 Attendance of Partners, Spouses and Associates

In instances where there is no cost to Council, PSA's of workers may attend following submission of a Receipt of Gift Form and approval by the CEO.

In all instances of attendance, a PSA of an official representative of Council are expected to act in a manner consistent with the Council's Code of Conduct.

5.3 CEO Actions

In most cases, it is automatically approved that gifts up to and including the value of \$50, excluding tickets to performances and events, may be kept by the recipient provided the gift does not create a real or perceived conflict of interest or be seen as receiving a bribe. Particularly, in situations where there is ambiguity relating to real or perceived conflict of interest or bribes, the CEO has the right to decide on the following actions to be taken:

- (a) Kept by the original recipient of the gift/benefit;
- (b) Kept for Council use;

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- (c) Displayed at an appropriate venue;
- (d) Donated to a community group;
- (e) Sold or exchanged;
- (f) Returned; or
- (g) Destroyed (in the case of perishable items).

5.4 Process and Recording Gifts/Benefits

If not an exception detailed in paragraph 5.1.4, workers should initially decline the offer of a gift/benefit given the public and worker perception of receiving the gift/benefit in the first instance.

If a worker is pressed to accept or the non-acceptance may be seen to be not conducive to ongoing business relationships, the worker may accept, thank the “giver” and advise that they will accept the gift/benefit but the CEO will determine the ownership of the gift/benefit.

The worker will advise their supervisor and complete the Receipt of Gift Form for the CEO’s consideration.

The CEO will consider all factors in connection with the giving of the gift/benefit and determine the future of the gift/benefit in accordance with paragraph 5.3, however if a gift is of value up to and including \$50 and not a ticket to an event or performance, the recipient may keep the gift if it does not create a real or perceived conflict of interest or be seen as taking a bribe. However, the worker must still complete the Receipt of Gift Form. If there is any doubt the worker should seek advice from the Office of the CEO.

The Executive Personal Assistant to the CEO will:

- (a) Advise the worker and the supervisor of the decision; and
- (b) Ensure the gift/benefit and subsequent action is recorded on the Gift Register.

5.5 Scenario Examples

The following scenario examples are provided to demonstrate considerations and if the gift should be accepted. In practice, each scenario needs to be assessed according to the particular facts as the addition of further information could change the outcome.

Scenario	Consideration	Acceptance
A supplier, at end of year drops in caps, pens and calendars to a workshop or work facility.	Paragraph 5.1.2 low value corporate gift.	√
A worker while attending a conference on behalf of Council receives a conference package containing numerous small items that may be considered as token gifts, for example, hat, pens etc.	The acceptance of these gifts and benefits would be considered appropriate as it would be unlikely to be perceived as an attempt at bribery and/or a breach of policy.	√
A worker is offered a gift card from a supplier.	The worker must refuse. Any offer of items that could be considered substitutes for cash such as gift cards or vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts. Accepting money in any form will breach a number of Council policies and legislative requirements and may be seen as an attempt at bribery.	×

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Scenario	Consideration	Acceptance
A worker is offered free tickets to a cultural or sporting event because of their involvement, from a Council perspective with that organisation.	The worker should follow process in paragraph 5.4.	x
At a time when Council is considering alternative IT products a vendor arranges a meeting with a Council IT manager at a coffee shop and buys coffees.	Perceived conflict of interest or bribe.	x
A worker who speaks at a conference on behalf of Council is given a bottle of wine as a token of appreciation by the MC.	The worker should follow process in paragraph 5.4.	√
A senior manager receives an offer to go on a fishing trip with the manager of an engineering company who tender for work in Council.	Perceived conflict of interest or bribe.	x

6 Review Timelines

This procedure is reviewed when any of the following occur:

- The related information is amended or replaced; or
- Other circumstances as determined from time to time by the Deputy Chief Executive Officer.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Employee Gifts, Benefits and
Hospitality Procedure (Tracked)**

Meeting Date: 22 March 2022

Attachment No: 8

RECEIPT OF EMPLOYEE GIFTS, OR BENEFITS AND HOSPITALITY GUIDELINE PROCEDURE



1 Scope

This guidelineprocedure applies to gifts, benefits and hospitality offered to, or received by workers whilst undertaking their duties or representing Rockhampton Regional Council.

2 Purpose

The purpose of this guidelineprocedure is to:

- (a) Provide principles to consider when determining whether to accept a gift/benefit;
- (b) Provide a process should a worker accept a gift/benefit as part of their role;
- (c) Support Council's commitment to open and transparent governance; and
- (d) Minimise the risk of workers being exposed to actual or perceived conflict of interest.

3 Related Documents

3.1 Primary

Code of Conduct

3.2 Secondary

Crime and Corruption Act 2001

Local Government Act 2009

Local Government Regulation 2012

Public Sector Ethics Act 1994

[Community Grants and Minor Sponsorship Policy](#)

[Conflicts of Interest Policy and Procedure](#)

Entertainment and Hospitality Policy

Gift Register

[Major Sponsorship Policy](#)

Receipt of Gift Form

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Conflict of Interest	A conflict of interest involves a conflict between your official duties and responsibilities in serving the public interest and your <u>private personal</u> interests. A conflict of interest can arise from <u>avoiding personal losses as well as</u> gaining personal advantage <u>—whether financial—</u> or <u>otherwise avoiding personal losses</u> . This includes advantages to relatives and friends.
Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Gift/Benefit	Something given voluntarily to show favour toward someone, honour an occasion, or make a gesture of assistance or goodwill, which is offered outside normal contractual arrangements, <u>—including. This could include,</u> but <u>is</u> not limited to <u>the following examples:</u> (a) Cash or the transfer of money (including items that may be converted to cash for example, vouchers, lottery tickets, scratch-it tickets); <u>(b) Transfer of property of presentational or charitable nature or otherwise;</u> <u>(b)(c) The provision or use of property, equipment or services free of charge, at a reduced rate, for a period of time or unspecified periods;</u> <u>(d) Loans of money, or equipment including provision of overdraft facilities (for example, credit card) or guarantor for a loan;</u> <u>(e)(e) A prize, for example a lucky door prize;</u> <u>(d)(f) Intangible items that have no enduring value (for example, hospitality and/or entertainment); or or perishable foodstuffs);</u> <u>(g) The sale of property with a sale price below proper valuations; or</u> <u>(h) Hospitality, including meals, entertainment or accommodation benefit/s, includes entertainment and are generally received in the form of meals and beverages directly related to official Council business and/or fulfilling official duties in relation to the function and activities of Council. These benefits can also include (but are not limited to): travel, accommodation, tickets to school performances or local cultural events which are in support of local community organisations and Council business;</u> <u>(i) Artworks; and</u> <u>(e)(i) Souvenirs.</u>
GM	<u>General manager, an employee appointed to a position with a corporate band 2 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.</u>
Official Council Business	<u>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a worker is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</u> <u>(a) Official Council meetings, Councillor forums and workshops;</u> <u>(b) Meetings and engagements associated with employees who have been formally appointed to an external organisation;</u>

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	<p><u>(c) Attendance at prescribed Local Government training/workshops and conferences;</u></p> <p><u>(d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting workers in their capacity to undertake official duties;</u></p> <p><u>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a worker;</u></p> <p><u>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</u></p> <p><u>(g) Attending private meetings with constituents about Council strategies, programs or initiatives;</u></p> <p><u>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</u></p> <p><u>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</u></p>
PSA	Partner, spouse or associate.
Value	The estimated reasonable retail value of a gift/benefit.
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.
Worker	Employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Council, work experience participant or a volunteer.

5 **Guideline Procedure**

The community has an expectation that workers discharge their responsibilities impartially and with integrity. The acceptance of gifts/benefits risks creating negative perceptions of a conflict of interest or a bribe.

The Code of Conduct states that workers must not ask for, or accept a fee or other gift/benefit for doing something as a worker. If unsure whether or not it is appropriate to accept an offer of a gift/benefit, in the first instance, workers should decline offers courteously by explaining that acceptance would be against Council policy.

5.1 **Determining Acceptance of Gifts/Benefits**

5.1.1 **Workers**

Each type of gift/benefit carries with it different risks that should be considered when deciding whether or not acceptance is appropriate. It is important to consider the following:

- (a) Why the offer of a gift or benefit was made;
- (b) The value and type of the gift/benefit (with higher value gifts/benefits warranting increased scrutiny);
- (c) The likely public perception of acceptance; and
- (d) Relevant legislation.

If pressed to accept or the non-acceptance of a gift/benefit may be seen as being not conducive to ongoing business relationships, workers must follow the steps outlined in paragraph 5.34.

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5.1.2 CEO

In determining whether acceptance of a gift/benefit is appropriate, the major factors the CEO considers are the:

- (a) Intent in which the gift/benefit is given; and
- (b) Public perception of acceptance of the gift/benefit,

and if it complies with the following principles:

- (a) It does not influence, or have the potential or perceived potential to influence, in any way so as to compromise, or appear to compromise, the integrity and impartiality of the recipient, or to create a conflict of interest, or perception of a conflict of interest.
- (b) It is not related to advice or decisions about (but not limited to):
 - (i) Granting licences;
 - (ii) Inspecting and regulating businesses;
 - (iii) Granting of approvals;
 - (iv) Awarding of contracts;
 - (v) The provision of Council services; or
 - (vi) The provision of a Council grant.

5.1.3 Official Council Business

Workers, in an official capacity, may receive invitations of hospitality to attend various functions and events. Where hospitality provides an opportunity to network, or undertake business of a common purpose, it may be appropriate to accept such invitations.

Reasonable hospitality received at an event, function, training course or conference attended in an official capacity is acceptable as this is not considered as a conflict of interest.

5.1.4 Exceptions

Low value corporate gifts offered as a marketing/sponsor initiative, for example, mass produced mementos at a professional development conference or as give-aways are considered low risk and can generally be accepted and kept by the recipient provided the acceptance does not influence or compromise the integrity and impartiality of the recipient, create a conflict of interest or compromises Council's position in any way.

5.2 Complimentary Tickets to Performances and Events

Council contributes significant sponsorship (financial and in-kind) towards events held in the Region, on the basis of the benefits to the Region. Whilst Council's position is not to seek tickets as part of these arrangements, they may be offered from time to time. Complimentary tickets may also be offered without a sponsorship agreement.

Where the ticket optimises advocacy and/or networking benefit with other stakeholders, meets corporate objectives, supports community initiatives and/or raises the profile of the Region, it may be appropriate to accept such invitations.

These are deemed as a gift and workers must declare the gift in accordance with paragraph 5.4. The CEO determines the most appropriate use of such tickets prior to the date of the event.

5.2.1 Attendance of Partners, Spouses and Associates

In instances where there is no cost to Council, PSA's of workers may attend following submission of a Receipt of Gift Form and approval by the CEO.

In all instances of attendance, a PSA of an official representative of Council are expected to act in a manner consistent with the Council's Code of Conduct.

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5.25.3 CEO Actions

In most cases, it is automatically approved that gifts up to and including the value of \$50, excluding tickets to performances and events, may be kept by the recipient provided the gift does not create a real or perceived conflict of interest or be seen as receiving a bribe. Particularly, in situations where there is ambiguity relating to real or perceived conflict of interest or bribes, the CEO has the right to decide on the following actions to be taken:

- (a) Kept by the original recipient of the gift/benefit;
- (b) Kept for Council use;
- (c) Displayed at an appropriate venue;
- (d) Donated to a community group;
- (e) Sold or exchanged;
- (f) Returned; or
- (g) Destroyed (in the case of perishable items).

5.35.4 Process and Recording Gifts/Benefits

If not an exception detailed in paragraph 5.1.24, workers should initially decline the offer of a gift/benefit given the public and worker perception of receiving the gift/benefit in the first instance.

If a worker is pressed to accept or the non-acceptance may be seen to be not conducive to ongoing business relationships, the worker may accept, thank the "giver" and advise that they will accept the gift/benefit but the CEO will determine the ownership of the gift/benefit.

The worker will advise their supervisor and complete the Receipt of Gift Form for the CEO's consideration.

The CEO will consider all factors in connection with the giving of the gift/benefit and determine the future of the gift/benefit in accordance with paragraph 5.23, however if a gift is of value up to and including \$50 and not a ticket to an event or performance, the recipient may keep the gift if it does not create a real or perceived conflict of interest or be seen as taking a bribe. However, the worker must still complete the Receipt of Gift Form. If there is any doubt the worker should seek advice from the Office of the CEO.

The Executive Personal Assistant to the CEO will:

- (a) Advise the worker and the supervisor of the decision; and
- (b) Ensure the gift/benefit and subsequent action is recorded on the Gift Register.

5.45.5 Scenario Examples

The following scenario examples are provided to demonstrate considerations and if the gift should be accepted. In practice, each scenario needs to be assessed according to the particular facts as the addition of further information could change the outcome.

Scenario	Consideration	Acceptance
A supplier, at end of year drops in caps, pens and calendars to a workshop or work facility.	Paragraph 5.1.2 low value corporate gift.	√
A worker while attending a conference on behalf of Council receives a conference package containing numerous small items that may be considered as token gifts, for example, hat, pens etc.	The acceptance of these gifts and benefits would be considered appropriate as it would be unlikely to be perceived as an attempt at bribery and/or a breach of policy.	√

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Scenario	Consideration	Acceptance
A worker is offered a gift card from a supplier.	The worker must refuse. Any offer of items that could be considered substitutes for cash such as gift cards or vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internal credit, memberships or entitlements to discounts. Accepting money in any form will breach a number of Council policies and legislative requirements and may be seen as an attempt at bribery.	x
A worker is offered free tickets to a cultural or sporting event because of their involvement, from a Council perspective with that organisation.	The worker should follow process in paragraph 5.34.	x
At a time when Council is considering alternative IT products a vendor arranges a meeting with a Council IT manager at a coffee shop and buys coffees.	Perceived conflict of interest or bribe.	x
A worker who speaks at a conference on behalf of Council is given a bottle of wine as a token of appreciation by the MC.	The worker should follow process in paragraph 5.34.	√
A senior manager receives an offer to go on a fishing trip with the manager of an engineering company who tender for work in Council.	Perceived conflict of interest or bribe.	x

6 Review Timelines

This [guideline procedure](#) is reviewed when any of the following occur:

- The related information is amended or replaced; or
- Other circumstances as determined from time to time by the [Manager Workforce and Governance Deputy Chief Executive Officer](#).

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Manager Workforce and Governance Deputy Chief Executive Officer
Policy Owner	Manager Workforce and Governance Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Entertainment and Hospitality General
Ledger Expense Allocation Whole of
Council Work Instruction (Clean)**

Meeting Date: 22 March 2022

Attachment No: 9

ENTERTAINMENT AND HOSPITALITY GENERAL LEDGER EXPENSE ALLOCATION WHOLE OF COUNCIL WORK INSTRUCTION



1 Scope

This whole of Council work instruction applies to all Rockhampton Regional Council Councillors and employees.

2 Purpose

The purpose of this whole of Council work instruction is to ensure financial records for entertainment and hospitality expenses are recorded appropriately to ensure Council's compliance with its tax obligations relating to GST and FBT.

3 Related Documents

3.1 Primary

Entertainment and Hospitality Policy

3.2 Secondary

A New Tax System (Goods and Services Tax) Act 1999 (Cwth)

Fringe Benefits Tax Assessment Act 1986 (Cwth)

Local Government Act 2009

Local Government Regulation 2012

Code of Conduct

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

Purchasing Policy – Acquisition of Goods and Services

Service Recognition Policy

Travel and Event Attendance Policy

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Delegated Officer	An employee appointed to a position with a corporate band 3 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.

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Employees	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
FBT	Fringe Benefits Tax
GL	General Ledger
GST	Goods and Services Tax

5 Work Instruction

Although Council is income tax exempt and is not required to consider non-deductible entertainment expenses, the organisation is still able to claim GST input tax credits for some entertainment expenses considered as tax deductible.

Under the GST system entertainment expenses incur GST. No input tax credit (refund of GST) can be claimed where entertainment expenses are not deductible for tax purposes. As a result of this, GL account codes and tax codes have been implemented to correctly record these items to ensure Council claims legitimate tax credits it is entitled to.

A tax deduction will be allowed where FBT is paid on the entertainment expense. The entitlement of a tax deduction will also entitle Council to claim the GST paid on the purchase. As a result of this the following natural accounts and descriptions are to be used:

GL Natural Account	GL Natural Account Description	GST Tax Code
2032	Employee/Councillor Entertainment – Subject to FBT	Claim GST
2025	Employee/Councillor Entertainment – No FBT (Meetings/Seminars/Catering)	Claim GST
2504	Client Entertainment – No FBT	Do not claim GST
2218	Supplies/Food purchased for resale	Claim GST

5.3 Natural Account 2032 – Employee/Councillor Entertainment – Subject to FBT

Employee/Councillor entertainment at a social function is subject to FBT. Any GST paid on such entertainment entitles Council to claim a GST input tax credit. The natural account used for Council employee/Councillor entertainment, which is subject to FBT is 2032.

Example:

A lunch at a cafe to congratulate a team for an above and beyond effort. If paid for by Council, Council will be subject to FBT (meaning GST can be claimed). It is important to note that meal or coffee expenses for employees meeting offsite are deemed as personal expenses and should be paid for by the employees.

5.4 Natural Account 2025 – Employee/Councillor Entertainment (Meetings/Seminars/Catering) – Not Subject to FBT

Food and drink provided at:

- An in house dining facility not at a social function (for example meeting);
- Consumed while travelling on business; or
- While attending a seminar (provided it is incidental to a seminar).

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These expenses are not generally subject to FBT. They are consumed at meetings/conferences and seminars such as tea, coffee or finger food. This type of food is classified as sustenance, meaning it is not associated with any recreational or leisure pursuits. Meals classified as sustenance are fully deductible and free from FBT and entitles Council to claim a GST input credit. The natural account 2025 is used for such transactions.

5.5 Natural Account 2504 – Client Entertainment Expenses – Not Subject to FBT

Client entertainment is not subject to FBT as clients are not employees or Councillors of Council. Any expenses incurred under client entertainment attracts GST. However, as client entertainment is not an ‘allowable deduction’ for income tax purposes, Council is unable to claim any input tax credits for the GST paid in respect of this expense.

Any client entertainment expenditure should be expensed under natural account 2504. It is vital that employees authorising payments under this natural account ensure they convey this to the Accounts Payable unit when submitting an account to be paid.

Approval to incur client entertainment expenses needs to be given by a delegated officer.

If both the employee/Councillor and the client entertainment are on one bill, the bill will need to be split between the two appropriate natural accounts 2032 and 2504. Example:

Councillor X takes Mr Y and Mr Z from State Government to lunch for business purposes. The cost of lunch was \$90 plus \$9 GST. As Council adopts the “actual method” for FBT purposes, \$30 plus \$3 GST (being Councillor X’s share of the lunch) will be subject to FBT (because they are a Councillor of Council) and costed to natural account 2032. The other \$60 plus \$6 GST (being for Mr Y and Mr Z’s share of the lunch) will be classified as non-deductible client entertainment and costed to natural account 2504 where no GST can be claimed.

5.6 Natural Account 2218 – Supplies/Food Purchased for Resale

Food and other supplies purchased for resale as part of the operation of various Council venues, such as the Pilbeam Theatre. There is no FBT applicable and Council is entitled to claim a GST input credit for all purchases which are subject to GST.

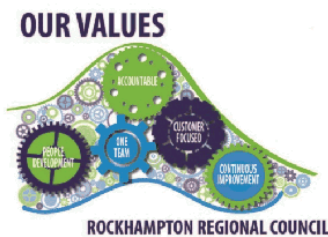
6 Review Timelines

This work instruction is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Deputy Chief Executive Officer.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Entertainment and Hospitality General
Ledger Expense Allocation Whole of
Council Work Instruction (Tracked)**

Meeting Date: 22 March 2022

Attachment No: 10

ENTERTAINMENT AND HOSPITALITY GENERAL LEDGER EXPENSE ALLOCATION WHOLE OF COUNCIL WORK INSTRUCTION



1 Scope

This whole of Council work instruction applies to all Rockhampton Regional Council Councillors and employees.

2 Purpose

The purpose of this whole of Council work instruction is to ensure financial records for entertainment and hospitality expenses are recorded appropriately to ensure Council's compliance with its tax obligations relating to GST and FBT.

3 Related Documents

3.1 Primary

Entertainment and Hospitality Policy

3.2 Secondary

A New Tax System (Goods and Services Tax-Administration) Act 1999 (Cwth)

Fringe Benefits Tax Assessment Act 1986 (Cwth)

Local Government Act 2009

Local Government Regulation 2012

Code of Conduct

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

Purchasing Policy – Acquisition of Goods and Services

Service Recognition Policy

Travel and [Conference-Event](#) Attendance Policy

4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Delegated Officer	An employee appointed to a position with a corporate band 3 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.

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Employees	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
FBT	Fringe Benefits Tax
GL	General Ledger
GST	Goods and Services Tax

5 Work Instruction

Although Council is income tax exempt and is not required to consider non-deductible entertainment expenses, the organisation is still able to claim GST input tax credits for some entertainment expenses considered as tax deductible.

Under the GST system entertainment expenses incur GST. No input tax credit (refund of GST) can be claimed where entertainment expenses are not deductible for tax purposes. As a result of this, GL account codes and tax codes have been implemented to correctly record these items to ensure Council claims legitimate tax credits it is entitled to.

A tax deduction will be allowed where FBT is paid on the entertainment expense. The entitlement of a tax deduction will also entitle Council to claim the GST paid on the purchase.

As a result of this the following natural accounts and descriptions are to be used:

GL Natural Account	GL Natural Account Description	GST Tax Code
2032	Employee/Councillor Entertainment – Subject to FBT	Claim GST
2025	Employee/Councillor Entertainment – No FBT (Meetings/Seminars/Catering)	Claim GST
2504	Client Entertainment – No FBT	Do not claim GST
2218	Supplies/Food purchased for resale	Claim GST

5.3 Natural Account 2032 – Employee/Councillor Entertainment – Subject to FBT

Employee/Councillor entertainment at a social function is subject to FBT. Any GST paid on such entertainment entitles Council to claim a GST input tax credit. The natural account used for Council employee/Councillor entertainment, which is subject to FBT is 2032.

Example:

~~A lunch at a cafe to congratulate a team for an above and beyond effort. An employee taking another employee to lunch to discuss the next year's department budget. The lunch, if paid using a Council corporate card (i.e. paid by Council) for by will render Council, Council will be to be subject to FBT (meaning GST can be claimed). It is important to note that meal or coffee expenses for employees meeting offsite are deemed as personal expenses and should be paid for by the employees.~~

5.4 Natural Account 2025 – Employee/Councillor Entertainment (Meetings/Seminars/Catering) – Not Subject to FBT

Food and drink provided at:

- An in house dining facility not at a social function (for example meeting);
- Consumed while travelling on business; or
- While attending a seminar (provided it is incidental to a seminar).

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These expenses are not generally subject to FBT. They are consumed at meetings/conferences and seminars such as tea, coffee or finger food. This type of food is classified as sustenance, meaning it is not associated with any recreational or leisure pursuits. Meals classified as sustenance are fully deductible and free from FBT and entitles Council to claim a GST input credit. The natural account 2025 is used for such transactions.

5.5 Natural Account 2504 – Client Entertainment Expenses – Not Subject to FBT

Client entertainment is not subject to FBT as clients are not employees or Councillors of Council. Any expenses incurred under client entertainment attracts GST. However, as client entertainment is not an ‘allowable deduction’ for income tax purposes, Council is unable to claim any input tax credits for the GST paid in respect of this expense.

Any client entertainment expenditure should be expensed under natural account 2504. It is vital that employees authorising payments under this natural account ensure they convey this to the Accounts Payable unit when submitting an account to be paid.

[Approval to incur client entertainment expenses needs to be given by a delegated officer.](#)

If both the employee/Councillor and the client entertainment are on one bill, the bill will need to be split between the two appropriate natural accounts 2032 and 2504. Example:

Councillor X takes Mr Y and Mr Z from State Government to lunch for business purposes. The cost of lunch was \$90 plus \$9 GST. As Council adopts the “actual method” for FBT purposes, \$30 plus \$3 GST (being Councillor X’s share of the lunch) will be subject to FBT (because they are a Councillor of Council) and costed to natural account 2032. The other \$60 plus \$6 GST (being for Mr Y and Mr Z’s share of the lunch) will be classified as non-deductible client entertainment and costed to natural account 2504 where no GST can be claimed.

5.6 Natural Account 2218 – Supplies/Food Purchased for Resale

[Food and other supplies purchased for resale as part of the operation of various Council venues, such as the Pilbeam Theatre. There is no FBT applicable and Council is entitled to claim a GST input credit for all purchases which are subject to GST.](#)

6 Review Timelines

This work instruction is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by the Deputy Chief Executive Officer.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Deputy Chief Executive Officer
Policy Owner	Chief Financial Officer
Policy Quality Control	Legal and Governance



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**REVISED POLICIES - ENTERTAINMENT
AND HOSPITALITY, EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS AND COUNCILLOR
GIFTS, BENEFITS AND HOSPITALITY**

**Provision of Complimentary Tickets for
Events and Performances Policy**

Meeting Date: 22 March 2022

Attachment No: 11



**PROVISION OF COMPLIMENTARY TICKETS FOR EVENTS
AND PERFORMANCES POLICY
(ADMINISTRATIVE POLICY)**

1 Scope:

This policy applies to the provision of complimentary tickets on behalf of Rockhampton Regional Council for events and performances held at Council's major performing arts and events venues.

The policy does not apply to the provision of complimentary tickets under the direction of a hirer or third party.

2 Purpose:

To provide clarification of the circumstances in which complimentary tickets may be issued, providing a transparent and consistent approach.

3 Related Documents:

Primary

Nil

Secondary

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy
Live Performance Australia – Ticketing Code of Practice
Memorandum of Understanding between Rockhampton Regional Council and Friends of the Theatre Rockhampton Inc.
Rockhampton Regional Council Venue Hire Agreement

4 Definitions:

To assist in interpretation, the following definitions apply:

CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution.
Community Organisation	As per schedule 8 of the <i>Local Government Regulation 2012</i> : a) An entity that carries on activities for a public purpose; or b) An entity whose primary objective is not directed at making a profit.

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Adopted/Approved: Adopted, 28 June 2016
Version: 1
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Complimentary Tickets	Admission tickets to an event or performance that are issued at no financial costs to the person attending.
Council	Rockhampton Regional Council
Councillors	The Mayor and Councillors of Rockhampton Regional Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
House Seats	Seats at an event or performance made available by the hirer at no cost to the venue owner under the terms of the venue hire agreement
Mayor	The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the <i>Local Government Act 2009</i> .
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or his authorised delegates.

5 Policy Statement:

Complimentary tickets to a performance or event provided under this policy may relate to one of the following circumstances:

- Council is presenting or has a direct involvement; or
- Council is not presenting and has no direct involvement, but where:
 - House seats are allocated by the hirer of the venue, in accordance with normal industry practice and the terms of the venue hire agreement; or
 - Tickets are made available to Council by presenting organisations or venue hirer.

5.1 Complimentary Tickets Where Council is Presenting or has a Direct Involvement

In circumstances where Council maintains the ticketing inventory and has control over the issuing of complimentary tickets, complimentary tickets may be provided, at the discretion of the CEO or delegate, to members listed in the categories of the following table.

The specific rationale for the offering of these tickets and composition of the categories is detailed in the table below.

No.	Category	Members of Category	Rationale
1.	Councillors	<ul style="list-style-type: none"> ▪ Mayor and Councillors of Rockhampton Regional Council 	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For advocacy
2.	CEO and general managers (GM)	<ul style="list-style-type: none"> ▪ CEO ▪ GM Community Services, GM Regional Services, GM Corporate Services 	<ul style="list-style-type: none"> ▪ Awareness and understanding of Council services provided to the community ▪ For advocacy
3.	Council employees and volunteers	<ul style="list-style-type: none"> ▪ Council employees and volunteers 	<ul style="list-style-type: none"> ▪ Professional development opportunities ▪ For recognition and reward

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Adopted/Approved: Adopted, 28 June 2016
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4.	Queensland and federal elected members	<ul style="list-style-type: none"> ▪ Queensland members for Rockhampton, Keppel and Mirani ▪ Queensland Minister for the Arts ▪ Queensland Shadow Minister for the Arts ▪ Federal Member for Capricornia ▪ Federal Minister for the Arts ▪ Federal Shadow Minister for the Arts 	<ul style="list-style-type: none"> ▪ For building relationships For awareness ▪ For advocacy
5.	Queensland and Federal Public Services	<ul style="list-style-type: none"> ▪ Program Managers for the Playing Australia Program ▪ Queensland Director General and senior staff of Arts Queensland 	<ul style="list-style-type: none"> ▪ For demonstrating use of Queensland and federal funding ▪ For building relationships ▪ For awareness and advocacy
6.	Marketing and Media	<ul style="list-style-type: none"> ▪ Marketing contacts – industry and show specific ▪ Media representatives ▪ Market influencers 	<ul style="list-style-type: none"> ▪ For media awareness, coverage and promotion of the production ▪ For facilitating reviews of the production ▪ For encouraging social media coverage of the production
7.	Existing and potential sponsors, supporters and suppliers	<ul style="list-style-type: none"> ▪ Venue sponsors ▪ Event specific sponsors ▪ Sponsors of visiting companies ▪ Potential sponsors 	<ul style="list-style-type: none"> ▪ For meeting contractual arrangements under sponsorship agreements etc. ▪ For attracting future sponsorship or philanthropy
8.	Local Indigenous community	<ul style="list-style-type: none"> ▪ Elders and other key members of local aboriginal communities ▪ Other indigenous contacts 	<ul style="list-style-type: none"> ▪ For maintaining and enhancing relations with indigenous communities ▪ For ensuring visiting indigenous companies, for example Bangarra Dance Theatre feel welcome at the venue
9.	Trustees of Central Qld Performing Arts Foundation (CQPAF) and Central Qld Regional Performing Arts Foundation (CQRPAF)	<ul style="list-style-type: none"> ▪ Trustees 	<ul style="list-style-type: none"> ▪ For acknowledging commitment ▪ For providing trustees with a better understanding of activities and programs ▪ For attracting future philanthropy
10.	Existing, significant past and potential donors to CQPAF and CQRPAF	<ul style="list-style-type: none"> ▪ Existing donors ▪ Significant donors ▪ Potential donors 	<ul style="list-style-type: none"> ▪ For attracting future philanthropy to the sector
11.	Regional Arts Sector	<ul style="list-style-type: none"> ▪ Representatives of local theatre groups and small arts bodies ▪ Representatives of other performing arts venues 	<ul style="list-style-type: none"> ▪ For professional development ▪ For raising awareness of trends/benchmarks in national arts practices ▪ For relationship building for local artists and arts organisations that use the venue and connecting them with state and national organisations

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12.	Local education sector	<ul style="list-style-type: none"> ▪ Members of the group of educational practitioners that may advise the section on education programming ▪ Local education manager/officer contacts 	<ul style="list-style-type: none"> ▪ For facilitating the provision of education programming ▪ For maintaining professional links to the sector ▪ For professional relationship building
13.	Socially disadvantaged community organisations	<ul style="list-style-type: none"> ▪ Community organisations identified by the unit as having a link to the production, which then distribute complimentary tickets to their members/clients 	<ul style="list-style-type: none"> ▪ For allowing people to access live theatre who might otherwise not have the opportunity to do so
14.	Others invited at the discretion of the Mayor, CEO or delegate	<ul style="list-style-type: none"> ▪ Others invited to attend by Mayor ▪ Others identified by the CEO or delegate 	<ul style="list-style-type: none"> ▪ For achieving other strategic objectives for example stakeholder engagement, profile raising etc.

Tickets are issued on the basis of an invitation, on behalf of Council, being extended for a person falling into one of the above categories and their guest to attend the performance, as is customary.

In accordance with the Memorandum of Understanding (MOU) between Council and Friends of the Theatre Inc Rockhampton, a number of tickets per performance will be made available for use by the volunteering members of the organisation in accordance of the terms of the MOU.

Complimentary tickets will be issued by the Pilbeam Theatre Box Office.

5.2 Complimentary Tickets Where Council is Not Presenting or Has No Direct Involvement

5.2.1 Complimentary Tickets Issued as House Seats

For performances held at the Pilbeam Theatre the venue hire agreement provides for the provision of up to 12 tickets for use by Council at no cost.

In accordance with the MOU between Council and Friends of the Theatre Rockhampton Inc., up to six tickets per performance will be made available for use by the volunteering members of the organisation in accordance with the terms of the MOU.

The remaining tickets may be issued for the direct or indirect use (offered as a gift to a third party) by the Mayor, Chairperson of the Community Services Committee and the CEO or delegate.

Tickets not issued as detailed above, prior to 48 hours before the performance or event, will be returned to the ticketing inventory and may be sold with all ticket proceeds payable to the venue hirer in accordance with the venue hire agreement.

Tickets issued as house seats to the Mayor and/or Community Services Committee Chairperson for use under this clause will be recorded and reported in accordance with Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy with the value of the tickets issued to be recorded as the face value of the appropriate ticket buyer type.

5.2.2 Complimentary Tickets Otherwise Made Available by Presenting Organisations or Venue Hirer

Tickets to a performance or event otherwise made available to Council by the presenting organisations or venue hirer, shall be distributed as directed by the presenting organisation or venue hirer. In such circumstances where no explicit instruction on ticket distribution has been provided, the

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complimentary tickets will be made available as determined by the CEO or delegate.

6 Review Timelines:

This policy will be reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by Council.

7 Responsibilities:

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Arts and Heritage
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON
CHIEF EXECUTIVE OFFICER**

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Adopted/Approved: Adopted, 28 June 2016
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12 NOTICES OF MOTION

12.1 NOTICE OF MOTION TO RESCIND AND NOTICE OF MOTION - MAYOR TONY WILLIAMS - MOUNT MORGAN AQUATIC CENTRE REDEVELOPMENT

File No:	12534
Attachments:	1. Notice of Motion to Rescind and Notice of Motion - Mayor Tony Williams ↓
Responsible Officer:	Evan Pardon - Chief Executive Officer

SUMMARY

Mayor Tony Williams has provided correspondence indicating an intention to move a Notice of Motion to Rescind a resolution of the Communities Committee and further move a Notice of Motion related to the redevelopment of the Mount Morgan Aquatic Centre.

COUNCILLOR'S RECOMMENDATION

THAT Council resolves as per section 262 of the *Local Government Regulation 2012* to rescind the resolutions arising from Item 7.6 of the 15 March 2022 Communities Committee meeting of Council.

COUNCILLOR'S RECOMMENDATION

THAT Council:

1. reaffirms the allocation of \$2,000,000 included in the 2021/22 Budget for the redevelopment of the Mount Morgan Aquatic Centre; and
2. authorise the Chief Executive Officer to execute a funding agreement from the Resource Communities Infrastructure Fund in the sum of \$4.5 million to be allocated towards the redevelopment of the Mount Morgan Aquatic Centre; and
3. continue to advocate for external funding and commitments from candidates at the upcoming 2022 Federal Election to support the completion of the Mount Morgan Aquatic Centre redevelopment project.

BACKGROUND

At its Communities Committee meeting on 15 March 2022, Council received an update relating to the proposed timings of the Mount Morgan Aquatic Centre redevelopment and execution of funding arrangements with the Queensland Government via the Resource Communities Infrastructure Fund.

It was subsequently resolved:

'THAT Council does not proceed with the funding agreement, and the proposed new swimming complex be removed from the budget.

THAT a subsequent report be presented to the Committee on the future operations of the Mount Morgan pool.'

Mayor Tony Williams has given notice of an intention to move the rescission of the above resolutions passed at the meeting of Council's Communities Committee meeting on 15 March 2022 and if successful, seeks the support of Council to restore the funding commitments secured for the redevelopment project and to seek additional support to advance the project to completion.

In the event Council supports the Notice of Motion to Rescind, the proposed alternative motions sought are outlined in the attached correspondence.

**NOTICE OF MOTION TO RESCIND
AND NOTICE OF MOTION –
MAYOR TONY WILLIAMS - MOUNT
MORGAN AQUATIC CENTRE
REDEVELOPMENT**

**Notice of Motion to Rescind
and Notice of Motion –
Mayor Tony Williams**

Meeting Date: 22 March 2022

Attachment No: 1



OFFICE OF
THE MAYOR

MAYOR TONY WILLIAMS

ROCKHAMPTON REGIONAL COUNCIL

16 March 2022

Mr Evan Pardon
Chief Executive Officer
Rockhampton Regional Council
232 Bolsover Street
ROCKHAMPTON QLD 4700

Dear Evan,

Notice to Rescind and Notice of Motion

I hereby give notice that at the next Ordinary Meeting of Council on 22 March 2022, I intend to move for the rescission of the following resolutions arising from Item 7.6 of the Communities Committee on Tuesday, 15 March 2022:

“THAT Council does not proceed with the funding agreement, and the proposed new swimming complex be removed from the budget.

THAT a subsequent report be presented to the Committee on the future operations of the Mount Morgan pool.”

If this motion to rescind is successful, I intend to move the following motion:

“That Council:

1. reaffirms the allocation of \$2,000,000 included in the 2021/22 Budget for the redevelopment of the Mount Morgan Aquatic Centre; and
2. authorise the CEO to execute a funding agreement from the Resource Communities Infrastructure Fund in the sum of \$4.5 million to be allocated towards the redevelopment of the Mount Morgan Aquatic Centre.
3. continue to advocate for external funding and commitments from candidates at the upcoming 2022 Federal Election to support completion of the Mount Morgan Aquatic Centre redevelopment project.”

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tony Williams', written over a horizontal line.

Tony Williams
Mayor
Rockhampton Regional Council

PH: (07) 4936 8275 | E: mayor@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860, Rockhampton Qld 4700

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.

15 CLOSED SESSION

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

16.1 Property Matter

In accordance with section 254J(3)(i) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

16 CONFIDENTIAL REPORTS

16.1 PROPERTY MATTER

File No: 2021

Attachments: 1. Map

Authorising Officer: Marnie Taylor - Chief Financial Officer
Ross Cheesman - Deputy Chief Executive Officer

Author: Kellie Roberts - Coordinator Property & Insurance

In accordance with section 254J(3)(i) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

SUMMARY

Coordinator Property & Insurance reporting on a property matter.

17 CLOSURE OF MEETING