



ORDINARY MEETING

AGENDA

24 MAY 2022

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 24 May 2022 commencing at 9:00am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
19 May 2022

Next Meeting Date: 14.06.22

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
Mr R Cheesman – Deputy Chief Executive Officer
Ms A Cutler – General Manager Community Services
Mr P Kofod – General Manager Regional Services

3 APOLOGIES AND LEAVE OF ABSENCE**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 10 May 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 COUNCILLOR/DELEGATE REPORTS

Nil

10 OFFICERS' REPORTS

10.1 COMMUNITY ASSISTANCE PROGRAM - MAJOR SPONSORSHIP

File No: 12535
Attachments: Nil
Authorising Officer: Alicia Cutler - General Manager Community Services
Author: Kerri Dorman - Administration Supervisor

SUMMARY

An application from the Rotary Club of Rockhampton North for Major Sponsorship Assistance towards their Rocky Swap 2022 event is presented for Council consideration.

OFFICER'S RECOMMENDATION

THAT Council considers the Major Sponsorship application from Rotary Club of Rockhampton North for funding to assist with the staging of the Rocky Swap 2022 to be held on Saturday 6 August 2022 and approves a sponsorship amount of \$15,000.00 towards the event.

COMMENTARY

Rocky Swap is the third largest held in Australia and is a very significant major event for Rockhampton Region. This local volunteer community service event has successfully run annually for the past 24 years. Rocky Swap objective is to encourage the local community to recycle their unwanted goods rather than discard/dispose of at their local refuse tip.

The event is a successful cooperation between Rotary Club of Rockhampton North and All Classic Motor Club (ACMA), with the inclusion of most community service clubs in the area plus Scouts and Junior football clubs.

The application states tourism accommodation is created by visitors from Mackay, Emerald, Gladstone, Bundaberg and as far as Victoria. Usually all local accommodation is booked out for the event. Qantas has put Rocky Swap in their onboard magazine in the past.

The applicant states that the event has 1,100 sites available both indoor and outdoor at the showgrounds with customer patronage between 10,000 and 12,000 annually. It is stated that at least 10% would be visiting from other towns and regions.

Assessment

In accordance with the adopted Policy and Procedure, applications received through the Major Sponsorship Scheme will be assessed by Council against the following criteria:

- Applicant's capacity to undertake the event including any experience with similar events, relevant approvals and permissions required
- Community need or desire for the event and how this was determined
- Economic and community outcomes anticipated from the event
- Number of participants, including out of area visitors
- Value for money, including realistic budget with projected cost recovery

The applicant has had 24 years' experience with this event and has satisfactorily completed required acquittal reports for previous events. The applicant states that funds raised are then handed out to many needy local community groups over the next 12 months

PREVIOUS DECISIONS

Since 2008/09 Financial Year, Council has provided a total of \$155,500 in sponsorship towards the event.

BUDGET IMPLICATIONS

Independent assessment by a panel of 4 have indicated an average sponsorship amount for each of the projects/events, which is within Council's Community Assistance Program Operational Budget, as well as taking into consideration the community value of events and projects.

LEGISLATIVE CONTEXT

Administered under the Major Sponsorship Policy and Procedure.

LEGAL IMPLICATIONS

Council administers the Community Assistance Program under a standard funding agreement and all funds are provided on a 'grants-basis'. Applicants are responsible for all aspects of event delivery.

STAFFING IMPLICATIONS

No staffing implications for this non-Council event.

RISK ASSESSMENT

Applicants are fully responsible for event delivery and must provide a final acquittal report outlining any receipts for expenditure, photographs, print media coverage, publications or other forms of documentation.

CORPORATE/OPERATIONAL PLAN

1.4.1 – Streamline Council's funding for community not for profit organisations to ensure fairness and equity.

CONCLUSION

Upon assessment of the information provided in the application against the rating tool and the community value of the event it is recommended Council approve the Assessment Panel's recommended funding allocation of \$15,000.00.

10.2 ROCKHAMPTON ZOO CONSERVATION CONTRIBUTION

File No: 3066
Attachments: Nil
Authorising Officer: Aaron Pont - Manager Parks
Alicia Cutler - General Manager Community Services
Author: Liz Bellward - Curator Rockhampton Zoo

SUMMARY

Rockhampton Zoo is holding funds in trust to be used to support conservation initiatives. This report is recommending conservation groups to support in 2021-2022 and 2022-2023.

OFFICER'S RECOMMENDATION

THAT Council endorses the following conservation groups to be recipients of money raised through Rockhampton Zoo donations and paid zoo experiences:

	Amount	2021-2022	2022-2023
Local conservation group	50%	CQ Koala Volunteer Group	Turtles of CQ
Non-local conservation group	50%	FFI – Fauna and International	International Otter Fund

COMMENTARY

Providing exceptional welfare standards for animals within our care, participating in conservation efforts and supporting wildlife during crisis are important responsibilities of zoos today, and are expected by the industry and the general public.

BACKGROUND

In 2020 RRC Council agreed to donate 100% of zoo donations to the ZAA Bushfire Appeal to help the animals affected by bushfires across Australia. This resulted in raising approximately \$30,000 donated in a 12 month period.

For the first time in its nearly 100 year history, Rockhampton Zoo has contributed funds itself to conservation. Previous fundraising efforts have been through our keepers volunteering their time for fundraisers.

In 2021 when we stopped collecting for the bushfire appeal, in conjunction with the launch of animal encounters it was agreed to donate 15% of zoo donations to conservation. The percentage agreed on was consistent with 15% donated from funds raised from animal encounters.

Since May 2021, we have raised a total of \$12,889.38 as follows:

- \$8,973.93 from encounters
- \$3,915.45 from visitor donations

It is proposed that Council transfer this money to charity before the end of financial year to two wildlife funds (one local and one non-local with a 50/50 split). Additionally it is proposed to nominate the funds to support for 2022-2023 year to enable promotion throughout the year.

Benefits

- Help protect animals and their habitats in the wild
- Positive public image – expected that zoos contribute to conservation
- Positive media / exposure for Rockhampton Zoo and RRC

Conservation Funds Recommended

An internal process undertaken by the Rockhampton Zoo team nominated conservation groups they would like to support with team consensus reached on the recommendations within this report.

The Central Queensland Koala Volunteer Group (2021-22)

The Central Queensland Koala Volunteer Group has been established to support efforts to conserve koalas and other tree living mammals in Central Queensland. <https://www.cqkoala.org.au/about.htm>

Fauna and Flora International (2021-22)

Range of Species – can support specific programs targeted to specific species <https://www.fauna-flora.org/ffi-australia/> Range of species, supporting biodiversity and land conservation. Projects: - Conserving the western black crested gibbon in Vietnam - Conserving Siamese crocodiles in Cambodia - Protecting Indawgyi Lake in Myanmar - Protecting Cambodia's coastal and marine environments.

Turtles of CQ (2022-23)

Wild nest protection of freshwater turtles. Focus on surveying and protecting nests, including vulnerable Fitzroy river turtle and critically endangered white-throated snapping turtle.

International Otter Survival Fund (2022-23)

The International Otter Survival Fund (IOSF) was inspired by observing otters in their natural habitat. <https://www.otter.org/public/IOSFWork.aspx>

PREVIOUS DECISIONS

18/02/2020 – Council endorsed 12 months contributing 100% of a guest donations to support the Zoo and Aquarium Association Wildlife Fund.

02/02/2021 – Council Workshop held to discuss Zoo Experiences moving forward. It was discussed that a percentage of all paid experiences be committed to conservation.

BUDGET IMPLICATIONS

Minimal budget implications associated with the proposal, donations are not seen as revenue.

LEGISLATIVE CONTEXT

No identified legislative context.

LEGAL IMPLICATIONS

No identified legal implications.

STAFFING IMPLICATIONS

Minimal foreseen implications for admin to transfer money to nominated funds.

RISK ASSESSMENT

No foreseen risk.

CONCLUSION

Contributing to conservation is seen as a key requirement for zoos and is expected by the general community and zoo industry. Progress made by Rockhampton Zoo has been positively received by the Zoo and Aquarium Association, Keepers, and the general public.

10.3 2022 ROCKHAMPTON AGRICULTURAL SHOW - APPROVAL FOR PAYMENT OF PRIZES

File No: 14298
Attachments: Nil
Authorising Officer: Greg Bowden - Executive Manager Advance Rockhampton
Author: Eileen Brown - Events Coordinator

SUMMARY

Council's current Payment Exception Authority Procedure requires Council or Committee approval to pay prize monies in cash. This report is seeking formal approval to allow prizes to be paid in cash at the 2022 Rockhampton Agricultural Show.

OFFICER'S RECOMMENDATION

THAT Council approve the payment of prizes in cash for the 2022 Rockhampton Agricultural Show.

COMMENTARY

A Payment Exception Authority is the process whereby special payments are made that are not processed via the normal payment system. This procedure only allows payment via EFT not cash which is required for payment of prize at the Show. Council or Committee can approve cash payments which we are seeking today. Given the number of prizes, the small average prize amount and the immediate "one-off" payment to prize winners, it is not viable to use EFT options.

PREVIOUS DECISIONS

On 4 June 2019 and 8 June 2021 Council approved the use of cash for the prizes at the show.

BUDGET IMPLICATIONS

The Show budget forms part of the Tourism Events and Marketing Budget in Advance Rockhampton.

LEGISLATIVE CONTEXT

Administered under the Payment Exception Authority Procedure.

LEGAL IMPLICATIONS

No legal implications.

STAFFING IMPLICATIONS

No staffing implications.

RISK ASSESSMENT

Finance controls are in place for the management of the cash.

CORPORATE/OPERATIONAL PLAN

2.1.3 – Develop a calendar of events for the region to deliver economic growth that positions Rockhampton as the Events Capital of Central Queensland.

CONCLUSION

In conclusion, it is recommended that Council approve the payment of prizes in cash for the 2022 Rockhampton Agricultural Show.

**10.4 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD
ENDING APRIL 2022**

File No: 1392
Attachments: 1. Corporate Performance Report April 2022 [↓](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Deputy Chief Executive Officer presenting the Whole of Council Corporate Performance Report for period ending 30 April 2022 for Councillor's information.

OFFICER'S RECOMMENDATION

THAT the Whole of Council Corporate Performance Report for period ending 30 April 2022 be 'received'.

COMMENTARY

The Whole of Council Corporate Performance Report for period ending 30 April is presented for Council's consideration.

**WHOLE OF COUNCIL CORPORATE
PERFORMANCE REPORT
FOR PERIOD ENDING APRIL 2022**

**Corporate Performance Report
April 2022**

Meeting Date: 24 May 2022

Attachment No: 1



Corporate Performance Report

01 April 2022 – 30 April 2022

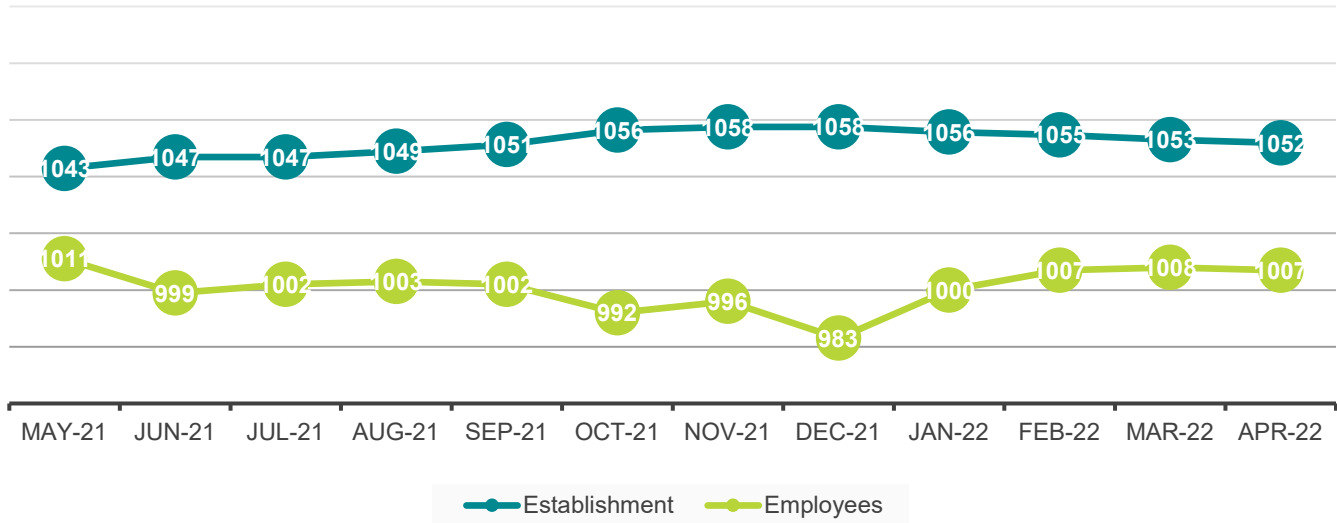
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CORPORATE SERVICES

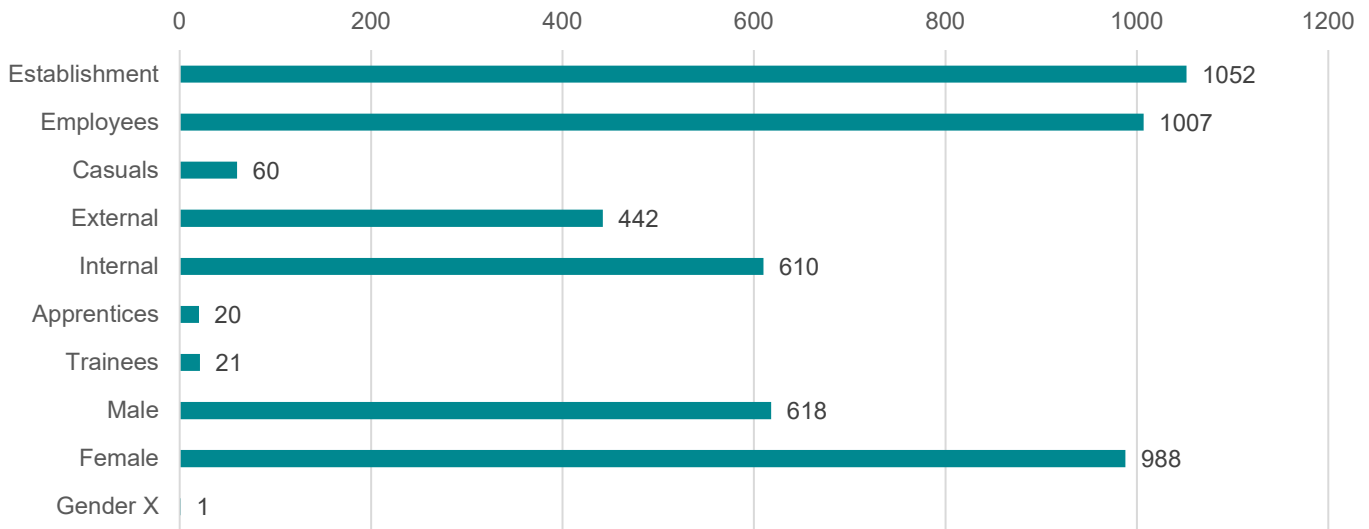
Human Resources

WORKFORCE



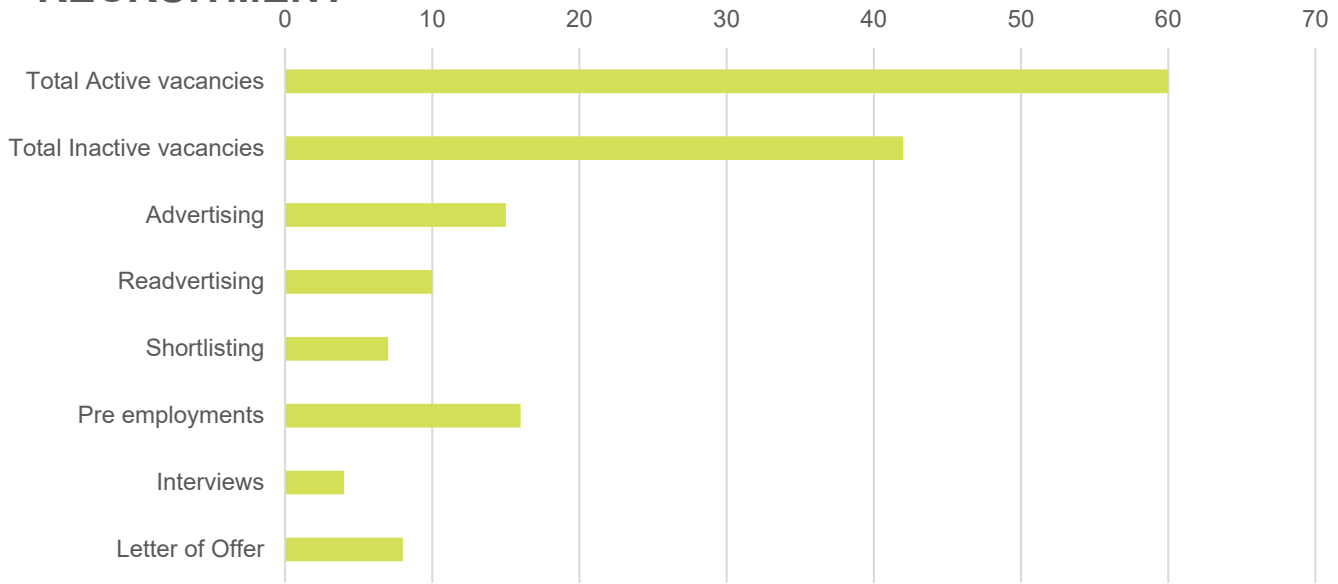
Commentary: Establishment is the total number of positions in Council Structure (Established and Supplementary). Employees is the total number of employees, including fulltime, part-time and casuals (excludes contractors and labour hire).

WORKFORCE BREAKDOWN



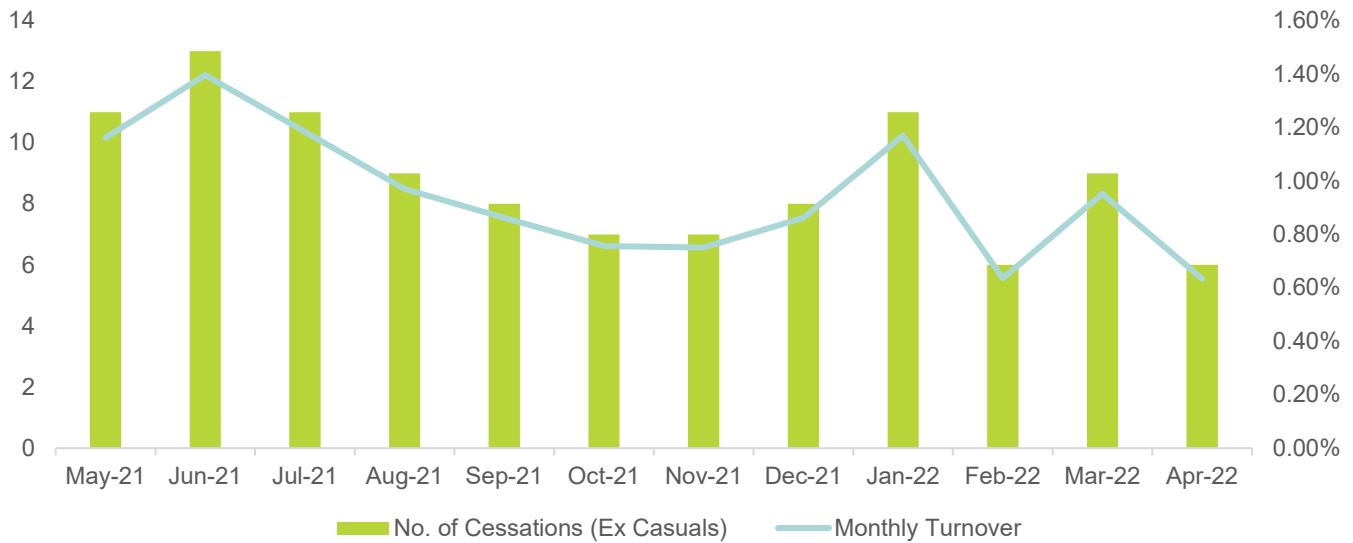
Commentary: Internal and External breakdown is based upon the number of Internal/External positions in the Establishment (including vacancies). All other categories are based upon the number of employees.

RECRUITMENT



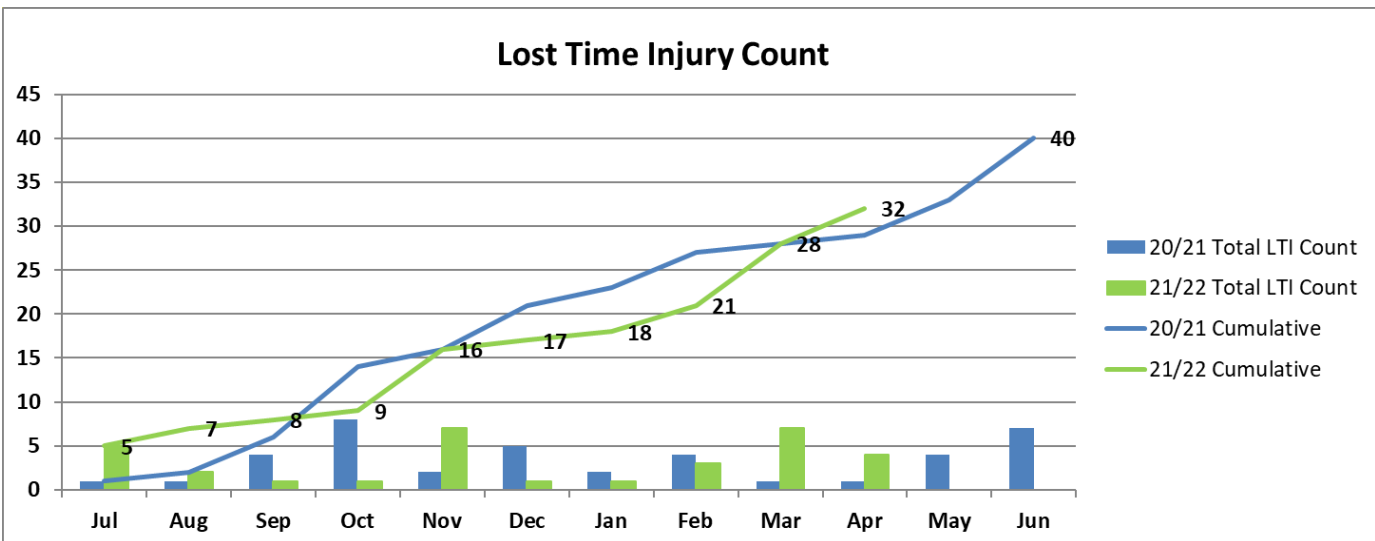
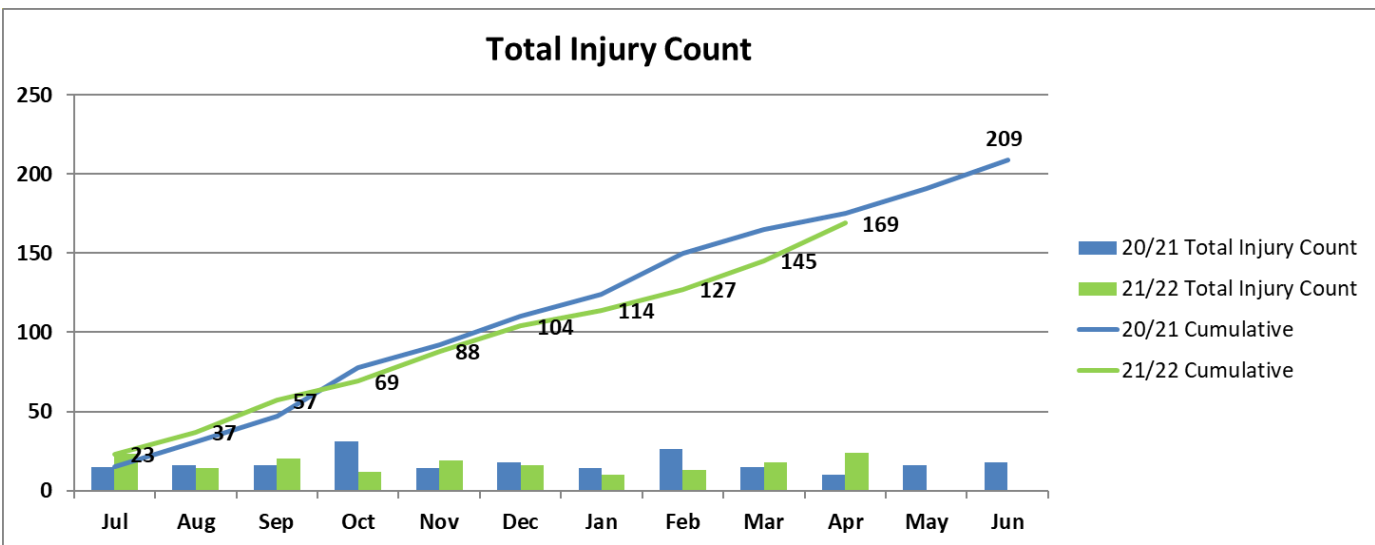
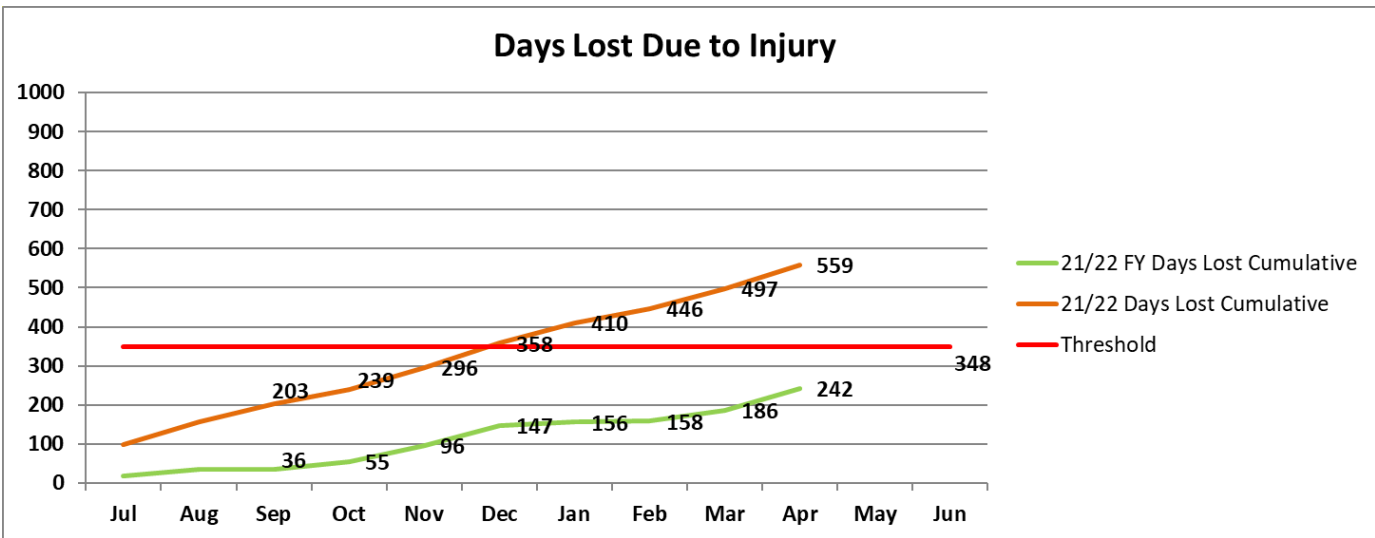
Commentary: Active vacancies are those positions currently being recruited. Inactive vacancies are positions that are currently under review or on hold.

STAFF TURNOVER - 11.33%



Commentary: Staff turnover for the previous 12 months is 11.33%. This is considered to be an acceptable level of employee turnover. Casual employees are excluded from staff turnover calculations.

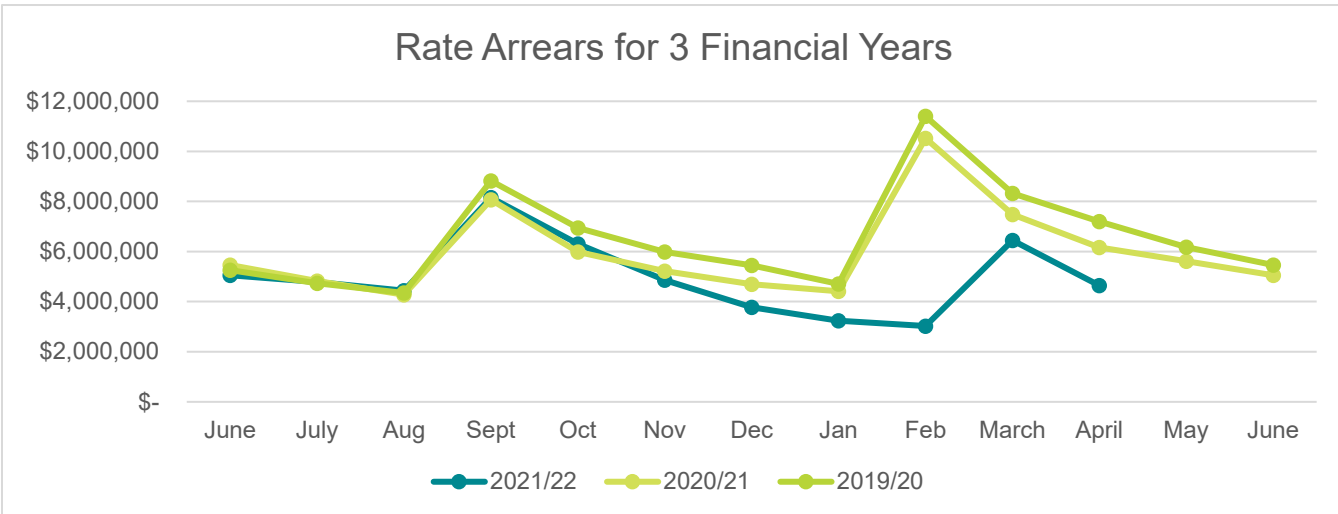
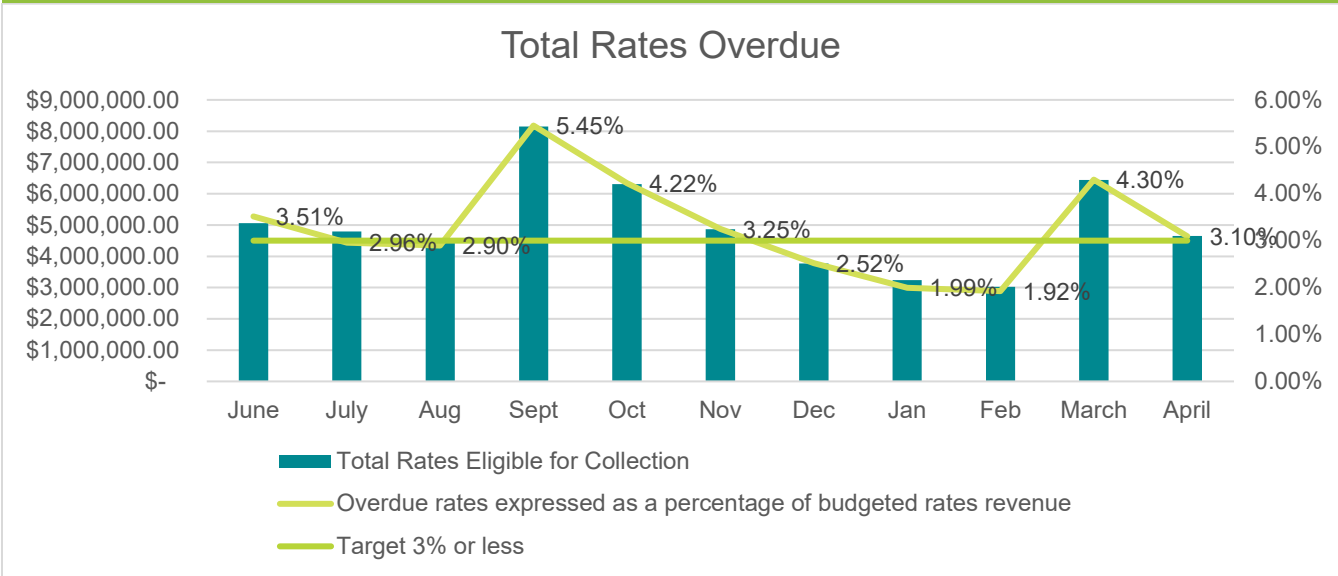
Safety



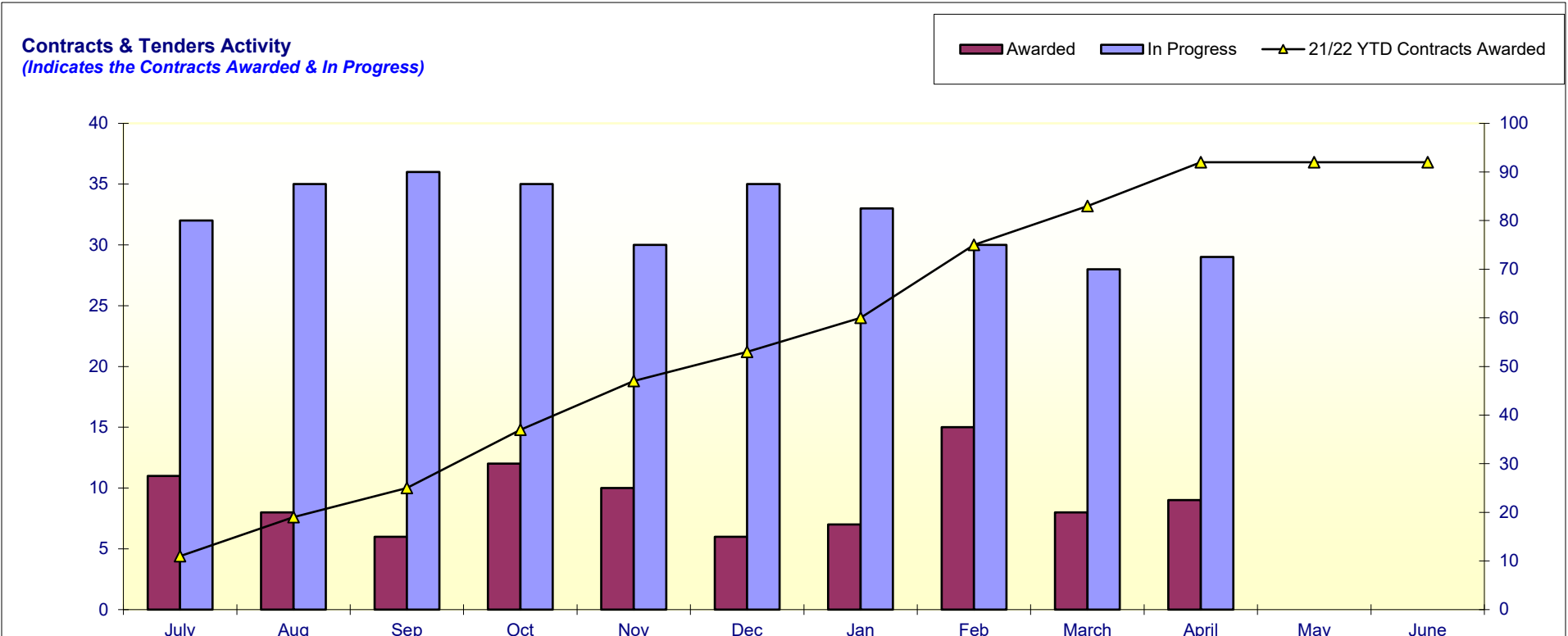
Service Level Statistics

Service Level	Target	Current Performance
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	70%	96%
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	87%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	99.98%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%
Ensure supplier payments are made within stated trading terms	90%	88%

Rates



Procurement & Logistics



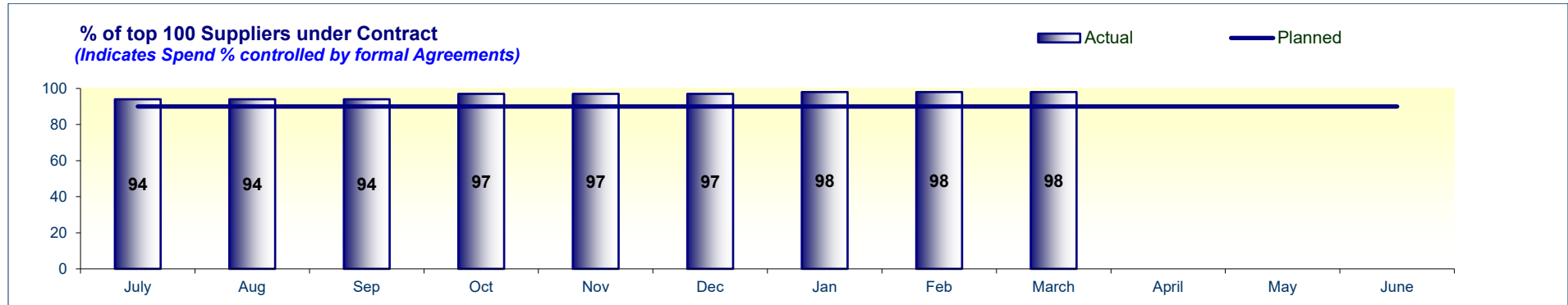
Contracts Awarded: 9

- TEN14676 - Lease of Land for the Purposes of Fuel Supply Rockhampton Airport - Ampol Australia Petroleum Pty Ltd - Lease
- TEN14786 - RPQS General Civil Construction Services - Various - SOR
- TEN14845 - PSA Printing & Delivery Corporate Stationery - WS Anderson investments Pty Ltd and ED Anderson Investments Pty Ltd - SOR
- TEN14865 - Hire of Impact Crusher - Various - SOR
- TEN14867 - PSA for the Supply and Delivery of Personal Protective Equipment - Goid Pty Ltd and Seastar 25 Pty Ltd T/A Morrison CQ Agencies - SOR
- QUO14901 - Circular Economy Discussion Paper - Beca Pty Ltd - \$30,000
- TEN14914 - Supply of Fuel at Mt Morgan - M & W Stewart T/A Stewarts Towing and Service Station - SOR
- QUO14946 - Mt Morgan Pool Site Survey - Precise Positioning Solutions Pty Ltd - \$6,280
- QUO14949 - Geotechnical Investigation for Mt Morgan Pool Replacement - Butler Partners Regional Pty Ltd - \$20,140

Contracts in Progress: 29

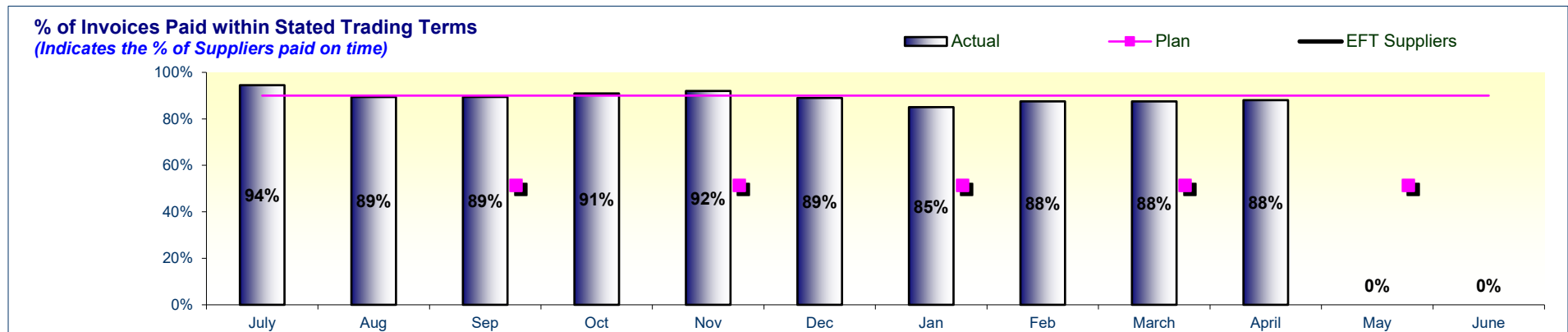
TENXXXX - RPQS Landscaping, Irrigation and Turf - Document Development
 TEN14623 - Temporary Labour Hire Services - Closed 16 Mar - Under Evaluation
 TEN14684 - Provision of Security Services - Document Development
 TEN14797 - Frenchmans and Thozets Creeks Flood Study - Document Development
 TEN14893 - Corporate Salary Packaging Service - Closed 23 March - Under Evaluation
 TEN14906 - Hire of a Package Water Treatment Plant for Mount Morgan Drinking Water Supply - Closed 23 March - Under Evaluation
 TEN14907 - Construction of Gracemere Waste Transfer Station - Closed 23 March - Under Evaluation
 TEN14917 - RPQS for Asbestos Removal Disposals - Closed 27 April 2022 - Under Evaluation
 TEN14918 - Maintenance of Backflow Prevention Devices - Document Development
 TEN14920 - RPQS for Engineering Maintenance and Manufacturing - Closed 27 April 2022 - Under Evaluation
 TEN14921 - Roof Replacements 152 Lakes Creek Road - Closed 6 April - Under Evaluation
 TEN14922 - Dewatering of Sludge Lagoons at Three Existing Sewage Treatment Plants - Closed 6 April - Under Evaluation
 TEN14923 - RPQS for Supply of Safety Footwear - Closed 13 April - Under Evaluation
 QUO14928 - Replacement of Hail Damaged Igloo Roofs - Closed 22 March - Under Evaluation
 QUO14930 - S&D of Aluminium Chlorohydrate to Glenmore Water Treatment Plant - Closed 30 March - Under Evaluation
 TEN14938 - Demolition & Removal of Various Council Assets - Closes 11 May
 TEN14944 - Mt Morgan Pool Redevelopment Concept Design Development & Independent Verification - Closed 27 April - Under Evaluation
 QUO14947 - Supply & Delivery of Gaseous Chlorine - Closed 20 April - Under Evaluation
 QUO14954 - Sale of Generator - Closes 4 May
 TEN14955 - Repairs to Hail Damaged Buildings at Kershaw Gardens Central Precinct Fraser Street Entrance - Closes 4 May
 TEN14962 - Repairs to Hail Damaged Roof at 108 Lakes Creek Road - Closes 18 May
 TEN14963 - Recyclable Processing Services 2023-2033 - Document Development
 TEN14968 - Master Plan Design for proposed Sporting Precinct - Closes 18 May
 QUO14977 - Construction of Wackford Street Stormwater Inlet Works - Closes 9 May
 TEN14978 - Heritage Village Back of House Screening Fence - Closes 25 May
 QUO14980 - Human Movement Data Services - Closes 25 May
 QUO14986 - Corrective Works and Dam Deformation Survey - Document Development
 QUO14990 - HV Electrical System Maintenance at the Glenmore Water Treatment Plant - Closes 25 May
 QUO14992 - Botanic Gardens & Zoo Enclosure Refurbishment - Document Development

% of top 100 Suppliers under Contract



The operational target is to have 90% of Council's top 100 suppliers covered by formal agreements. For the January to March quarter 98% of Council's top 100 suppliers were under formal agreements. The top 100 suppliers are the 100 suppliers with the largest reported quarterly Council expenditure and is reported quarterly.

% of Invoices paid within stated trading terms



For this month, 88% of supplier invoices were paid within the Supplier's agreed payment terms (Op Target - 90% of Suppliers paid on time). The number of suppliers being paid by electronic funds transfer (EFT) is currently at 99% (target 90%).

Customer Request Statistics

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3486	4028	3869	3648	4338	3408	3603	4075	4499	3465		
Same month Completed	2715	3270	3150	2883	3233	2694	2612	3074	3473	2551		
% completed same month	79%	81%	81%	79%	74%	79%	72%	75%	77%	74%		
Completed Total for Month	4490	4415	4357	3857	4515	3871	3592	4339	4873	3521		
Total Pending	2952	2713	2656	2539	2814	2583	2846	2907	2832	2964		
Top 5 Requests for Month	Water Meter Replacement Financial Rate Search Assets & Facilities Management Duty Planner Enquiry Wandering & Restrained For Collection	Water Meter Replacement Financial Rate Search Assets & Facilities Management Duty Planner Enquiry Water Leak	Financial Rate Search Water Meter Replacement Assets & Facilities Duty Planner Water Leak	Financial Rate Search Assets & Facilities Management Water Meter Replacement Wandering & Restrained For Collection Duty Planner	Financial Rate Search Assets & Facilities Management Water Meter Replacement Tree Trimming Wandering & Restrained For Collection	Financial Rates Search Overgrown Lot, Accumulation Of Materials Assets & Facilities Management Water Leak Water Meter Replacement	Financial Rates Search Assets & Facilities Management Overgrown Lot, Accumulation Of Materials Water Leak Tree Trimming - Request	Financial Rates Search Assets & Facilities Management Water Meter Replacement Water Leak Tree Trimming - Request	Financial Rates Search Assets & Facilities Management Water Leak Tree Trimming - Request Missed General Bin Service	Financial Rates Search Assets & Facilities Management Water Leak Tree Trimming - Request Missed General Bin Service Recycling Water Leak		
Total outstanding customer requests up to 3 months old:	1560					Current Under Investigation Long Term up to 3 months old:					243	
Total outstanding customer requests between 3 to 6 months old:	324					Current Under Investigation Long Term between 3 to 6 months old:					48	
Total outstanding customer requests greater than 6 months old:	1080					Current Under Investigation Long Term greater than 6 months old:					880	

Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.

Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.

Investigation Long Term: Requested task, action or complaint assigned to internal or external investigation, may include, but not limited to: Insurance, Planning, Legal, Civil or Domestic matter

COMMUNITY SERVICES

Directorate

POINTS OF INTEREST

After a 2 year absence due to COVID-19 the Directorate Team have been busily coordinating this year's Homeless Connect event. 38 Stalls ranging in free haircuts and eye checks to clothing and grocery hampers will be available on the day to those vulnerable in our community. Clients will also be able to tap into services for breast screening, bowel cancer, Anglicare, Public Trustee, Tenants Qld, Women's Health, Centrelink, just to name a few. Council's own Disaster Trailer will be on site to provide information on natural disasters. The event will be held on 19th May 2022 from 8am to 2pm.

Breakfast, morning tea and lunch will also be provided to the clients as well as the opportunity for a hot shower.

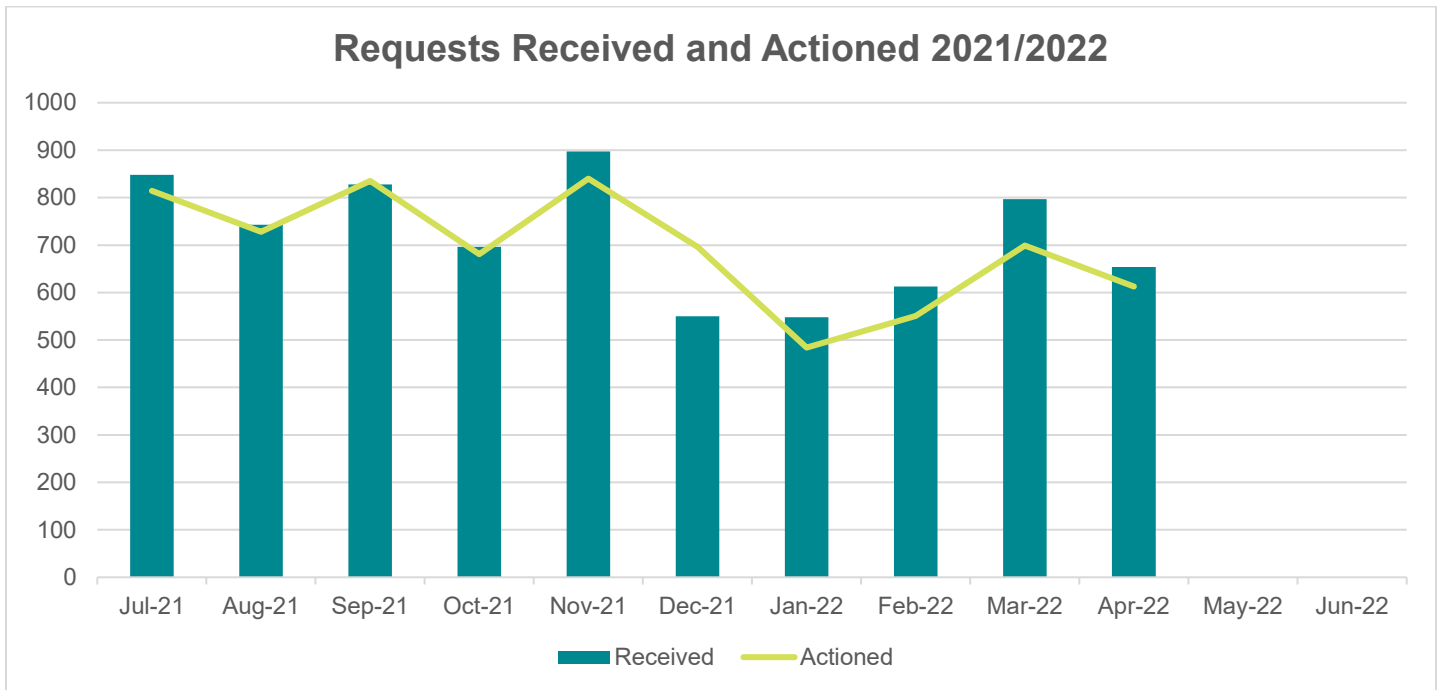
16th to 22nd May 2022 is National Volunteer Week and Council will be acknowledging and thanking over 400 of its Volunteers during the week with either a Morning Tea or Sausage Sizzle. Thank You cards have also been posted out in recognition of their assistance and support at Council's various sites.

A promotional video will also be placed on Council's website during the week with Volunteers across Council's sites being profiled on their volunteering experiences.

Community Assets & Facilities

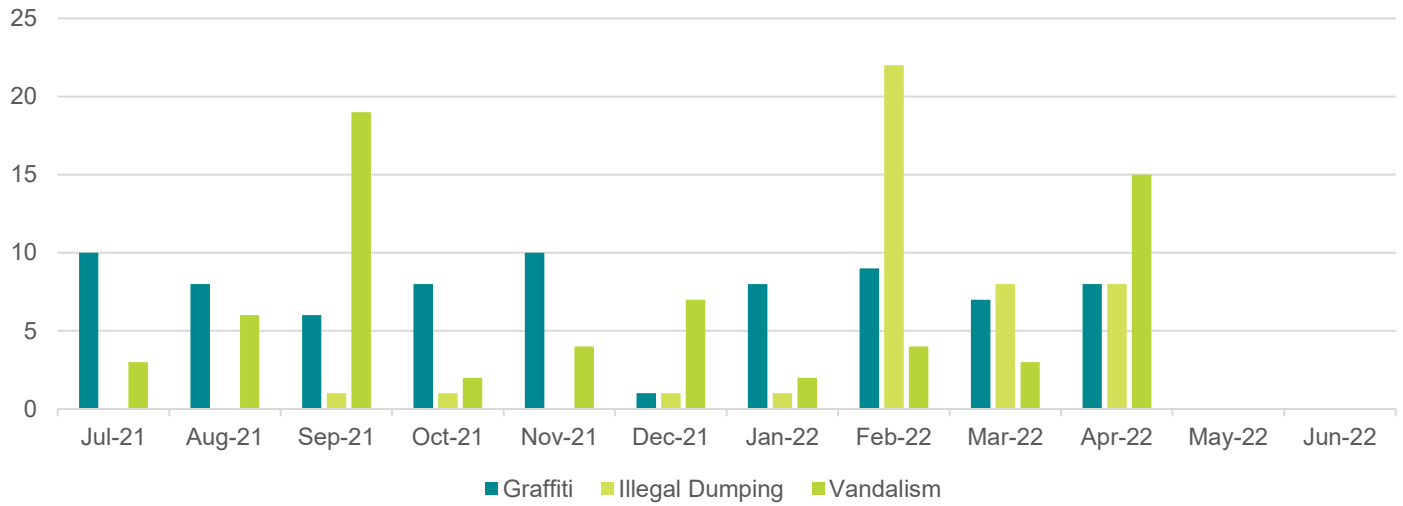
POINTS OF INTEREST

- Nil injuries
- Vandalism
 - Increase in vandalism reported during school holidays and long weekends.
 - The Gracemere hall was broken into and fire extinguishers were discharged. Cleaning of the debris meant the facility was closed for 1 week – all existing bookings were reallocated to other venues in Rockhampton or postponed their event to a later date.
 - The Southside Pool kiosk was broken into, window smashed and stock damaged.
 - The sensory garden pump at Kershaw Gardens was forcibly removed including cabling requiring replacement.
 - The Kershaw Garden waterfall pump room was broken into, nil damage to the waterfall room but debris was left in the waterfall pond that required recovering.
- The replacement of the River Deck has resulted in additional use of the facilities at Toonooba Park.
 - Weekly inspections are being carried out to see whether any extra cleaning or maintenance needs to be arranged.
- Call Outs
 - No call outs for Anzac Day
 - No call outs for the Mount Morgan Rodeo and Golden Festival
 - Only one call out related to RockyNats



Requests Received and Actioned 2021/2022													
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Received	848	743	828	696	897	550	548	613	797	654			7174
Actioned	814	728	835	681	840	696	484	551	699	613			6941

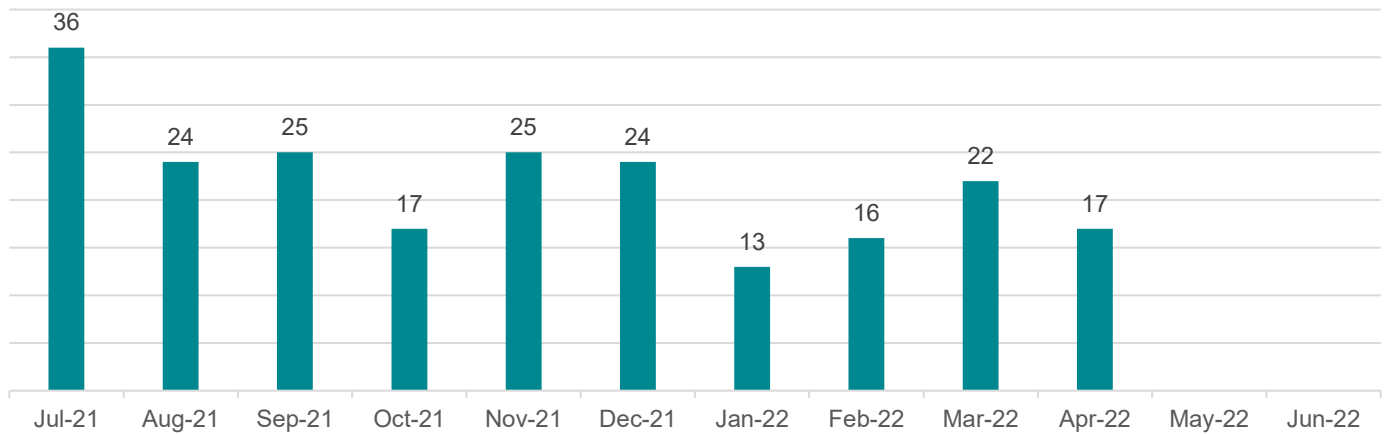
Graffiti, Illegal Dumping and Vandalism for 2021/2022



Graffiti, Illegal Dumping and Vandalism for 2021/2022

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Graffiti	10	8	6	8	10	1	8	9	7	8			75
Illegal Dumping		0	1	1	0	1	1	22	8	8			42
Vandalism	3	6	19	2	4	7	2	4	3	15			65

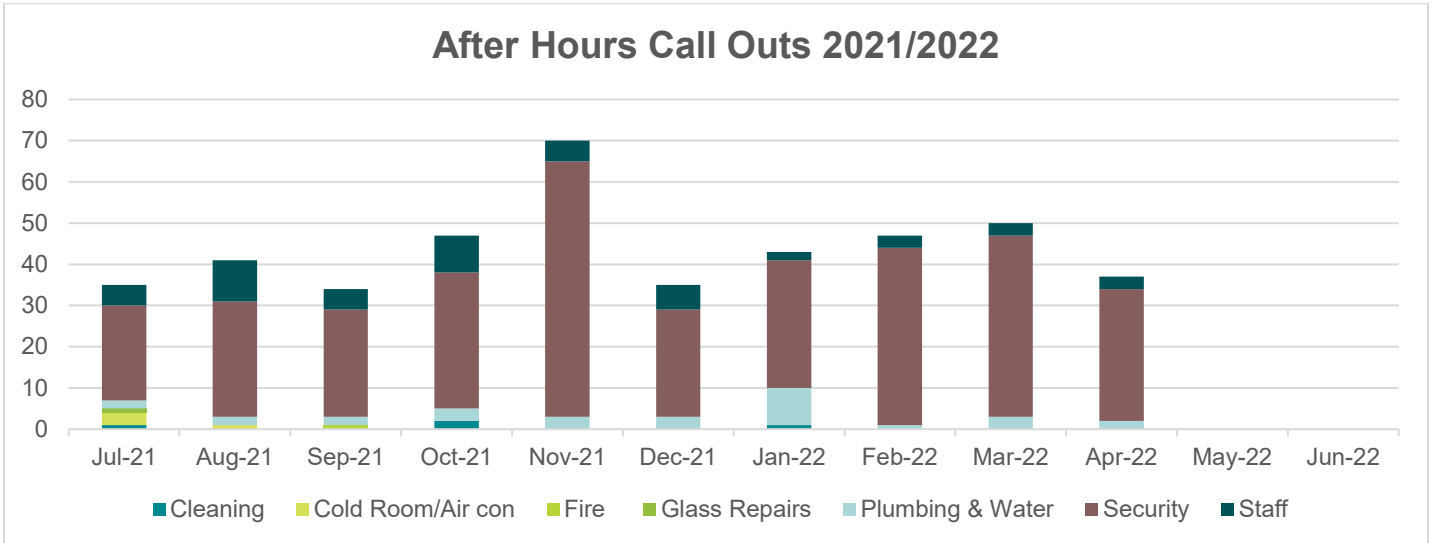
Funeral Services Performed for 2021/2022



Funeral Services Performed for 2021/2022

Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
36	24	25	17	25	24	13	16	22	17			219

The above graph includes burials, chapel services, lawn services and ashes interments



After Hours Call outs 2021/2022													
	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL
Cleaning	1			2			1						4
Cold Room/Air con	3	1											4
Fire			1										1
Glass Repairs	1												1
Plumbing & Water	2	2	2	3	3	3	9	1	3	2			30
Security	23	28	26	33	62	26	31	43	44	32			348
Staff	5	10	5	9	5	6	2	3	3	3			51

Communities & Culture

POINTS OF INTEREST

MAJOR VENUES

April was a busy month punctuated by long weekends and the completion of the much needed flying system maintenance at the Pilbeam Theatre. Actions of note include:

- Our teams assisted with ANZAC Day celebrations
- We presented 'Black Cockatoo' an important performance raising awareness of indigenous Australians cultural contributions and issues that remain prevalent today
- The Walter Reid Cultural centre hosted two dance competitions
- Rockynats took over the showgrounds for Easter weekend providing a home base for Australia's car enthusiasts
- The annual Yearling sale took place at the Showgrounds

LIBRARIES

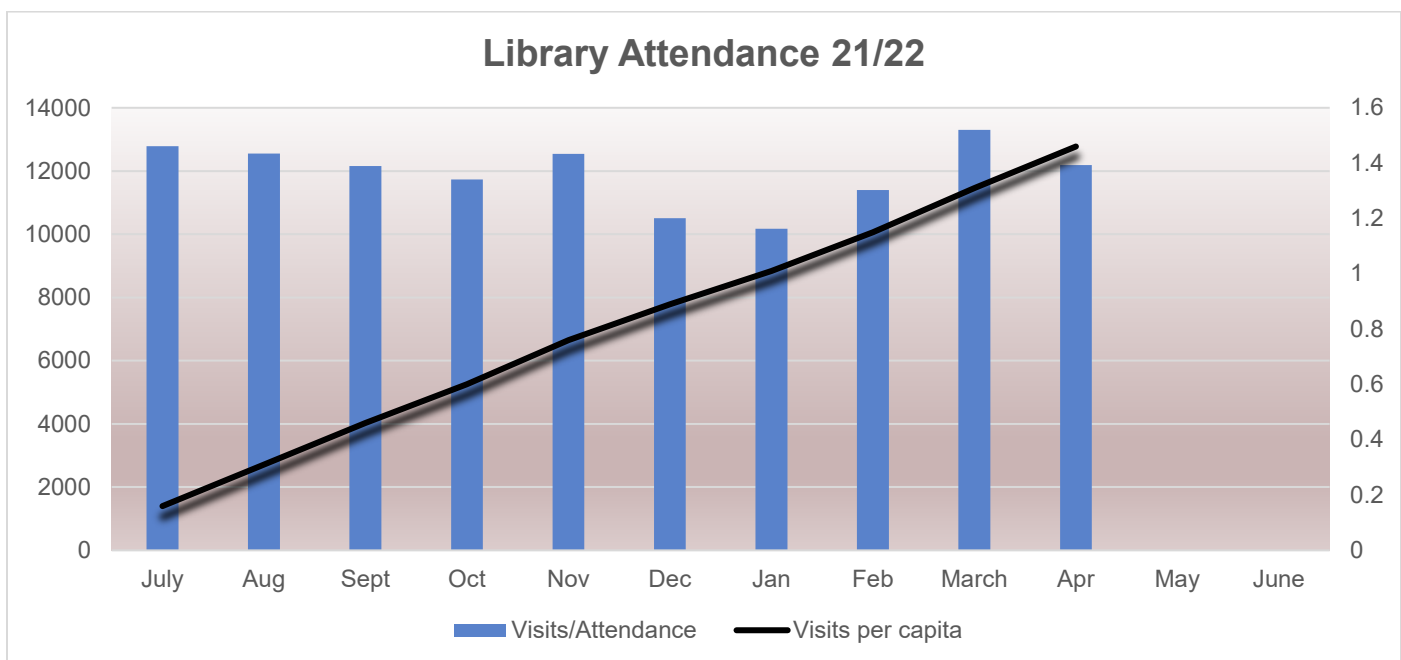
First 5 Forever grant money from State Library of Queensland utilised for:

- Bus skins and radio advertising to promote the F5F literacy messaging
- Purchase of picture books that were distributed free to children on International Children's Book Day (Sat 2 April) – over 170 books were given out on the day.

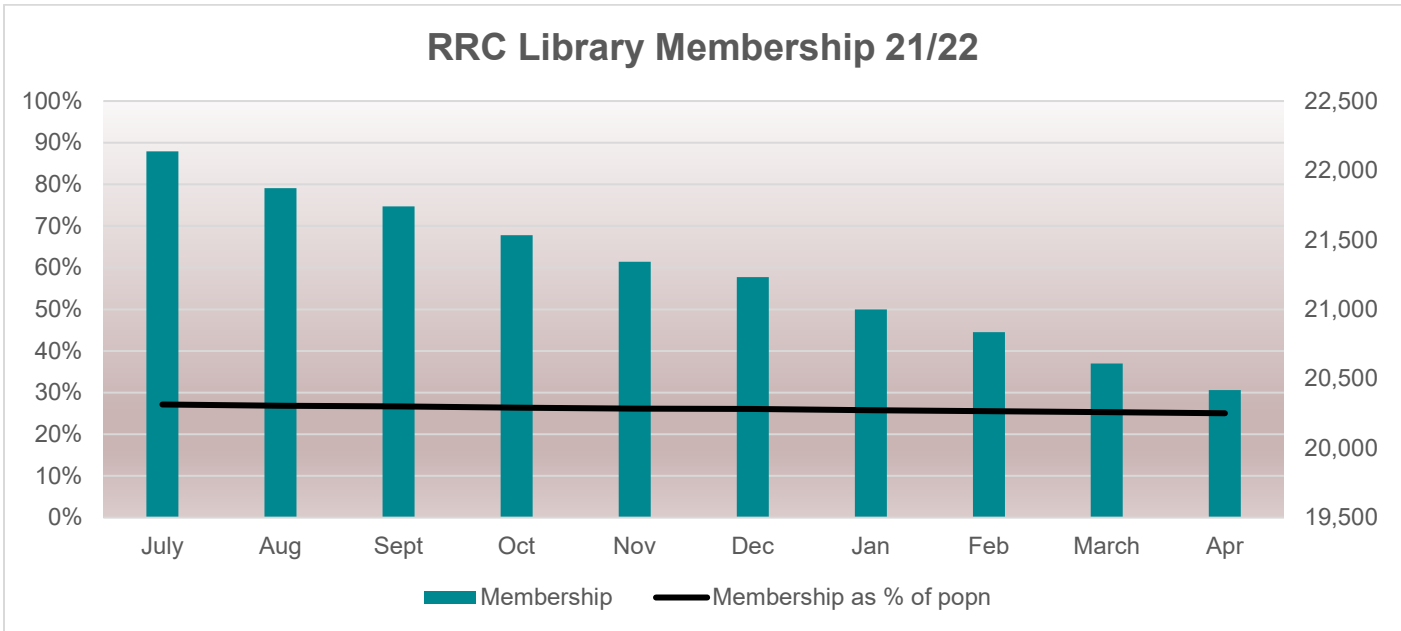
Northside Library will be closed from Friday 06 May to Monday 23 May for replacement of hail-damaged roof, however was delayed due to wet weather. They are looking for a rescheduled date to undertake the works.

HERITAGE VILLAGE

April School Holidays Activities held with 967 attendees over the 6 days.



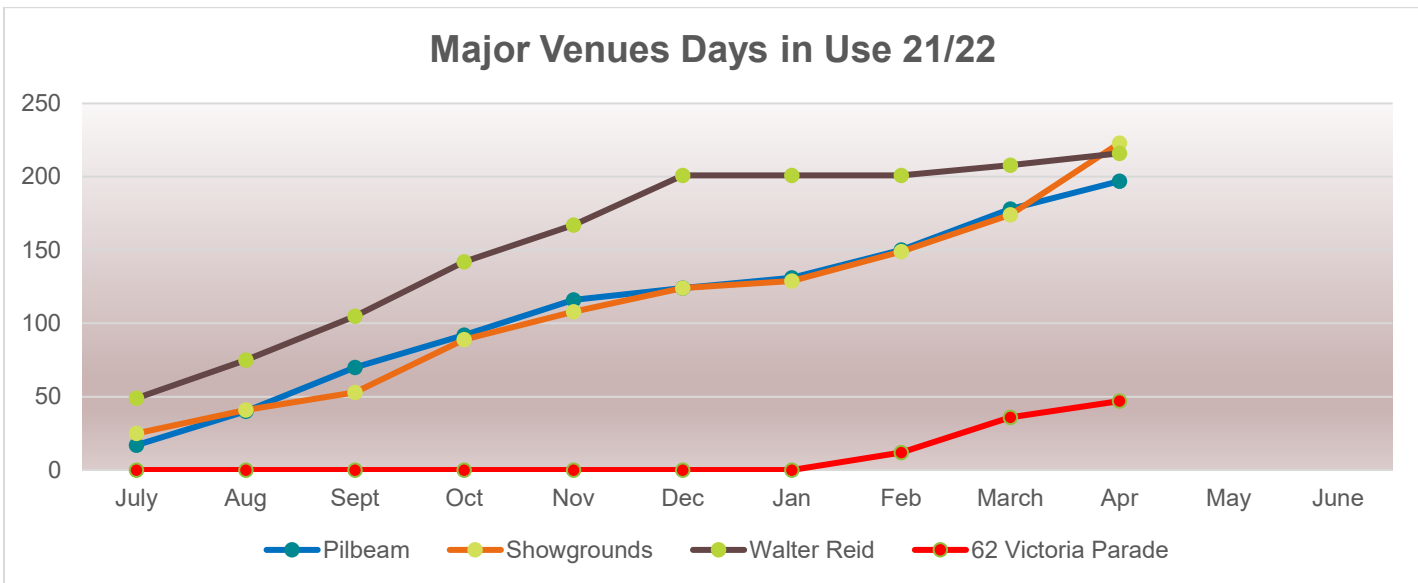
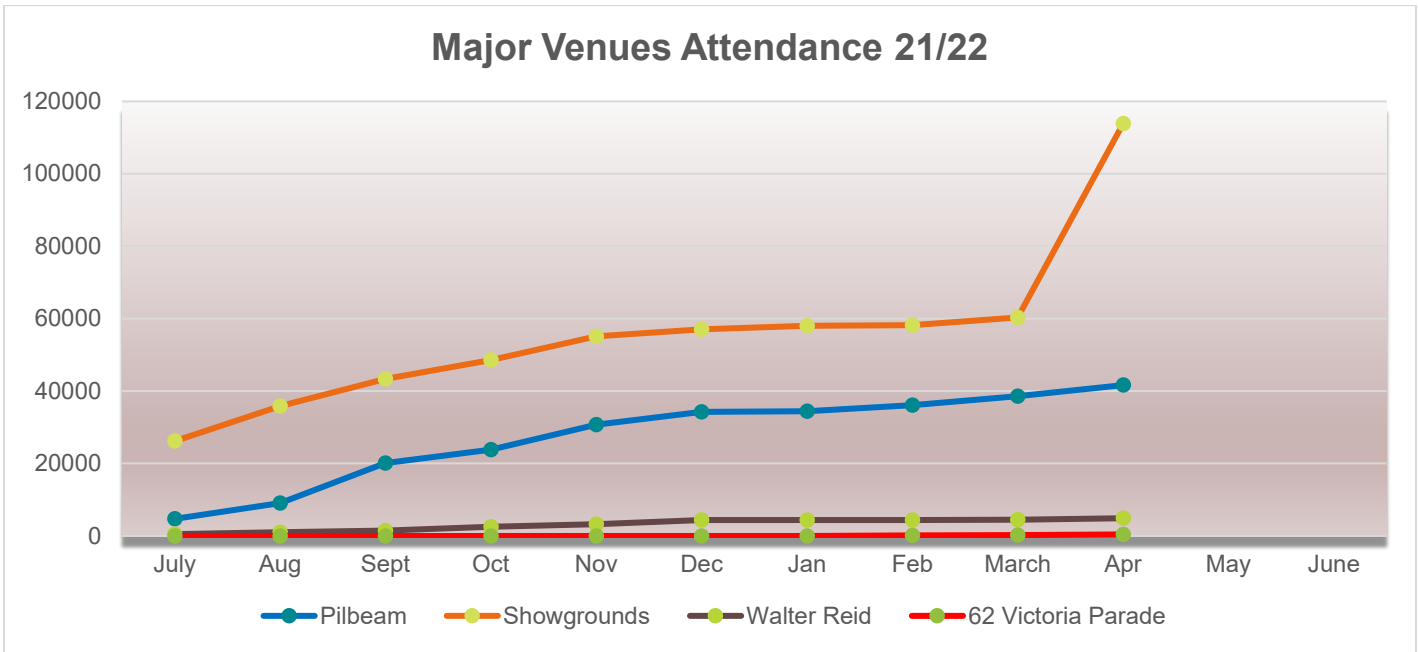
Library	YTD	20/21	19/20	Population
Attendance	119,337	123,157	183,604	81,512
as % per capita	1.46	1.51	2.26	4.8 Target



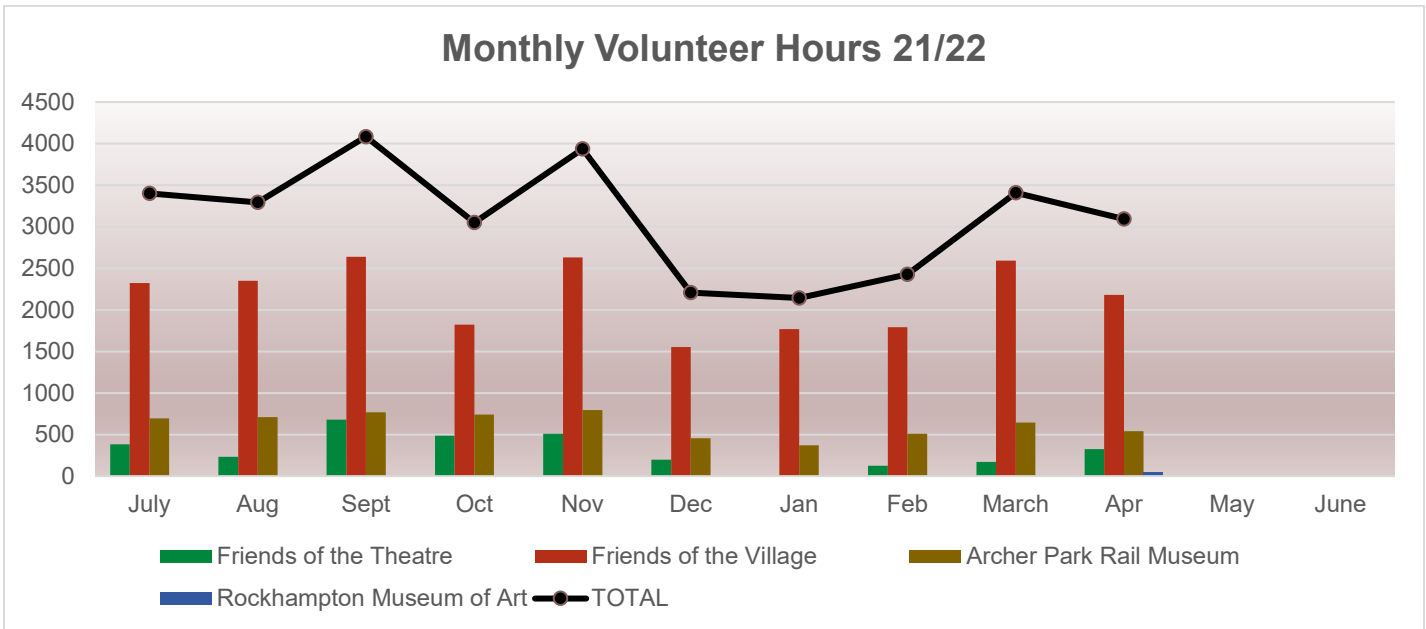
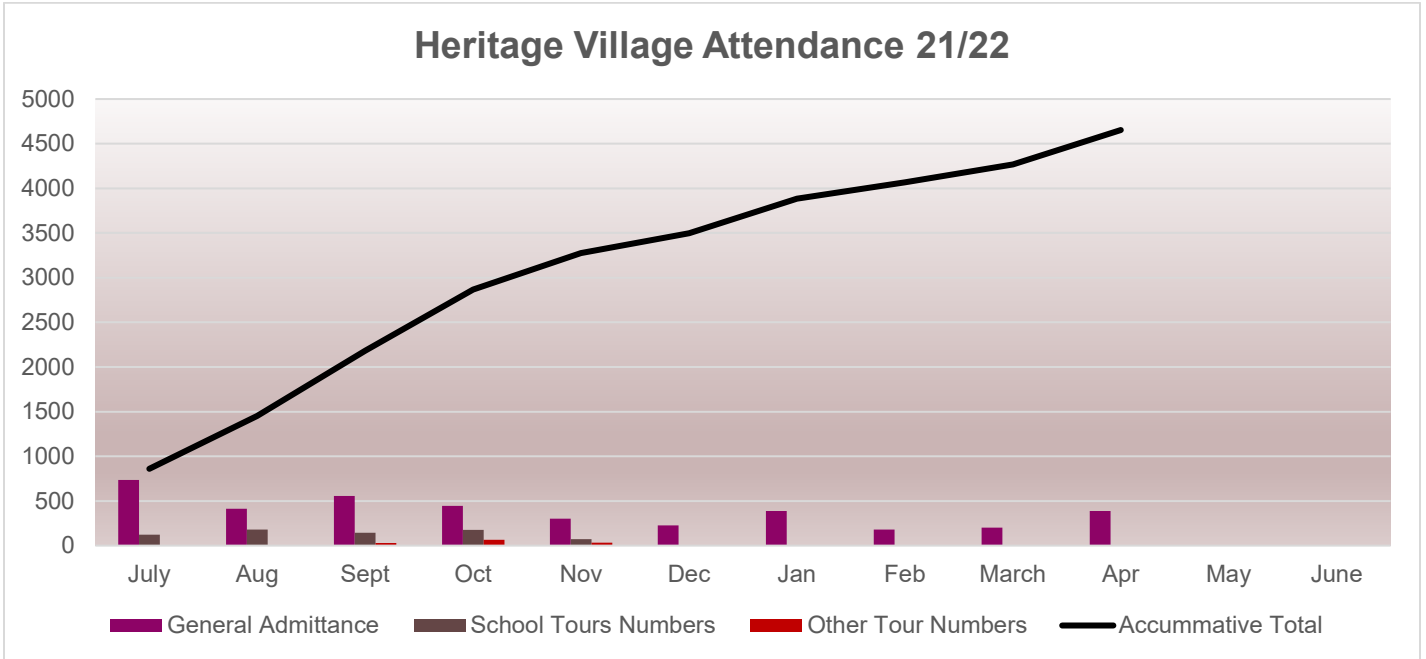
Library	YTD	20/21	19/20	SLQ Target
Membership	20,418	22,340	25,601	
Membership as % of popn	25.05%	27.41%	31.58%	44%

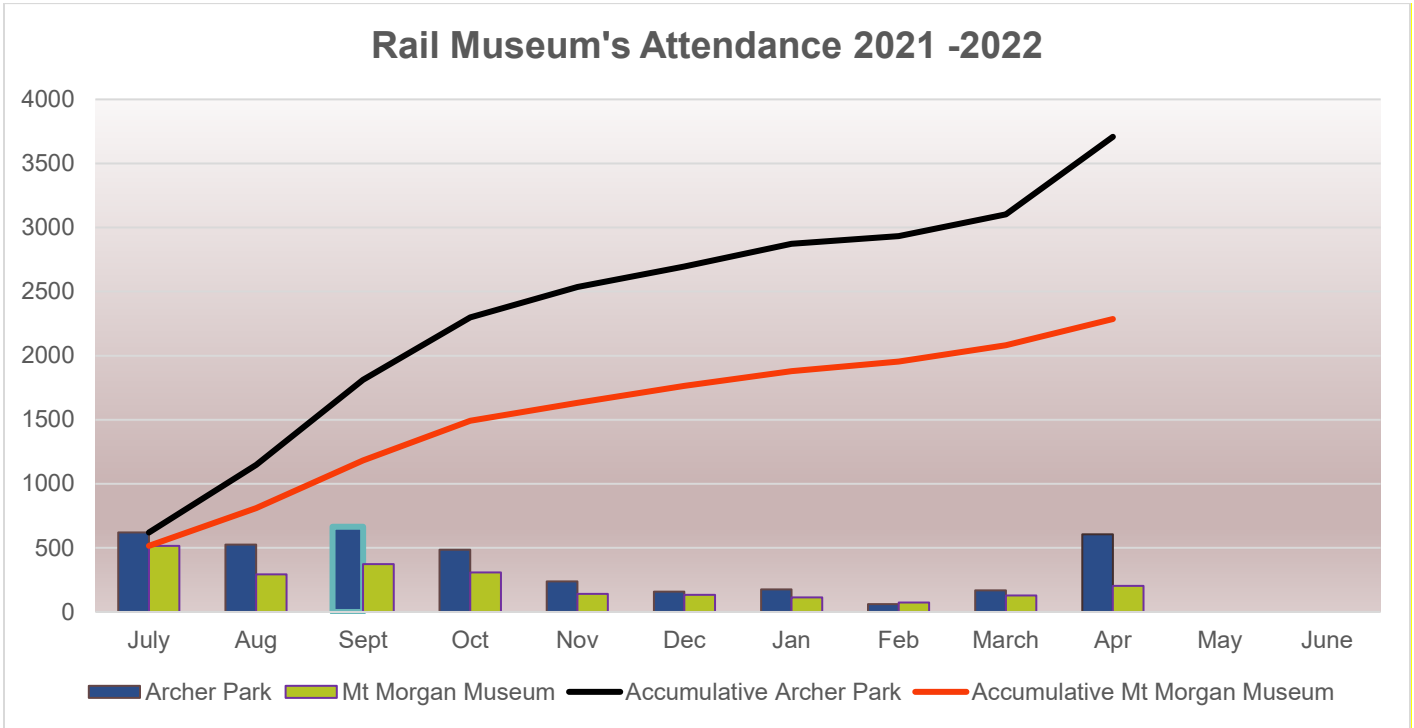
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 21/22	20/21	19/20
Attendance	170	151	147	127	105	101	123	155	181	143			1403	1,557	1,820

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD 21/22	20/21
Utilisation%	97	96	98	99	98	98	94	93	91	74			96	95



Venue Attendance	YTD 21/22	20/21		Venue Days in Use	YTD 21/22	20/21	19/20
Pilbeam	41,654	28,131		Pilbeam	197	209	240
Showgrounds	113,882	301,660		Showgrounds	223	251	235
Walter Reid	4,898	5,100		Walter Reid	216	281	185
62 Victoria Parade	432	N/a		62 Victoria Parade	47	N/a	N/a



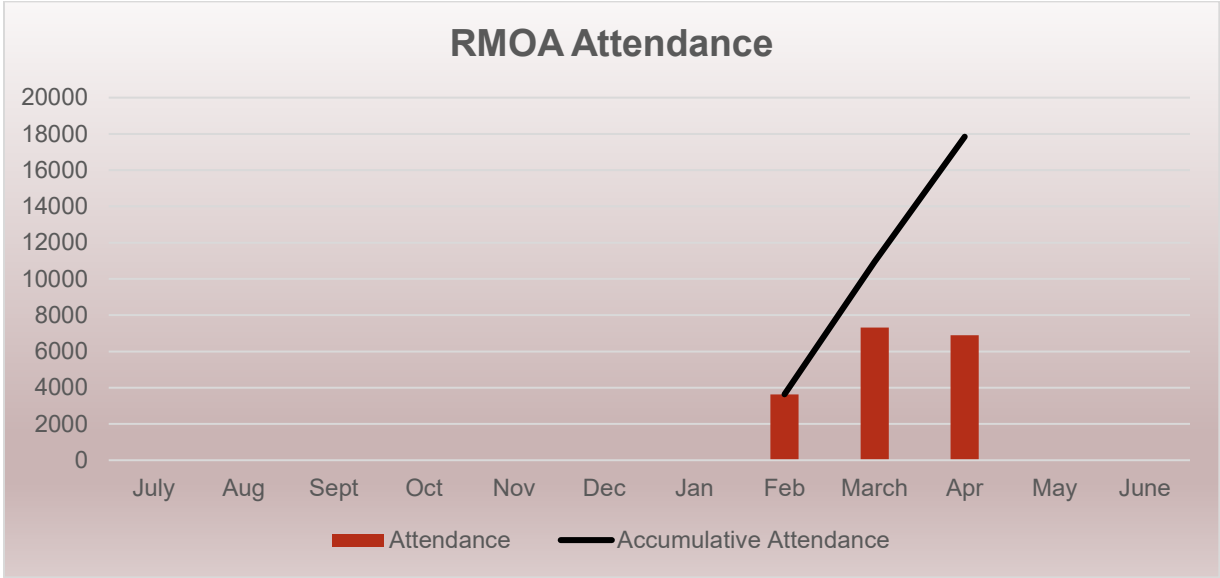
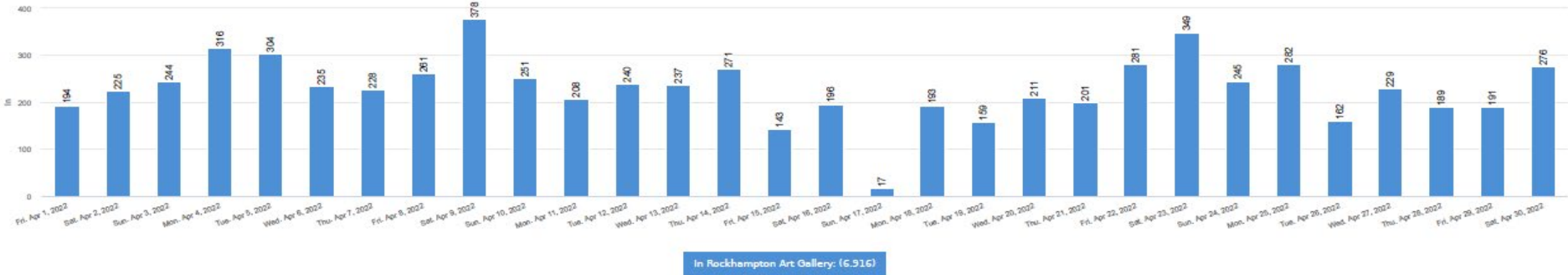


Museum Attendance	YTD 21/22	20/21	19/20
Archer Park Museum	3,708	4,072	5,211
Mount Morgan Museum	2,286	4,350	1,686

Rockhampton Museum of Art

April visitation bar graph

Opening hours 09:00 - 16:00
 Period Apr 1, 2022 - Apr 30, 2022



HOME ASSIST**State Government – Department of Communities, Housing & Digital Economy – Home Assist Program**

Measured Service Type	Reporting Hrs/ Month	Monthly Output Target	Year To Date Actual	Output Service Delivery Targets
Info Refer	161.50 hrs	105.68 hrs	1011 hrs	1,429.76
Home Maintenance	749.50 hrs	775.04 hrs	9,522hrs	9,300.56

CQ Home Assist Secure serviced 289 State Funded clients' homes services with a total of 383 jobs in April 2022

CHSP – Federal Funding**Federal Government – Department of Health – Commonwealth Home Support Program (CHSP)**

Measured Service Type	Current Monthly Outputs	Monthly Output Service Delivery Target	YTD Actual	Financial Year Service Delivery Target
Garden Maintenance	60.25 Hrs	See below	See below	See below
Major Home Maintenance	293 Hrs	See below	See below	See below
Minor Home Maintenance #incl Field Officer Travel, First Interviews/Info Refers Minor Home Maintenance Field Officer Additional Hours	237.50 Hrs	See below	See below	See below
Total Measure output hours	590.75 Hrs	467.75 Hrs	5492.83 Hrs	5,613 Hrs
Complex & Simple Mods	\$39,952	\$40,774	\$260,771 (currently have 8 bathrooms unfinished)	\$489,293

CQ Home Assist Secure serviced 297 Federally Funded clients' homes, with a total of 477 jobs in April 2022

The program CQ Home Assist Secure - 2,565 calls in April 2022

Parks

POINTS OF INTEREST

Rockynats 2022 saw a concerted effort from the Regional Centres horticulture teams to present our landscapes to event spectators and visitors to the region.

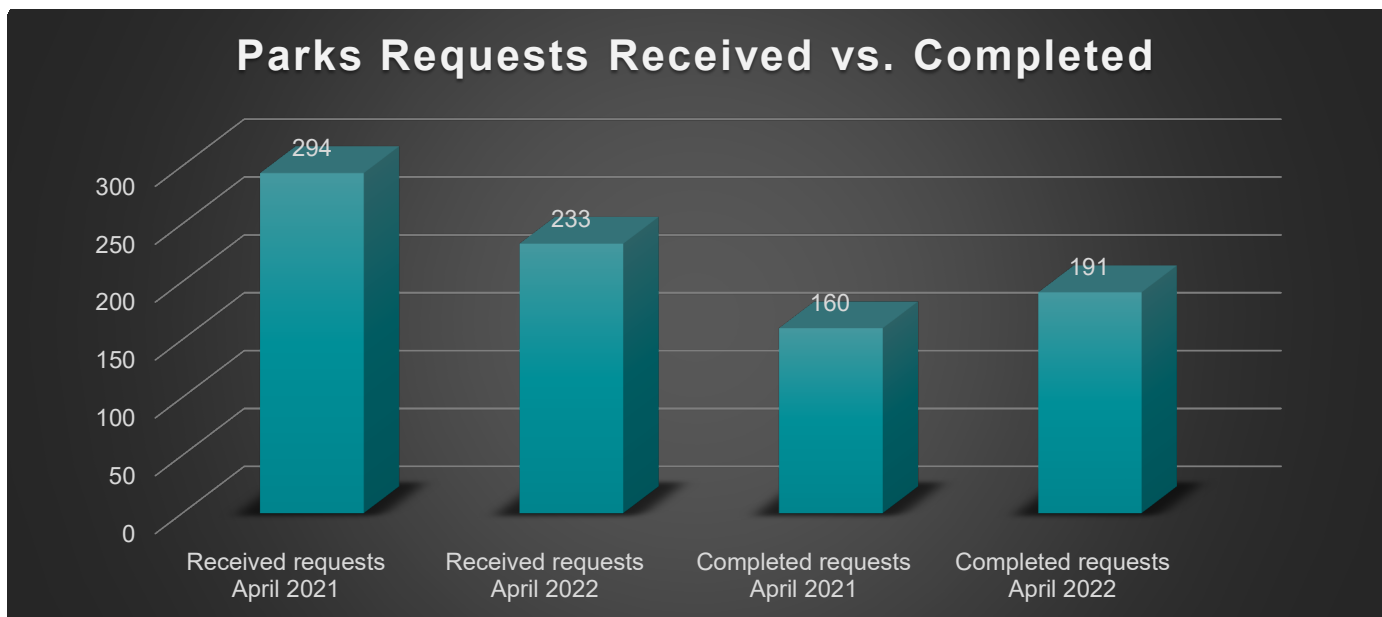
Anzac Day was celebrated across the region, with Parks teams proudly presenting sites for community events. Particular mention should go to the Botanic Gardens team who delivered once again despite some wet conditions.

Operational works programs are in the process of shifting from seasonal reactive works towards proactive project based. A number of parks and medians will be refurbished over the coming months. A feature project currently underway is landscaping Col Brown Park with works to include new sandstone edging, improved soils, replanting and irrigation.

Recruitment remains a significant challenge across the section with a number of vacancies. Compounding this challenge has been impacts of COVID-19 leaving crews shorthanded.

A total of \$5,900.00 in revenue was generated through Zoo Encounters Program during the month of April.

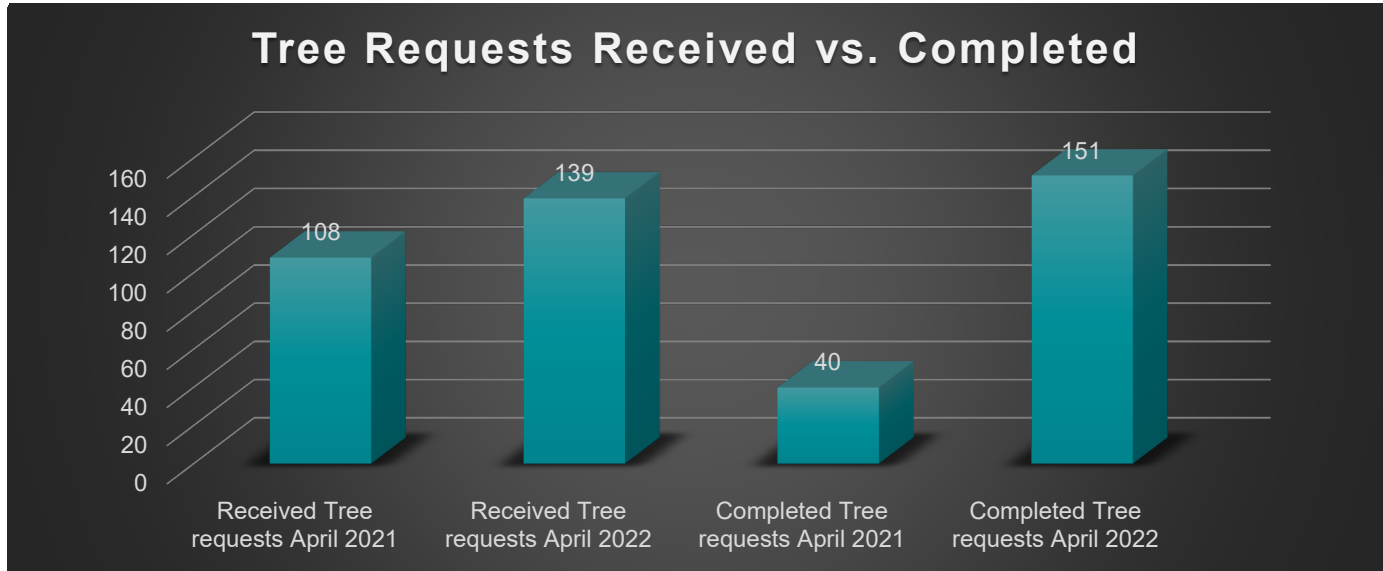
Parks Customer Service Requests



Data provides a comparable overview on Pathways received between 2021 and 2022 periods, noting a decrease in received requests between years but an increase of completed requests:

- **20.74%** decrease in pathways received during the month of April compared to last year.
- Parks have increased its pathway completion rate by **19.37%** during this same period.

Customer Tree Requests

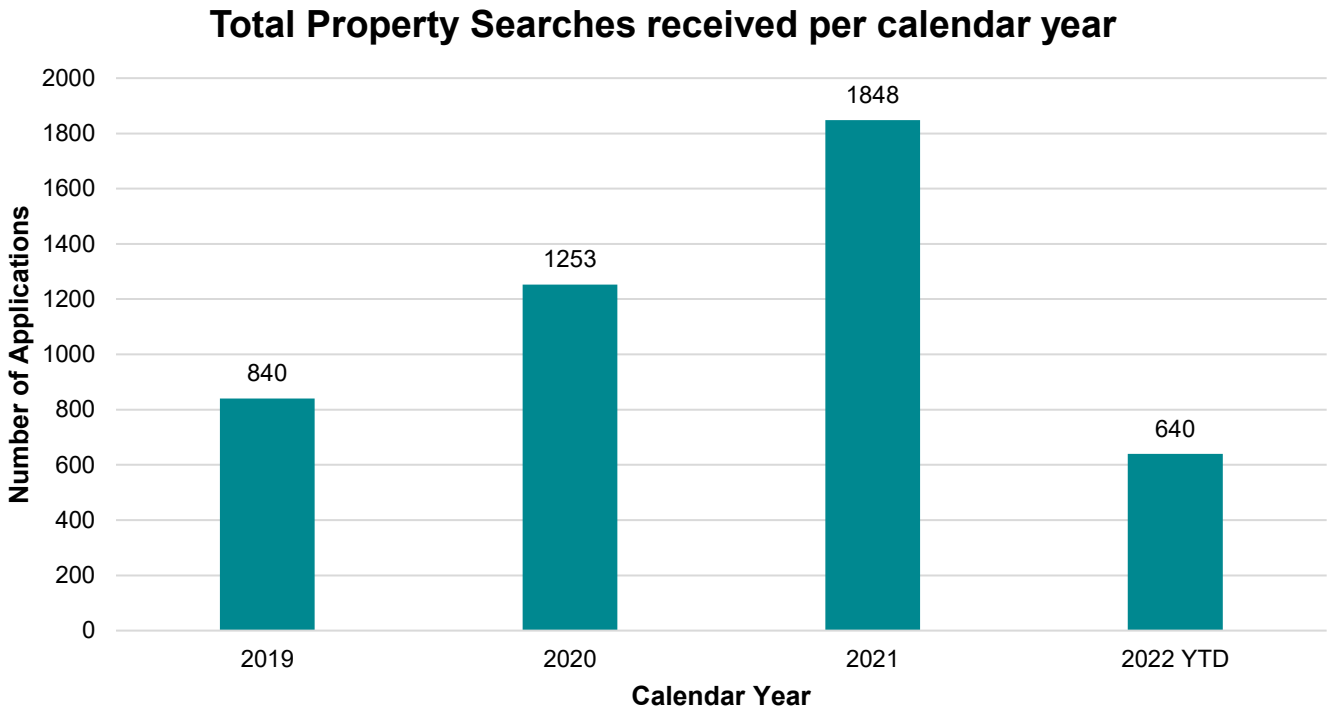
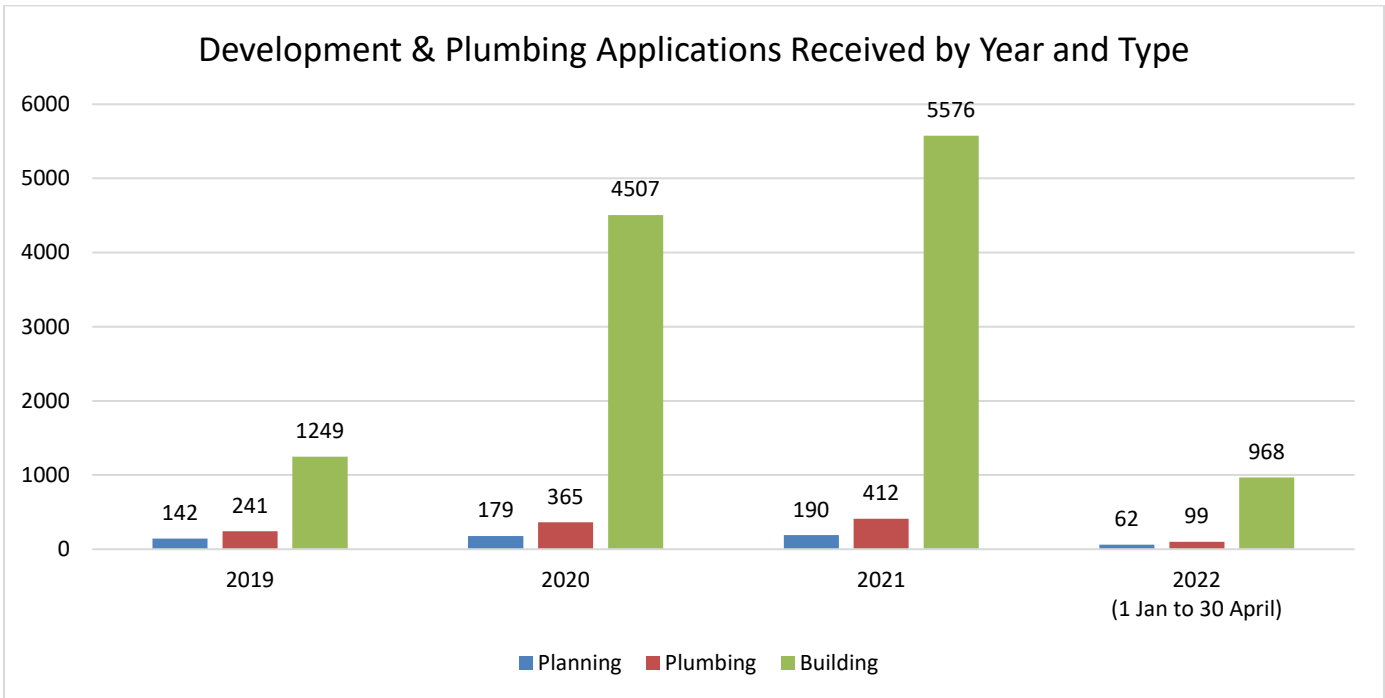


- There was a 28.7% increase of received Tree requests in comparison to the previous April period
- Parks Arboriculture and Tree Scapes have increased their completion rate by **277.5%** in comparison to the previous April period.

Planning & Regulatory Services

Business as usual for Planning and Regulatory Services.

Planning & Regulatory Services		
Customer requests received and completed to 30 April 2022		
Type of enquiry	Received FYTD	Completed FYTD
Animal enquiries including animal complaints, cat trap lending, wandering, dog attack, barking dogs etc.	2989	1824
Development enquiries including building complaints, searches, compliance complaints, duty planner, plumbing matters.	5085	4555
Environmental Activity including dust, light, noise, odour, water pollution/contamination.	103	71
Health enquiries including complaints, premise enquiry, food poisoning, public health.	251	241
Local Law enquiries including infringements, illegal camping, safety hazards, nuisances, parking, illegal dumping, overgrown allotments.	2884	1716
Engineering enquiries including building over sewer, development dust, noise or road, urban addressing.	153	135
Weed/Pest plant enquiries including traps, plants, spray hire.	281	165
Vector enquiries including midges, misting, mosquitoes, insects, vermin.	503	447



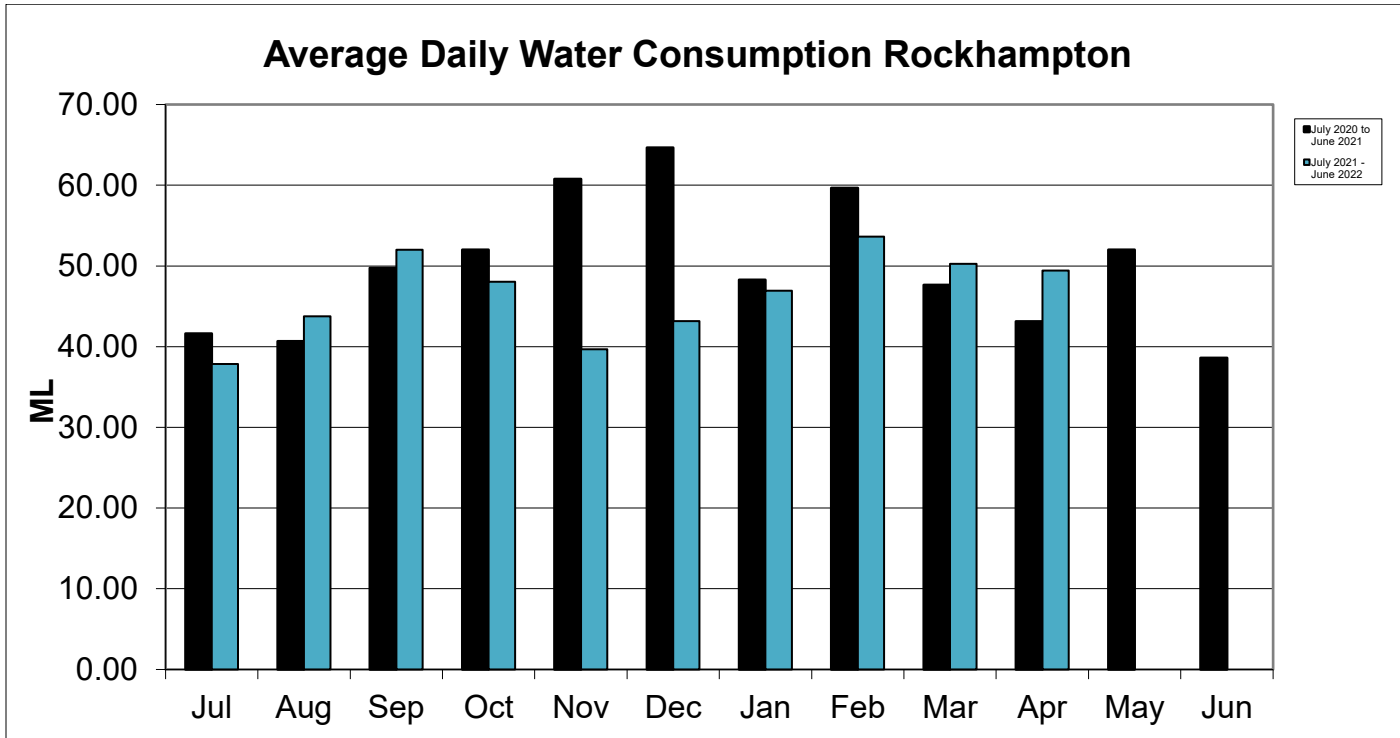
REGIONAL SERVICES

Fitzroy River Water

Drinking Water Supplied

Data is presented in graphs for each water year.

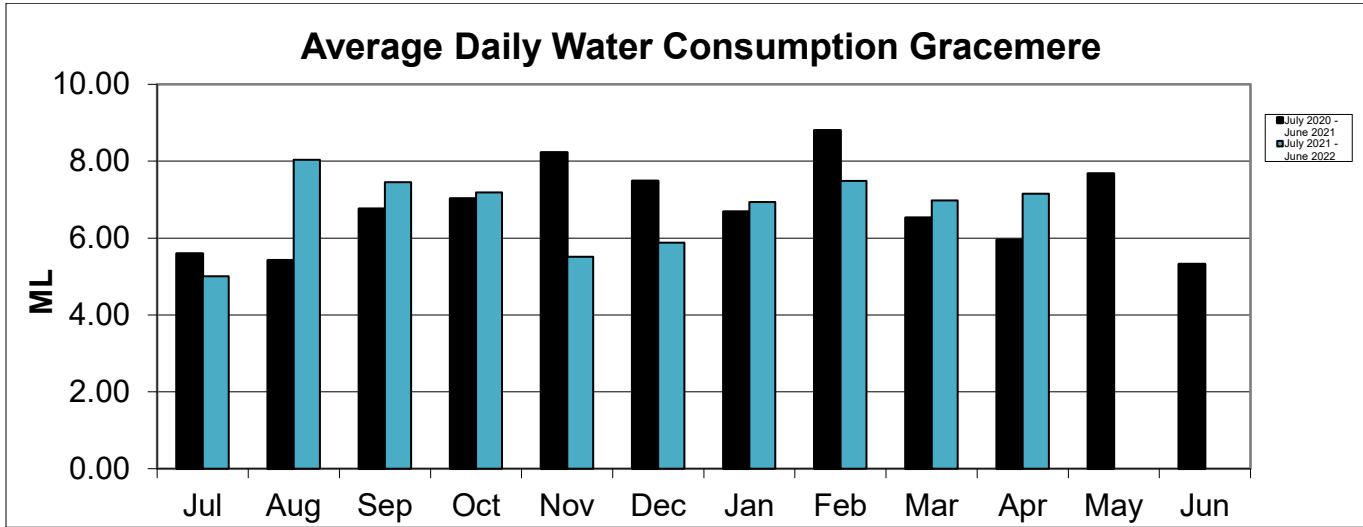
Rockhampton



Average daily water consumption during April (49.44 ML per day) decreased compared to that recorded in March (50.24 ML per day) and was higher than that reported in the same period last year. The decreased consumption was due to some rainfall in some parts of the catchment in April.

The Fitzroy Barrage Storage is currently at 93% of accessible storage volume and is therefore well above the threshold in the Drought Management Plan used to trigger the implementation of water restrictions.

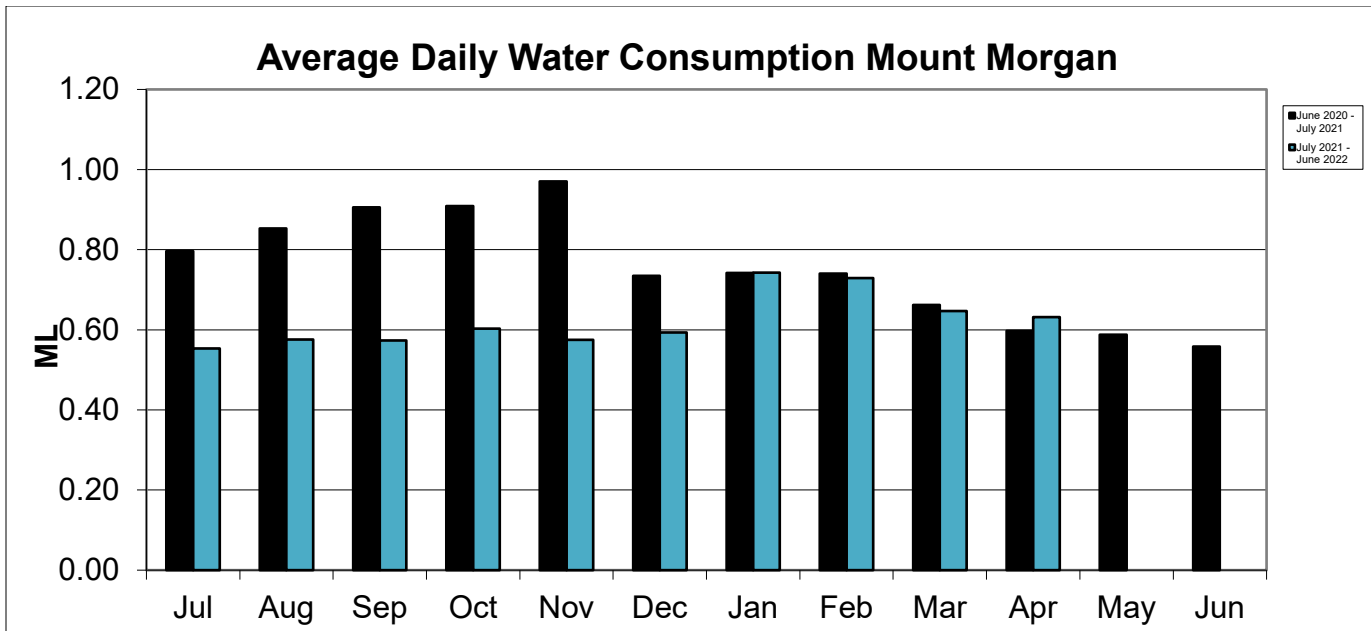
Gracemere



Average daily water consumption during April (7.15 ML per day) increased compared to that recorded in March (6.98 ML per day) and was higher than that reported in the same period last year. The increased consumption was due the lack of rainfall in the catchment in April.

The Fitzroy Barrage Storage is currently at 93% of accessible storage volume and is therefore well above the threshold in the Drought Management Plan used to trigger the implementation of water restrictions.

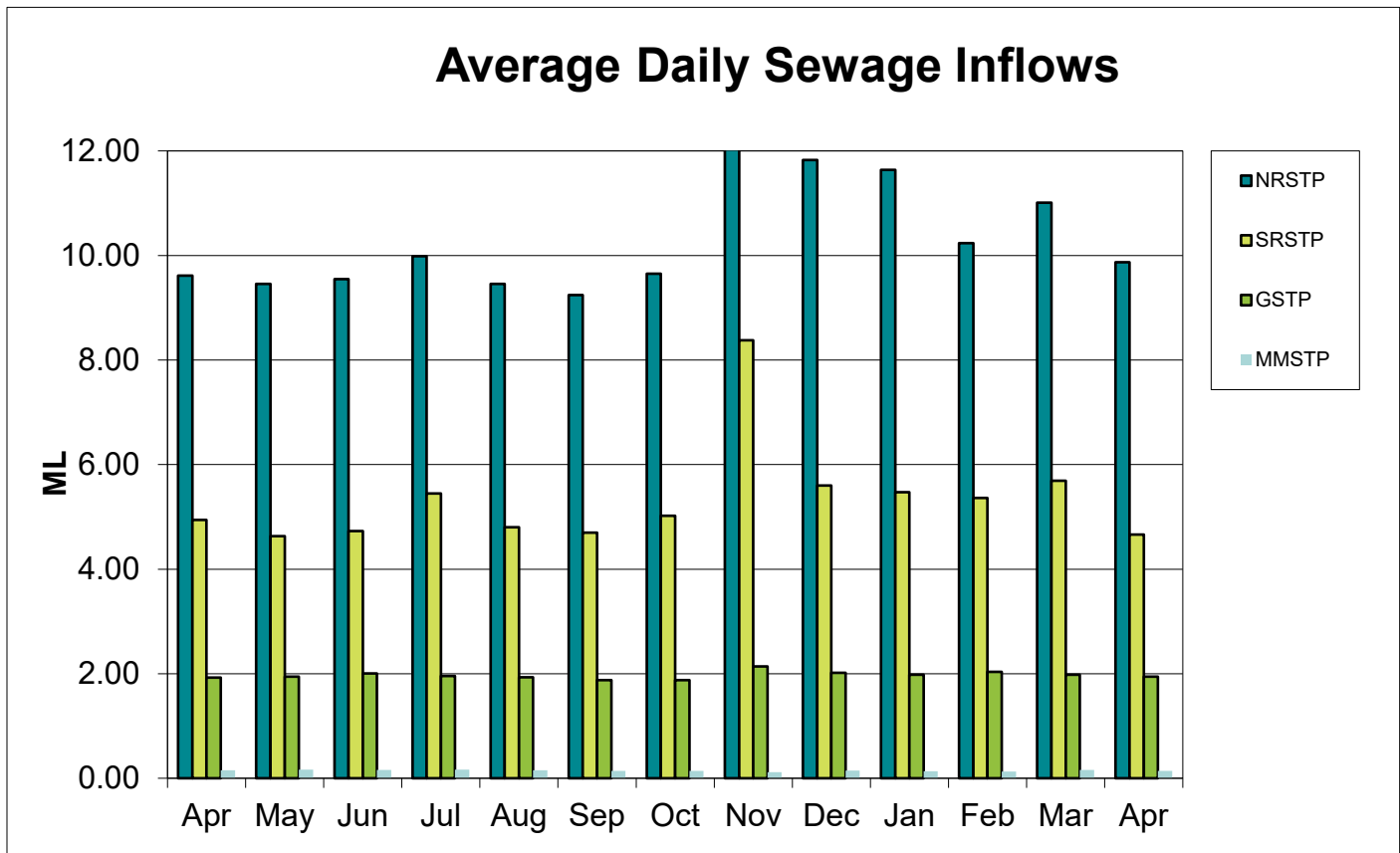
Mount Morgan



Average daily water consumption during April (0.63 ML per day) decreased compared to that recorded in March (0.65 ML per day) and was higher than that reported in the same period last year. The decreased consumption was due to some rainfall in some parts of the catchment in April.

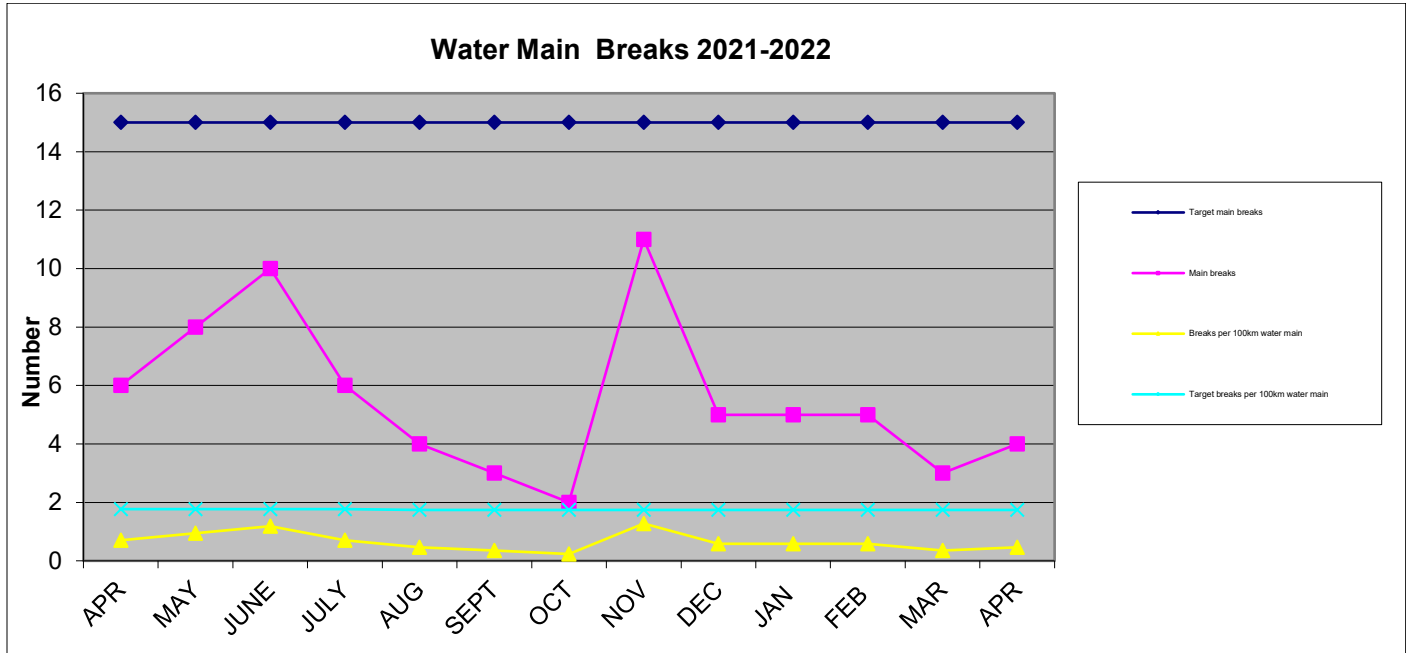
Mount Morgan remains on Level 6 Water Restrictions. Mount Morgan No. 7 Dam storage is currently at 16%. The town water supply continues to be 100% supplied with tankered potable water from Gracemere.

Sewage Inflows to Treatment Plants



Average daily sewage inflows during April decreased in all STPs compared to that recorded in March. Inflows from NRSTP and GSTP were higher compared to that recorded in the same period last year.

Regional Water Main Breaks



Performance

Target achieved with breaks continuing at a very low level, a continual reduction in water main breaks is evident. These mains will be assessed for inclusion in future capital refurbishment programs.

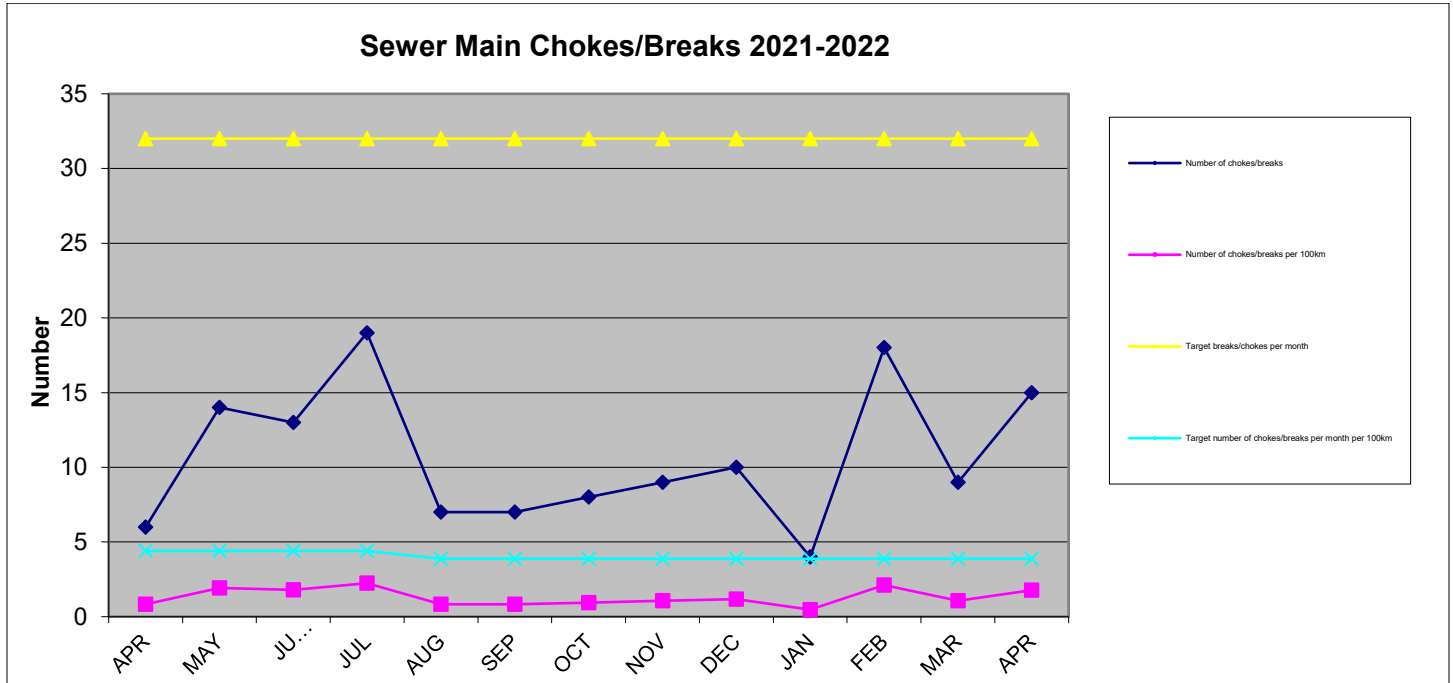
Response to Issues

Continued defect logging and pressure management will reduce failure occurrences. Water mains experiencing repeated failures are assessed for inclusion in the annual Water Main Replacement capital program.

	Number of Main Breaks	Target Main Breaks	Breaks per 100 km	Target Breaks per 100 km	Rolling average per 100 km
April	4	15	0.46	1.77	0.56

Locality	Main Breaks
Rockhampton	4
Mount Morgan	0
Regional Total	4

Rockhampton Regional Sewer Main Chokes/Breaks



Performance

Target achieved, it is still evident that mainline sewer blockages are continuing to remain at an acceptable level in line with capital sewer refurbishment programs.

Issues and Status

Data indicates that a high percentage of blockages / overflows continue to be caused by defective pipes resulting in tree root intrusion.

Response to Issues

Continue to log defects and monitor outcomes to ensure inclusion in the Capital Sewer Main Relining and Rehabilitation programs.

	Number of chokes/breaks	Target chokes/breaks per month	Number of chokes/breaks per 100 km	Target number of chokes / breaks per month per 100km	Rolling 12 month average per 100 km chokes / breaks
April	15	32	1.8	3.88	1.14
Locality	Surcharges		Mainline Blockages		
Rockhampton	9		15		
Mount Morgan	0		0		
Regional Total	9		15		

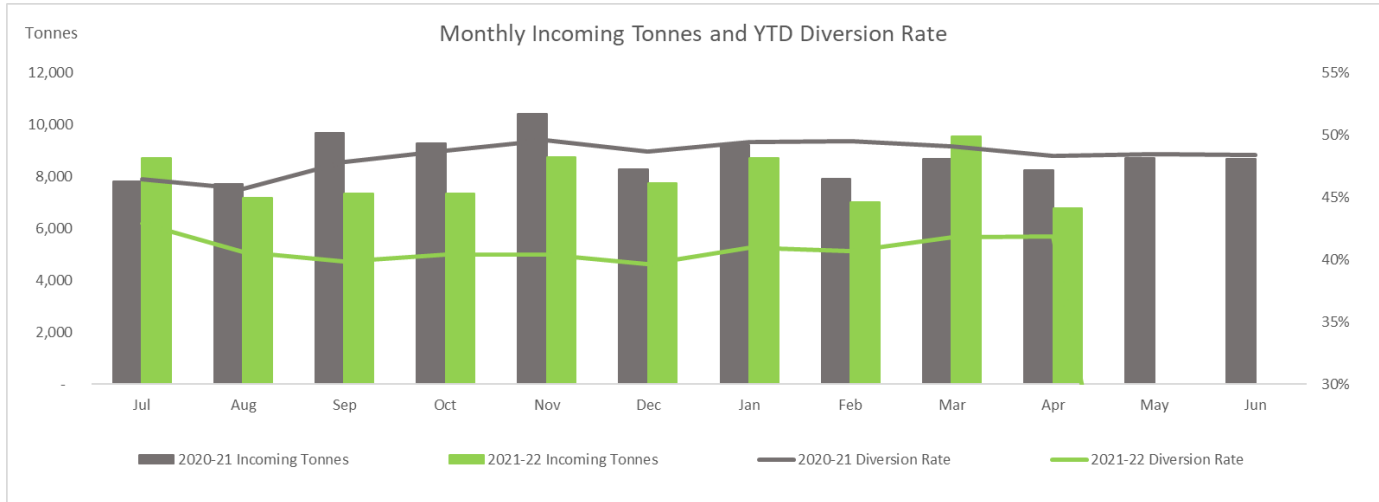
Water Meter Replacement

	Number completed	FY to date totals
Reactive Replacement	176	1812
Planned Replacement	0	167
Regional Total	176	1983

Rockhampton Regional Waste and Recycling

RRWR performance measures are:

Incoming Tonnes



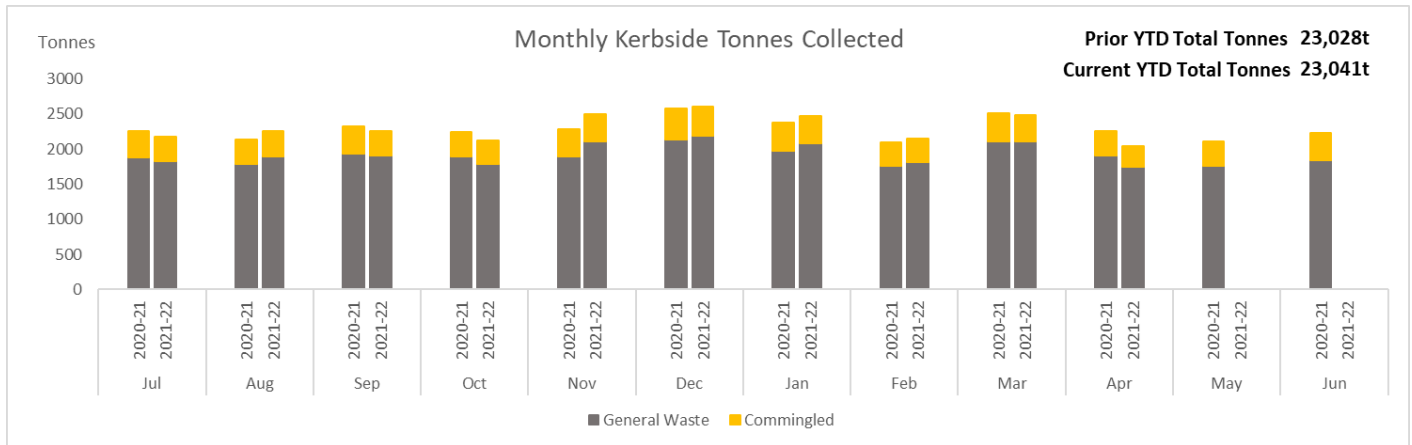
Reading this Chart

Diversion rate is % of incoming waste we recover as oppose to burying in landfill. This is a strategic KPI measuring our progress to zero waste to landfill by 2050. Incoming tonnes is an indicator of the prevailing waste generation trends in our region, and the impact our current strategies are having on reducing those trends. Current year performance is shown in green.

Current Commentary

YTD diversion rate is holding at 42%, against diversion rate of 48% in the previous two years. This continues to be driven by an increase in incoming mixed waste going to landfill from both commercial and domestic source since the start of the pandemic, along with the drop in incoming green waste. Whilst RRWR continue to put in place several important strategies, to date these have been tackling relatively low tonnage waste streams such as solar panels and polystyrene.

Kerbside Tonnes



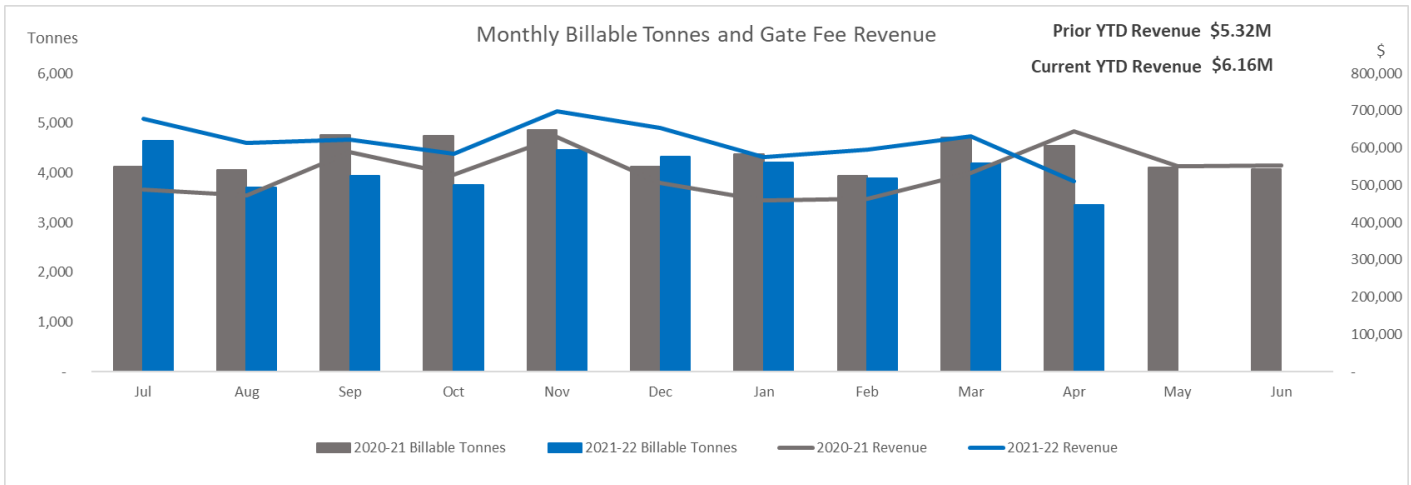
Reading this Chart

Showing the total waste generation and recovery rates at the kerbside, providing an indicator of the extent to which we are diverting household waste and meeting our strategic KPI to reduce household waste by 25% by 2050.

Current Commentary

April saw lower incoming tonnes at kerbside in both bins, reducing the YTD gap with prior year to just a dozen tonnes. This is encouraging although still represents a significant increase from 2019-20 levels. There also continues to be a net increase in general waste at the expense of commingled recycling. A community wide "Recycle Right" campaign remains in planning phase, pending sufficient resources being made available to facilitate a roll out between June and September this year, to be followed by participation in a State Government "Get it Sorted" pilot program scheduled towards end of the year.

Billable Tonnes



Reading this Chart

This is a critical measure of waste facility activity levels, the long term financial sustainability of the business unit, as well as being a relatively strong indicator of economic activity levels in our region. Current year performance is shown in blue.

Current Commentary

Incoming billable tonnes continues to track lower than prior years, mainly on account of a 34% YTD reduction in incoming green waste, which is only partially offset by the YTD increased levels of mixed commercial and domestic waste streams. April saw an overall drop off in tonnes and revenues, green waste showing a reduction, but YTD revenue continues to track very strongly against prior year on account of the gains made in the first three quarters of the year.

Civil Operations – Operational Projects

Progress as at 30 April 2022

In terms of scope, schedule and budget, the project is:



on track



generally on track,
with minor issues



off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Approved Monthly Budget Review	YTD actual (incl committals)
Rural	1 July 2021	30 June 2022		75% - Progress as expected	\$8,305,400	\$6,246,000
Urban Central	1 July 2021	30 June 2022		66% - Progress has been hampered by staff shortages	\$22,721,500	\$14,944,000
Urban West	1 July 2021	30 June 2022		35%- Work programmed for later part of Financial year	\$1,022,200	\$364,000

ADVANCE ROCKHAMPTON

Events

EVENTS

1. Rare Spares Rockynats 02 | 15-17 April 2022 - Ticket sales approximately 19,500 with 52,060 patrons through the gates over the three days. A stakeholder survey is currently in market with early signs showing the majority of stakeholder and sponsor feedback as positive.
2. ANZAC Day | 25 April 2022 – Approximate turnout of 2,500pax at dawn service.
3. 7 Rocky River Run | 22 May 2022 - operations and marketing currently in progress. Ticket sales were strong early but have slowed in late April. Final layout agreed, road closure permits complete.
4. Rockhampton Agricultural Show | 8-10 June 2022 – Entertainment and program finalized, marketing schedule and plan finalized.
5. CapriCon | 27 August 2022 - TEQ funding secured for \$10,000, program planning commenced. Programming and planning underway.

Infrastructure

ASMTI

- Estimated Project Cost \$1 billion
- 122/202 work packages awarded
- Employees Onsite: 502 October 2021 (No current update received)
- Completion expected mid 2024

Rookwood Weir

- Project Cost: \$367 million
- No current employee numbers update received – further recruitment currently out to market
- Completion expected mid 2023

Boulder Creek Wind Farm

- 16 Wind Turbines
- Project Cost: \$750 million
- DA application approved
- Completion expected end 2022

Bravus Carmichael Mine & Rail

- 2000+ employees
- \$1.5 billion in contracts awarded
- First Coal: December 2021 and new equipment being commissioned throughout 2022
- Currently sourcing additional operators and professional staff

Tourism

TOURISM

	Hotels		Flights	
	Average Occupancy	Average Daily Rate	Inbound	Outbound
TY	68.0%	\$185.14	20,982	21,007
LY	67.5%	\$174.28	18,319	18,405
VAR	+0.5%	+\$10.86	+2,663	+2,602

*April 2022 compared to April 2021

NB: Inbound and outbound passenger numbers do not include SkyTrans flights.

Tourism Positioning

ADVERTISING

Billboards

- Rockhampton Airport (exit only) - 32K REACH
- Rockhampton Airport toilets (departures lounge) - 16.5K REACH

Social

- Ride Rocky, It's Rad Video (QLD,NSW,ACT,VIC) -117.7K REACH
- Ride Rocky, It's Rad campaign landing page (QLD, NSW, ACT, VIC) - 17.1K REACH
- Curb your caravan in Rockhampton video (SEQ, NSW, VIC) - 38.7K REACH
- Curb your caravan in Rockhampton blog (SEQ, NSW, VIC) - 17.3K REACH
- Easter school holiday blog (4hr drive) - 10.5K REACH
- Rockynats video (4hr drive) - 6.2K REACH
- Events Capital video (4hr drive, SEQ, FNQ) - 22.8K REACH
- Rockynats (4hr drive) - 5.6K REACH
- Bloom at Liberty event (2hr drive) - 4.4K REACH
- Nurim Circuit Instagram boosted post (QLD) - 21.5K REACH
- Nurim Circuit Facebook boosted post (QLD) - 14.7K REACH

SEM (Search Engine Marketing)

- Winter Nomads Campaign (SEQ, NSW, VIC) – 5.4K REACH
- Major Events Campaign (QLD) - 5.1K REACH
- Ride Rocky, It's Rad (QLD, NSW, VIC) - 3.6K REACH

Print

- Winter nomads campaign editorial and advertorial (Life Begins At mag) - 160K REACH

TOTAL REACH: 1.3M+ REACH

Social

@ExploreRockhampton

	Facebook			Instagram		
	Reach	Views	Followers	Impressions	Engagement	Followers
TM	456K	923K	9.9K	60.2K	1.1K	2,391K
LM	192.9K	473K	10.1K	46.1K	1.2K	2,306K
VAR	+263K	+450K	-189K	+14.1K	-57K	+85

April 2022 compared to March 2022

NB: Facebook reach significantly higher this month due to the number of paid social advertising in market combined with ambassadors in region.

@MyRockhampton

	Facebook				
	Reach	Views	Likes	Impressions	Engagements
TM	16.7K	384	14.1K	80.9K	2.9K
LM	21.9K	455	14.1K	74.7K	3.5K
VAR	-5.1K	-71	+23	+6.1K	-561K

April 2022 compared to last period (March 2022)

NB: Slight decrease in reach this month (meaning our content isn't reaching as wide), however impressions have increased which means people are seeing the content multiple

@AdvanceRockhampton

	Linkedin			
	Impressions	Engagements	Post Clicks	Followers
TM	7.8K	581K	366	1.3K
LM	15.6K	1.3K	844	1.3K
VAR	-7.7K	-755	-478	+38

April 2022 compared to last period (March 2022)

NB: Decrease in impressions, engagements and post clicks this month due to a decrease in number of posts. Increase in followers remains consistent.

@FishingTheFitzroy

	Facebook		
	Reach	Views	Likes
TM	273.9K	703	23.2K
LM	210.9K	1,113	23.4K
VAR	+62.9K	-410	-235

April 2022 compared to March 2022

NB: Increase in reach this month due to increase in paid campaign advertising, with organic posts remaining extremely high performing.

10.5 REVISED POLICY - EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS**File No:** 11979**Attachments:**

1. **Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Clean**[↓](#)
2. **Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Tracked Changes**[↓](#)

Authorising 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 an amendment to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors for its consideration and adoption.

OFFICER'S RECOMMENDATION

THAT Council:

1. adopts the amended Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy attached to this report; and
2. approves a review date of the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy of April 2024.

COMMENTARY

Council recently adopted a range of amendments to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy. Amendments to this policy included changes related to Councillors travel expenses and relevant approvals which was intended to reflect previous Council resolutions.

Council has subsequently resolved for a further change to the policy related to travel outside the CQROC Local Government Area where Councillors are approved to attend conferences, meetings and associated travel outside the CQROC Local Government Area while an elected member appointed to external entities, provided the associated cost for travel is in line with the budget allocation for Councillors. The change requested has been incorporated in attachments 1 and 2 to this report.

PREVIOUS DECISIONS

Council adopted the latest amendments to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy at its Ordinary Meeting of 26 April 2022.

At its Ordinary Meeting of 10 May 2022, it was resolved that:

THAT Council request an amendment to the Expenses Reimbursement and Provision of Facilities (Councillors) Policy whereby Councillors be approved to attend conferences, meetings and associated travel outside the CQROC Local Government Area while an elected member appointed to external entities, provided the associated cost for travel is in line with the budget allocation for Councillors.

BUDGET IMPLICATIONS

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

LEGISLATIVE CONTEXT

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 policy presented for consideration is recommended for Council's adoption.

**REVISED POLICY - EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS**

**Draft Expenses Reimbursement and
Provision of Facilities for
Mayor and Councillors Policy - Clean**

Meeting Date: 24 May 2022

Attachment No: 1

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	Central Queensland Regional Organisation of Councils
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.
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
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> .
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; and/or (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>

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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

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

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5.1.3 Travel Expenses

Council pays or reimburses expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy.

If associated travel expenses are in line with the budget allocation prior Council approval is not required for travel undertaken:

- (a) Within the CQROC Local Government Areas provided the expenses are deemed necessary for undertaking official Council business or professional development; or
- (b) Outside of the CQROC Local Government Areas where the purpose of the travel is connected with fulfilling the Councillor’s duties as the Council endorsed representative to an external organisation, association or body.

For Councillors, excluding the Mayor, if the travel is outside of the CQROC Local Government Areas and the purpose of the travel is for other official Council business or professional development, regardless of budget allocation, the travel must be approved in advance by Council resolution. Where a Councillor is unable to obtain pre-approval by Council resolution the CEO may give pre-approval for urgent travel outside of the CQROC Local Government Areas.

Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel or if attending as an endorsed representative to an external organisation, association or body.

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.

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.

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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.

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.

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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.

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/or
- (r) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

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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.

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.

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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.

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**5.2.1 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.

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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.

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;
- (c) Computer screen;
- (d) Lockable filing cabinet;
- (e) Desk and chair; and
- (f) 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.

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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).

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 \$4,232.54 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;

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- (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;
- (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.

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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 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

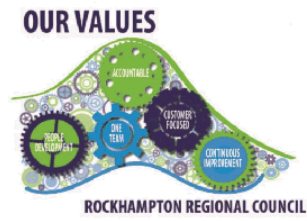
This policy is reviewed when any of the following occur:

- (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 POLICY - EXPENSES
REIMBURSEMENT AND PROVISION OF
FACILITIES FOR MAYOR AND
COUNCILLORS**

**Draft Expenses Reimbursement and
Provision of Facilities for Mayor and
Councillors Policy - Tracked Changes**

Meeting Date: 24 May 2022

Attachment No: 2

EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS

STATUTORY POLICY



1 Scope

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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

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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	Central Queensland Regional Organisation of Councils
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.
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
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> .
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; and/or (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>

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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

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

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5.1.3 Travel Expenses

~~If in line with budget allocation~~, Council pays or reimburses expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy.

~~If associated travel expenses are in line with the budget allocation prior Council approval is not required~~ for travel undertaken;

(a) Within the CQROC Local Government Areas provided the expenses are deemed necessary for undertaking official Council business or professional development; ~~or~~

(a)(b) ~~Outside of the CQROC Local Government Areas where the purpose of the travel is connected with fulfilling the Councillor's duties as the Council endorsed representative to an external organisation, association or body.~~

For Councillors, excluding the Mayor, if the travel is outside of the CQROC Local Government Areas; ~~and the purpose of the travel is for other official Council business or professional development~~, regardless of budget allocation, the travel must be approved in advance by Council resolution. Where a Councillor is unable to obtain pre-approval by Council resolution the CEO may give pre-approval for urgent travel outside of the CQROC Local Government Areas;

Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel ~~or if attending as an endorsed representative to an external organisation, association or body.~~

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.

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.

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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.

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.

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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.

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/or
- (r) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

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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.

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.

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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.

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**5.2.1 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.

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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.

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;
- (c) Computer screen;
- (d) Lockable filing cabinet;
- (e) Desk and chair; and
- (f) 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.

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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).

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 \$4,232.54 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;

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(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;

(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.

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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 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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10.6 REPEAL OF RESOLUTION - MAYORAL CHAIN ALTERATION

File No: 3085
Attachments: Nil
Authorising 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 the repeal of a previous resolution related to the alteration of the Rockhampton Regional Council Mayoral Chain.

OFFICER'S RECOMMENDATION

THAT Council resolves as per section 262 of the *Local Government Regulation 2012* to repeal point one of the resolution arising from Item 12.1 of the 14 April 2020 Ordinary Council meeting.

COMMENTARY

At its Ordinary Meeting of 14 April 2020, a Mayoral Minute by the former Mayor was presented and endorsed by Council related to proposed changes to be made to the Rockhampton City Council Mayoral chain and variation of the crest of the city of Rockhampton.

In the period of time that has elapsed following Council's original resolution estimates have been obtained to determine the costs of altering the Mayoral chain. In subsequent adoption of Council's budget, an allocation that would allow the implementation of that part of its resolution has not been made that would enable the resolution to be acted upon.

A range of circumstances have arisen since Council first resolved to alter the Mayoral chain where competing priorities have taken precedence when adopting Council's annual budget. It is expected that continued competing priorities will impact the ability for Council to implement its prior resolution and when combined with the symbolic nature of the Mayoral chain it is recommended that it be repealed. Such a course of action, if approved by Council, will not prevent future alterations from being undertaken.

BACKGROUND

The tradition of wearing Mayoral robes and chain of office on special occasions such as formal functions, Council meetings and Citizenship ceremonies is an English tradition symbolizing authority dating back to the 1300s. While it is still in use throughout the Commonwealth as well as a select number of other countries there is no legislative requirement for the Mayoral chain to be worn.

PREVIOUS DECISIONS

At its Ordinary Meeting of 14 April 2020 Council resolved that:

1. the former Rockhampton City Council Mayoral chain be altered to more fully represent the region. And in doing so the historical crest which represents the city of Rockhampton should remain unaltered and the words Rockhampton Region be added where appropriate on the chain itself; and
2. a variation of the crest of the city of Rockhampton be designed which represents the Rockhampton Region and which will then be used when the elected Council is represented.

BUDGET IMPLICATIONS

The estimated costs of alteration to Council's Mayoral Chain to take into account the intent of the original resolution is in the order of between approximately \$35,000.00 and \$40,000.00.

The 2021/22 adopted budget by Council did not include any allocation to alter the Mayoral chain as resolved.

LEGISLATIVE CONTEXT

Section 262 of the *Local Government Regulation 2012*:

A resolution of a local government may be repealed or amended only if notice of intention to propose the repeal or amendment is given to each councillor at least 5 days before the meeting at which the proposal is to be made.

LEGAL IMPLICATIONS

There are no legal implications relevant to the matters under consideration from this report.

STAFFING IMPLICATIONS

There are no implications to Council permanent staffing levels arising from this report.

RISK ASSESSMENT

No risks have been identified relevant to this matter.

CORPORATE/OPERATIONAL PLAN

Corporate Plan 5.3 – Financially sustainable organisation.

CONCLUSION

In consideration of the issues identified in the report, it is recommended that Council repeal point one of the resolution of Council related to alteration of the Rockhampton City Council Mayoral chain.

10.7 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2022

File No: 8148
Attachments: 1. [Income Statement - April 2022](#)
2. [Key Indicator Graphs](#)
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 30 April 2022.

OFFICER'S RECOMMENDATION

THAT Rockhampton Regional Council Summary Budget Management Report for the period ended 30 April 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 30 April 2022), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after nine months of the 2021/22 financial year. Results should be approximately 83.3% of budget.

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

Total Operating Revenue is at 94% of the monthly budget review. Key components of this result are:

- Net Rates and Utility Charges are at 95% 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 were due on 9 March 2022.
- Grants, subsidies and contributions are ahead of budget at 105%. This is due to the receipt of the full Federal Assistance Grant for the 22/23 financial year in April 2022.
- Interest revenue is ahead of budget at 90% due to higher than forecast cash holdings.
- Other income is at 101% of the revised budget. This is mostly due to receipt of funds from Sunwater for Rookwood Weir Landholders Grant Program. 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 78% of the monthly budget review. Key components of this result are:

- Employee costs are below budget at 77% partly due to a number of employee vacancies. Project Delivery wages are now costed directly to Capital projects via the Works Order system whereas previously these wages were costed to Capital projects via Internal Transfers. A budget transfer is required between Employee Costs and Internal Transfers to reflect the change in process.

- Contractors and consultants are at 69%. 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 94% due to the increased level of Recoverable Works. There is an offsetting increase to Recoverable Works revenue. In addition, there have been increased chemical costs for FRW Glenmore Water Treatment Plant as a result of high turbidity.
- Asset operational is at 77% due to electricity, cleaning and security costs below budget year to date. This is mostly due to the timing of billing.
- Administrative expenses are at 63% 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 60% of the monthly budget review. The timing of receipt of some grants will be deferred in line with the timing of capital expenditure for related projects.

Total Capital Expenditure is at 40% 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 \$104.0M as at 30 April 2022.

Total Loans are \$126.1M as at 30 April 2022.

CONCLUSION

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

The capital program saw \$6.9M spent during April and overall, a total of \$66.5M has been expended this financial year to the end of April. 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 30 APRIL 2022

Income Statement - April 2022

Meeting Date: 24 May 2022

Attachment No: 1



Income Statement
For Period July 2021 to April 2022
83.3% of Year Gone

	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
	\$	\$	\$	\$	\$	
OPERATING						01
						10
Revenues						
Net rates and utility charges	(160,931,373)	(160,931,373)	(153,574,822)	0	(153,574,822)	96% A
Fees and Charges	(27,688,335)	(27,474,145)	(23,068,346)	0	(23,068,346)	84% A
Private and recoverable works	(6,292,810)	(6,668,521)	(5,607,787)	0	(5,607,787)	84% A
Rent/Lease Revenue	(3,331,723)	(3,331,723)	(2,800,855)	0	(2,800,855)	84% A
Grants Subsidies & Contributions	(13,907,572)	(17,116,265)	(18,054,504)	0	(18,054,504)	105% A
Interest revenue	(508,000)	(508,000)	(456,733)	0	(456,733)	90% A
Other Income	(7,197,133)	(7,367,375)	(7,446,522)	0	(7,446,522)	101% A
Total Revenues	(219,856,346)	(223,397,402)	(211,009,569)	0	(211,009,569)	94% A
Expenses						
Employee Costs	89,494,925	89,589,884	99,129,370	212,512	69,341,882	77% A
Contractors & Consultants	22,639,536	21,309,925	14,797,810	9,178,831	23,974,641	60% A
Materials & Plant	13,684,577	18,182,124	17,128,194	3,685,636	20,813,830	94% A
Asset Operational	28,072,816	28,072,500	21,096,252	1,727,938	23,424,190	77% A
Administrative expenses	14,536,811	14,946,206	9,373,390	2,376,298	11,749,688	63% A
Depreciation	56,812,137	56,812,136	47,356,844	0	47,356,844	83% A
Finance costs	4,582,740	4,582,740	3,732,495	0	3,732,495	81% A
Other Expenses	1,334,885	1,334,885	605,087	50,286	855,373	60% A
Total Expenses	231,158,406	234,830,380	184,019,443	17,229,500	201,248,943	78% A
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(9,170,179)	(9,280,179)	(6,664,880)	0	(6,664,880)	72% A
Total Transfer / Overhead Allocation	(9,170,179)	(9,280,179)	(6,664,880)	0	(6,664,880)	72% A
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	2,131,281	2,152,799	(33,655,006)	17,229,500	(16,425,506)	-1563% A
CAPITAL	Carry over Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
Total Developers Contributions Received	(5,345,400)	(5,345,400)	(2,656,194)	0	(2,656,194)	50%
Total Capital Grants and Subsidies Received	(55,825,260)	(62,366,607)	(41,584,646)	0	(41,584,646)	67%
Total Proceeds from Sale of Assets	(7,275,000)	(8,314,000)	(1,178,831)	0	(1,178,831)	14%
Total Capital Income	(68,445,660)	(76,026,007)	(45,419,671)	0	(45,419,671)	60%
Total Capital Expenditure	158,315,399	165,934,906	66,541,529	99,351,949	165,893,478	40%
Net Capital Position	89,869,740	89,908,899	21,121,859	99,351,949	120,473,808	23%
TOTAL INVESTMENTS			104,023,139			
TOTAL BORROWINGS			126,089,818			



Income Statement
For Period July 2021 to April 2022
83.3% of Year Gone

	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review	
	\$	\$	\$	\$	\$		
OPERATING							01
							10
Revenues							
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Finance costs	4,582,740	4,582,740	3,732,495	0	3,732,495	81% A	
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Net Capital Position	89,869,740	89,908,899	21,121,859	99,351,949	120,473,808	23%	
TOTAL INVESTMENTS			104,023,139				
TOTAL BORROWINGS			126,089,818				

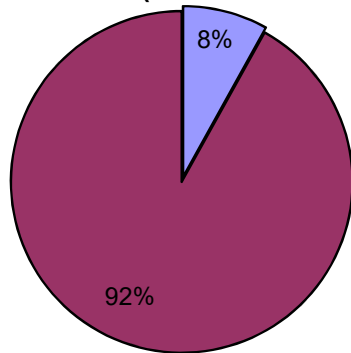
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 30 APRIL 2022

Key Indicator Graphs

Meeting Date: 24 May 2022

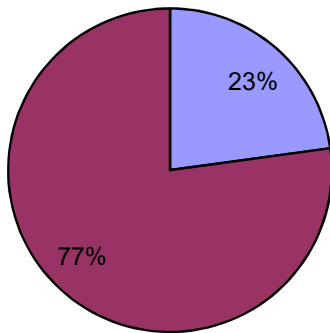
Attachment No: 2

**Operating Revenue
(Excluding Net Rates and Utility Charges)
(83.3% of Year Gone)**



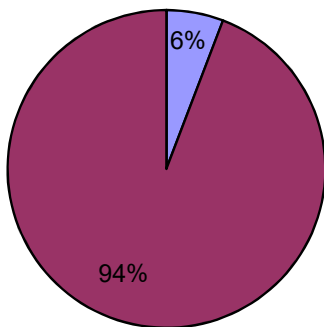
- Uncollected Operating Revenue
- Collected Operating Revenue

**Operating Employee Costs
(83.3% of Year Gone)**

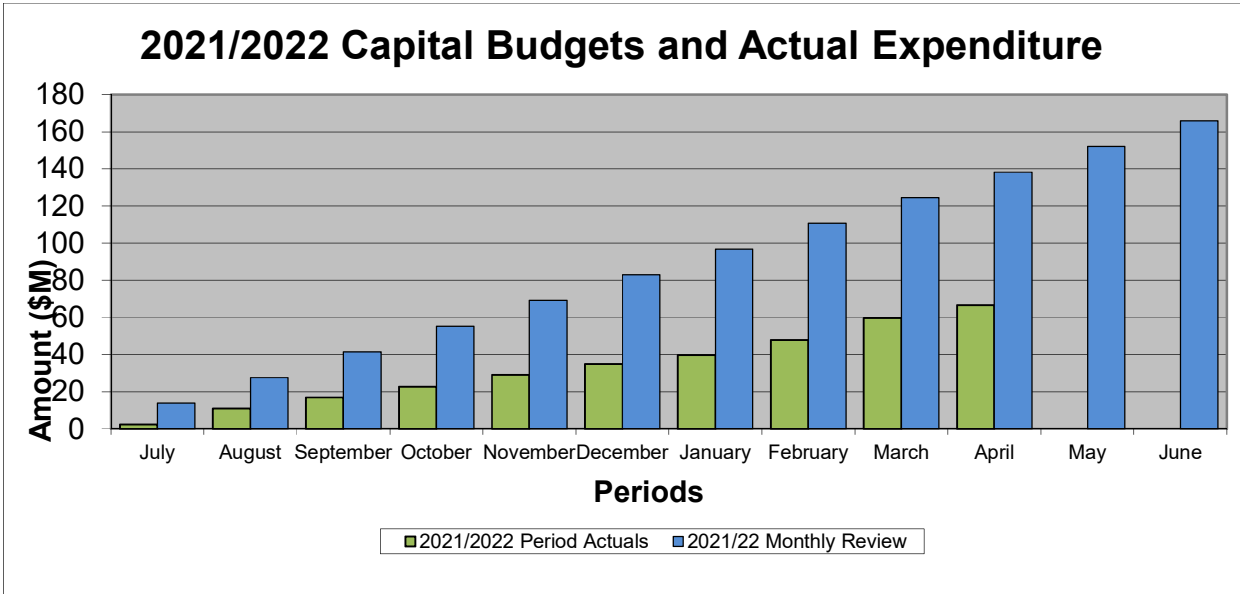
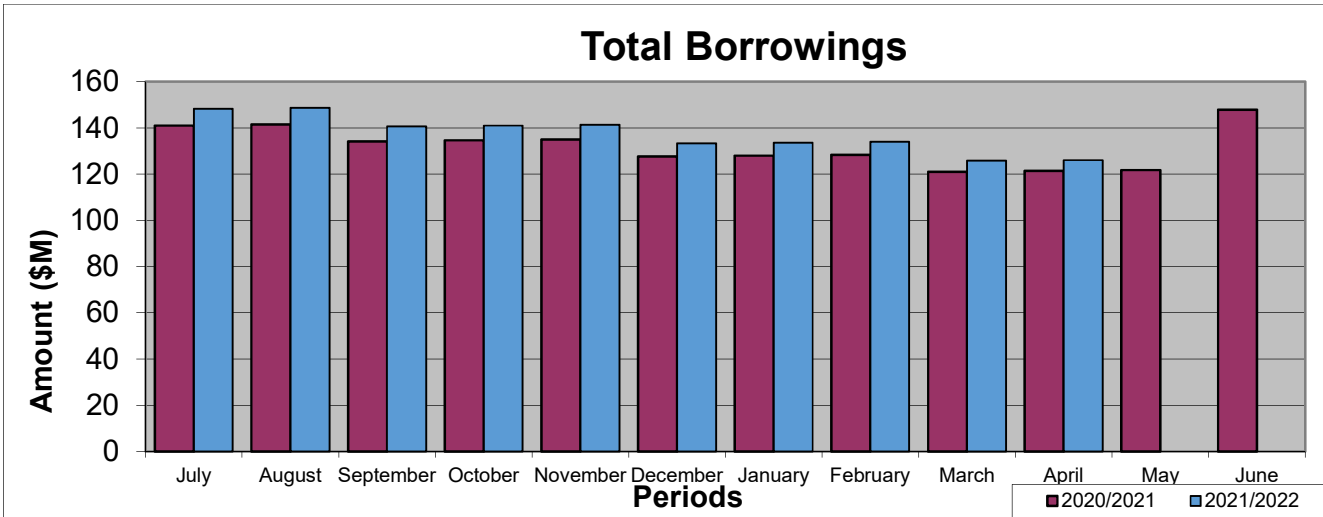
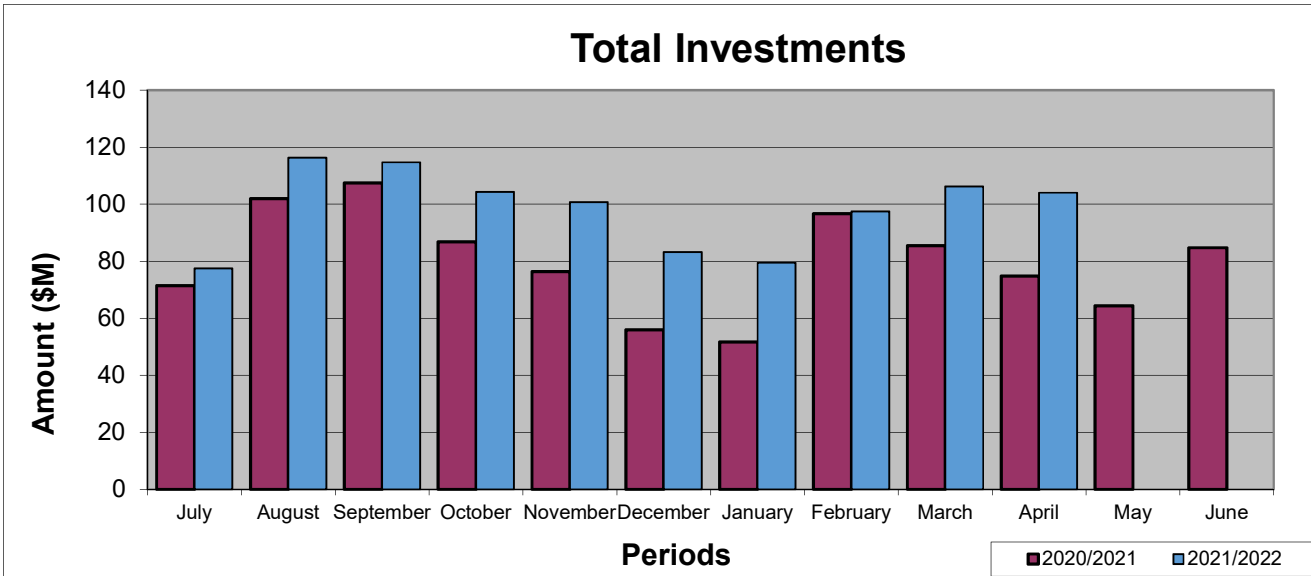


- Unspent Employee Costs
- Employee Costs YTD

**Operating Materials & Plant
(83.3% of Year Gone)**



- Unspent Materials & Plant
- Materials & Plant YTD



10.8 2022-23 ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN

File No: 8320
Attachments: 1. Rockhampton Airport Performance Plan 2022-23 [↓](#)
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Rockhampton Airport's 2022-23 Annual Performance Plan is presented for Council's endorsement.

OFFICER'S RECOMMENDATION

THAT Council endorse the Rockhampton Airport's 2022-23 Annual Performance Plan for inclusion in the 2022-23 Operational Plan.

COMMENTARY

Rockhampton Airport's 2022-23 Performance Plan has been prepared for Council's consideration. As the 2022-23 budget has not been finalised the author is seeking endorsement only at this stage. Upon Council finalising its deliberations for the budget this Performance Plan will be updated accordingly. This plan will then be included in the 2022-23 Operational Plan and formally adopted as part of the 2022-23 Budget.

PREVIOUS DECISIONS

Council endorsed its 2022-23 Operational Plan at its meeting on 10 May 2022 however this was pending presentation and adoption of the Performance Plans for its significant business activities and budget deliberations.

BUDGET IMPLICATIONS

In accordance with section 175 of the *Local Government Regulation 2012* (Regulation), Council's annual Operational Plan must be consistent with the budget.

LEGISLATIVE CONTEXT

As per section 175(c) of the Regulation, Council's Operational Plan must include an Annual Performance Plan for each of its three of commercial business units.

Council has a legislative requirement under the *Local Government Act 2009* and Regulation to produce an annual Operational Plan.

Section 174 of the Regulation requires:

- A local government to prepare and adopt an annual Operational Plan for each financial year;
- The Chief Executive Officer to present a written assessment of the local government's progress towards implementing the annual Operational Plan at meetings of the local government held at regular intervals of not more than 3 months; and
- A local government to discharge its responsibilities in a way that is consistent with its annual Operational Plan.

Section 175(1) of the Regulation outlines that a local government's Operational Plan must:

- (a) Be consistent with its annual budget;
 - (b) State how the local government will:
 - (i) Progress the implementation of the 5 year Corporate Plan during the period of the annual operational plan; and
 - (ii) Manage operational risks; and
-

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

Section 175(2) of the Regulation states that an annual performance plan for a commercial business unit is a document stating the following for the financial year:

- (a) the unit's objectives;
- (b) the nature and extent of the significant business activity the unit is to conduct;
- (c) the unit's financial and non-financial performance targets;
- (d) the nature and extent of the community service obligations the unit must perform;
- (e) the cost of, and funding for, the community service obligations;
- (f) the unit's notional capital structure, and treatment of surpluses;
- (g) the unit's proposed major investments;
- (h) the unit's outstanding, and proposed, borrowings;
- (i) the unit's policy on the level and quality of service consumers can expect;
- (j) the delegations necessary to allow the unit to exercise autonomy in its commercial activities;
- (k) the type of information that the unit's reports to the local government must contain.

Section 175(3) of the Regulation allows a local government may omit information from the copies of the annual performance plan made available to the public if:

- (a) the information is of a commercially sensitive nature to the commercial business unit; and
- (b) the information is given to each of the local government's councillors.

Section 175(4) of the Regulation allows a local government to change an annual performance plan for a commercial business unit at any time before the end of the financial year.

LEGAL IMPLICATIONS

Failure to include annual Performance Plans for each Commercial Business Unit into Council's annual Operational Plan will result in legislative non-compliance.

STAFFING IMPLICATIONS

N/A

RISK ASSESSMENT

In accordance with section 175 of the Regulation, the Operational Plan must manage operational risks. The Performance Plans will form part of Council's Operational Plan.

CORPORATE/OPERATIONAL PLAN

The purpose of Council's annual Operational Plan is to advise how Council intends to address the 2022-2027 Corporate Plan outcomes over the upcoming financial year by outlining the actions and targets Council will undertake in accordance with the adopted budget. The Annual Performance Plan for each Commercial Business Unit forms part of Council's Operational Plan.

CONCLUSION

It is recommended that Council endorse the attached Annual Performance Plan for Rockhampton Airport for 2022-23.

2022-23 ROCKHAMPTON AIRPORT ANNUAL PERFORMANCE PLAN

Rockhampton Airport Performance Plan 2022-23

Meeting Date: 24 May 2022

Attachment No: 1

ROCKHAMPTON AIRPORT

2022-2023 PERFORMANCE PLAN

OVERVIEW

Rockhampton Airport is a commercial business unit of Council and is a major Australian Regional Airport that services the City of Rockhampton. The Airport is used by both domestic and international airlines using a mix of aircraft including wide-bodied aircraft such as the B747 to B777 and A340 types, as being an alternate for the A380. The Airport is also used during Australian and International military training operations, as well as being an important hub for regional disaster relief efforts.

For aeronautical activities this includes all activities that are vital to airport activity and their removal would render the Airport unable to function in an aeronautical capacity. They include the runways, taxiways and aircraft parking apron areas. For non-aeronautical activities this includes all other activities undertaken by Rockhampton Airport and includes the operation of the terminal building, car park facilities, concessions and related leases and licences, etc. All of those activities are ancillary to the operation of a modern airport.

The Rockhampton Airport is responsible for all Airport management and operations servicing the City of Rockhampton and Central Queensland.

This plan underpins Rockhampton Airport's performance objectives over the 2022-23 financial year in accordance with the *Local Government Regulation 2012* and commercialisation principles under the provisions of the *Local Government Act 2009*.

Rockhampton Airport, along with the whole airline industry, has been significantly impacted by the effects of the COVID-19 pandemic. Underpinning this plan is a premise of that passenger numbers for the year will be at 90.0% of the 2018-19 year. The 2022-23 year will be a year that will be rebuilding volume back into the flight schedules that support the needs of local travellers and minimising losses. Airport management will also continue to build on its strong relationships with the airlines for future years. Other opportunities around the resource sectors and east-west route development and others will also be pursued.

OBJECTIVES

Rockhampton Airport will deliver aeronautical and non-aeronautical services on behalf of Council in accordance with the parameters outlined within this performance plan and those identified within Council's 2022-23 Operational Plan.

Rockhampton Airport will enhance the community by providing an airport experience that stimulates industry, tourism and economic growth.

The Rockhampton Airport will strive to safely deliver aeronautical and non-aeronautical services.

The Airport will conduct its activities in line with these objectives:

- Provide high-quality, safe, reliable and cost-effective aviation services;
- Operate in an efficient and financially sustainable manner and provide Council with an appropriate rate of return;
- Responsibly manage, improve and augment infrastructure;
- Be responsive to customer needs;
- Meet performance targets;
- Optimise costs and business processes;
- Protect the environment by implementing best practice environmental management; and
- Undertake other commercial activities on a cost recovery basis with an appropriate rate of return.

VALUES

Rockhampton Airport will provide a service which embraces Council's Corporate Values.

Vision

To be recognised as the most innovative and professionally operated regional airport in Australia.

Mission

To generate a commercial rate of return on our infrastructure while remaining the preferred airport for high volume regular public transport operations within Central Queensland.

NATURE AND SCOPE OF ACTIVITIES

Broadly, the nature and extent of the aviation services provided by Rockhampton Airport is as follows:

- Provide air passenger services;
- Conduct an Airport business including affiliated services;
- Develop business for Rockhampton Regional Council;
- Support the General Aviation industry at the Rockhampton Airport; and
- Facilitate the use of the precinct during Military Exercises.

FINANCIAL AND NON-FINANCIAL PERFORMANCE TARGETS

Financial Performance

Performance Measure	2022-23 Target	Explanation	Calculation
Operating surplus ratio	14.1%	An indicator of the extent to which revenue raised covers operational expenses only or are available for capital funding purposes or other purposes.	Net result (excluding capital items) divided by total operating revenue (excluding capital items)
Interest coverage ratio	22.3 times	An indicator of the extent to which an entity can pay their interest expense on outstanding debt.	Earnings before interest, tax, depreciation and amortisation divided by interest expense
Asset sustainability ratio	Greater than 90%	An indicator of the extent to which the infrastructure assets are being replaced as they reach the end of their useful lives. The Department of Infrastructure, Local Government and Planning target is greater than 90% per annum (on average over the long-term).	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense
Competitive neutrality ratio (% of gross revenue)	12.2%	An indicator of the extent to which operating revenues are committed to competitive neutrality adjustments such as tax equivalents and return to Council.	Competitive neutrality adjustments divided by operating revenue
Depreciation ratio	22.6%	An indicator of the extent to which operating revenues are committed to funding depreciation.	Depreciation and amortisation expenditure divided by operating revenue
Return on assets	1.8%	An indicator of how profitable a business is relative to its total assets. Return on assets tells you what earnings were generated from invested capital (assets).	Net profit after tax divided by Written Down Value of assets (excluding contributed or rehabilitation assets)

Performance Measure	2022-23 Target	Explanation	Calculation
RRC Operational Plan	By year end	Initiatives successfully completed.	N/A
Operating Budget	Advise quarterly or when variances arise	Conduct all activities in accordance with required timelines and budget.	N/A
Annual Revenue	Advise quarterly or when variances arise	Timely reporting of any significant variations to budget revenue and collection timing.	N/A
Capital Works	Within 3%	Completion of capital program in accordance with adopted timeframe and budget.	Actual expenditure divided by budget

Non-Financial Performance

Performance Measure	2022-23 Target
Passenger Numbers	497,500
Bird Strikes	≤10 per quarter
Lost Time Days – workplace injuries	0
Reported Public Injuries on Airport Precinct	0
Hazard inspections completed on time	100%
Rectification Action completed	100%
Customer Requests Actioned within set timeframes	100%
Third party reporting in Civil Aviation Safety Authority and Australasian Mail Services to be completed within the required timeframes	100%
New non-aero business opportunities reported to Council quarterly	Yes
Progress on new routes reported to Council quarterly	Yes

COMMUNITY SERVICE OBLIGATIONS

Community service obligations arise when a government specifically requires a public enterprise to carry out activities relating to outputs or inputs which it would not elect to do on a commercial basis or, alternatively, would only provide at higher prices or via some other form of compensation.

The following community service obligations have been identified for the 2022-23 financial year and are funded by Council:

Community Service Obligation	Estimated Cost	Objective
Royal Flying Doctors Service and Capricorn Rescue Helicopter Service	\$269,350	Donation of annual landing fees and lease costs in the form of waiving associated costs.
Patient car parking waiver	\$79,173	To waive car parking fees for eligible customers under the Patient Travelling Subsidy Scheme.
TOTAL	\$348,523	

FINANCIAL POLICIES

Capital Structure

Rockhampton Airport will continue to improve long term financial planning models which upon adoption, will be incorporated into Council's overall financial strategy. All Rockhampton Airport's financial planning is subject to approval by Council.

Borrowings

Debt financing is provided by Council under the terms and conditions imposed by the Queensland Treasury Corporation having regard to Council's determination on Rockhampton Airport's capital structure. Rockhampton Airport will be responsible for managing this debt and use Council's services where necessary to assist in this regard. Loans will only be used for capital expenditure and long term borrowing strategies will be in line with Council's long term financial plan.

Depreciation

Asset depreciation for external reporting and tax purposes will be calculated in accordance with Australian Accounting Standards and the Local Government Tax Equivalent Manual, respectively.

Working Capital

Council provides working capital as required which does not replace long term fixed borrowings.

Dividends

Annual dividends returned to Council are determined as part of the budget process. A ten year forecast reviews the level of future capital expenditure and affordability prior to setting dividends.

Treatment of Surpluses/Losses

In accordance with Council resolution, after the required Return on Assets and Income Tax Equivalents have been forwarded to Council each year, any remaining surplus/loss will be held in Rockhampton Airport's Retained Earnings for revenue fluctuations unless Council endorses an alternate treatment of such revenue.

Taxation

Rockhampton Airport is required to pay taxes either in the form of tax equivalents (income tax, land tax and stamp duty) to Council or via Council to the relevant government agencies (payroll tax, GST and fringe benefits).

Grants and Subsidies

Rockhampton Airport, in conjunction with Council will provide priority projects to optimise use of available grants and subsidies.

Pricing

When developing pricing structures, Rockhampton Airport applies the National Competition Policy methodologies in conjunction with Council policies. While it is Council's responsibility for price setting, applying competitive neutrality principles negates competitive advantage when acting as a monopoly business activity.

Passenger service charges are negotiated with Airlines.

Security infrastructure charges are set on a full cost recover basis from Airlines.

PROPOSED MAJOR INVESTMENTS

The Rockhampton Airport's proposed major investments for 2022-23 financial year are outlined below:

Aeronautical	Cost	Non-Aeronautical	Cost
		Paid Car Parking Equipment	\$0.8M
		Other	\$0.7M
		HV Upgrades	\$0.4M
Aviation Maintenance Facility	\$14.0M	Carpark and Stormwater	\$0.8M
TOTAL	\$14.0M	TOTAL	\$2.7M

CUSTOMER SERVICE

Customers are entitled to be provided with a service that consistently meets all relevant state legislative compliance targets and national guidelines requirements. Customer needs and satisfaction will be met in the achievement of our Customer Service Standard performance targets and through our values. Rockhampton Airport is responsible for the contact with, and commitment to, customers in accordance with customer service standards. Commercial customers will also have a formal contract with Council but the service will be provided by Rockhampton Airport on behalf of Council.

Rockhampton Airport is determined to meet customer needs and provide quality services. Customer needs shall be evaluated by a variety of measures including, but not limited to stakeholder analysis and engagement through customer feedback and analysis of services provided by other airport operators.

Rockhampton Airport undertakes quarterly reporting to Council on performance against the adopted Customer Service Standards and aims to achieve the Non-Financial Performance indicators in the 2022-23 Performance Plan.

Access to the Customer Service Standard: <https://www.rockhamptonairport.com.au/Home>

DELEGATED AUTHORITIES

Council will be responsible for providing an environment in which Rockhampton Airport can operate in a manner in which it has every opportunity to meet the objectives of commercialisation and that responsibility will include:

- Providing Rockhampton Airport with management autonomy to operate to achieve outcomes set by Council, within the context of the management framework of Council, in line with legislation, and in accordance with the adopted performance plan;
- Providing funding as agreed in budget;
- Not unnecessarily withholding approvals; and
- Not to expect non-commercial effort unless identified as a customer service obligation and appropriate funding provided.

To protect its assets and to ensure that it can meet its performance agreement with Council, Rockhampton Airport is responsible for managing and controlling the operations and development of airport infrastructure, where required, in accordance with Council's adopted policies.

Rockhampton Airport's overall delegated authorities are in accordance with section 259 of the *Local Government Act 2009*. A full list of delegations and authorisations is maintained in Council's Delegations and Authorisations Registers including delegated powers in various Legislative Acts.

REPORTING FRAMEWORK

Rockhampton Airport will report to Council through various forums to meet corporate reporting requirements to satisfy the requirements set out in the *Local Government Act 2009* and the *Local Government Regulation 2012* and provide reports to regulatory authorities as required by a licenced operator of an airport.

Corporate Requirements

Reporting Requirements
Annual Operations Report
Asset Management Plan
Council Officer Reports
Operational Plan metric inputs
Quarterly Performance Report

Regulatory Requirements

Reporting Requirements
Australian Transport Safety Bureau
Civil Aviation Safety Authority
Department Home Affairs and Maritime Security

The *Local Government Regulation 2012* (section 175(4)) allows a performance plan to be amended at any time before the end of the financial year for which it is prepared.

SERVICE DELIVERY STATEMENT

Overview

Within the Rockhampton Airport portfolio there are two main service areas:

Aeronautical Services:

- Domestic and international airlines averaging 560,000 passengers per annum pre Covid
- Australian Defence Force military operations – Exercise Wallaby and Talisman Sabre
- Domestic charter services
- General aviation services – Royal Flying Doctors, Capricorn Helicopter Rescue, Rockhampton Aero Club, Peace Aviation and others

Non-Aeronautical Services:

- Four car park areas – drop off and pick up, short term, premium and long term, covered
- Terminal building operations and maintenance able to accommodate 1.2M passengers throughout per annum and three retail outlets
- Six rental car agencies

Additionally, Rockhampton Airport enjoy collaborative partnerships with other departments delivering key services and projects with a One Team approach:

- Regional Services, Project Delivery: delivery of large capital projects such as runway and apron pavement renewals and terminal upgrades.

Staff Resources

Tenure	Total FTEs
Fulltime	24

10.9 2022-23 ROCKHAMPTON REGIONAL WASTE AND RECYCLING PERFORMANCE PLAN

File No:	8320
Attachments:	1. Rockhampton Regional Waste and Recycling 2022-23 Performance Plan ↓
Authorising Officer:	Evan Pardon - Chief Executive Officer
Author:	Peter Kofod - General Manager Regional Services

SUMMARY

The Rockhampton Regional Waste and Recycling Draft Performance Plan for 2022-2023 is presented for Council's endorsement.

OFFICER'S RECOMMENDATION

THAT the 2022-23 Rockhampton Regional Waste and Recycling Draft Performance Plan be endorsed.

COMMENTARY

Rockhampton Regional Waste and Recycling's 2022-23 Performance Plan has been prepared for Council's consideration. As the 2022-23 budget has not been finalised the author is seeking endorsement only at this stage. Upon Council finalising its deliberations for the budget this Performance Plan will be updated accordingly. This plan will then be included in the 2022-23 Operational Plan and formally adopted as part of the 2022-23 budget.

PREVIOUS DECISIONS

Council endorsed its 2022-23 Operational Plan at its meeting on 10 May 2022 however this was pending presentation and adoption of the Performance Plans for its significant business activities and budget deliberations.

BUDGET IMPLICATIONS

In accordance with section 175 of the *Local Government Regulation 2012* (Regulation), Council's annual Operational Plan must be consistent with the budget.

LEGISLATIVE CONTEXT

As per section 175(c) of the Regulation, Council's Operational Plan must include an Annual Performance Plan for each of its three of commercial business units.

Council has a legislative requirement under the *Local Government Act 2009* and Regulation to produce an annual Operational Plan.

Section 174 of the Regulation requires:

- A local government to prepare and adopt an annual Operational Plan for each financial year;
- The Chief Executive Officer to present a written assessment of the local government's progress towards implementing the annual Operational Plan at meetings of the local government held at regular intervals of not more than 3 months; and
- A local government to discharge its responsibilities in a way that is consistent with its annual Operational Plan.

Section 175(1) of the Regulation outlines that a local government's Operational Plan must:

- (a) Be consistent with its annual budget;
- (b) State how the local government will:
 - (i) Progress the implementation of the 5 year Corporate Plan during the period of the annual operational plan; and

- (ii) Manage operational risks; and
- (c) Include an annual performance plan for each commercial business unit of the local government.

Section 175(2) of the Regulation states that an annual performance plan for a commercial business unit is a document stating the following for the financial year:

- (a) the unit's objectives;
- (b) the nature and extent of the significant business activity the unit is to conduct;
- (c) the unit's financial and non-financial performance targets;
- (d) the nature and extent of the community service obligations the unit must perform;
- (e) the cost of, and funding for, the community service obligations;
- (f) the unit's notional capital structure, and treatment of surpluses;
- (g) the unit's proposed major investments;
- (h) the unit's outstanding, and proposed, borrowings;
- (i) the unit's policy on the level and quality of service consumers can expect;
- (j) the delegations necessary to allow the unit to exercise autonomy in its commercial activities;
- (k) the type of information that the unit's reports to the local government must contain.

Section 175(3) of the Regulation allows a local government may omit information from the copies of the annual performance plan made available to the public if:

- (a) the information is of a commercially sensitive nature to the commercial business unit; and
- (b) the information is given to each of the local government's councillors.

Section 175(4) of the Regulation allows a local government to change an annual performance plan for a commercial business unit at any time before the end of the financial year.

LEGAL IMPLICATIONS

Failure to include annual Performance Plans for each Commercial Business Unit into Council's annual Operational Plan will result in legislative non-compliance.

STAFFING IMPLICATIONS

Not applicable.

RISK ASSESSMENT

In accordance with section 175 of the Regulation, the Operational Plan must manage operational risks. The Performance Plans will form part of Council's Operational Plan.

CORPORATE/OPERATIONAL PLAN

The purpose of Council's annual Operational Plan is to advise how Council intends to address the 2022-2027 Corporate Plan outcomes over the upcoming financial year by outlining the actions and targets Council will undertake in accordance with the adopted budget. The Annual Performance Plan for each Commercial Business Unit forms part of Council's Operational Plan.

CONCLUSION

It is recommended that Council endorse the attached Annual Performance Plan for Rockhampton Regional Waste and Recycling for 2022-23.

2022-23 ROCKHAMPTON REGIONAL WASTE AND RECYCLING PERFORMANCE PLAN

Rockhampton Regional Waste and Recycling 2022-23 Performance Plan

Meeting Date: 24 May 2022

Attachment No: 1

ROCKHAMPTON REGIONAL WASTE AND RECYCLING

2022-2023 PERFORMANCE PLAN

OVERVIEW

Rockhampton Regional Waste and Recycling (RRWR) is a commercial business unit of Council providing recycling and solid waste collection and management services to the communities of Rockhampton, Gracemere, Mount Morgan and surrounds. It also provides waste transfer station management services to the communities of Bajool, Bushley, Alton Downs and Bouldercombe.

RRWR will enhance the community by embracing the principles of Council's Waste Strategy 2020-2030, as we move towards a circular economy.

This plan underpins RRWR's performance objectives over the 2022-23 financial year in accordance with the *Local Government Regulation 2012* and commercialisation principles under the provisions of the *Local Government Act 2009*.

OBJECTIVES

RRWR will deliver all services relating to waste management and collection on behalf of Council in accordance with the parameters outlined within this performance plan and those identified within Council's 2022-23 Operational Plan.

The key objectives of RRWR are to deliver commercially viable waste and recycling services that satisfy adopted customer service standards.

RRWR will, in conducting the activities on behalf of Council:

- Provide high-quality, safe, reliable and cost-effective waste services;
- Operate in a safe, efficient and financially sustainable manner and provide Council with an appropriate rate of return;
- Responsibly manage, improve and augment infrastructure;
- Be responsive to customer needs;
- Provide efficient and effective collection services;
- Meet performance targets;
- Optimise costs and business processes;
- Protect the environment, encourage waste conservation and waste re-use; and
- Undertake other commercial activities on a cost recovery basis with an appropriate rate of return.

VALUES

RRWR will provide a service which embraces Council's Corporate Values as well as a number of other values.

Vision

To live in a community without waste.

Mission

We will become a "zero-waste" community by 2050, diverting 90% of waste from landfill.

Values Statement

RRWR will provide a service which embraces Council's corporate values. We will protect the environment based upon legislative guidelines and best practice for the betterment of our community and future generations. We will value our earth commodities through implementing innovative and viable resource recovery practices.

NATURE AND SCOPE OF ACTIVITIES

Broadly, the nature and extent of the waste and recycling services provided by RRWR are as follows:

Number of domestic and commercial collection services – General Waste (as at 1 January 2022)	38,016
Number of domestic and commercial collection services – Recycling (as at 1 January 2022)	34,930
Total Waste to Landfill – including kerbside waste collection but not including cover material (tonnes) (as at 30 June 2021)	53,932t
Kerbside Waste Collection (tonnes) (as at 30 June 2021)	22,866t
Kerbside Recycling Collection (tonnes) (as at 30 June 2021)	4,497t
Landfills	1
Transfer Stations – Staffed	7

FINANCIAL AND NON- FINANCIAL PERFORMANCE TARGETS

Financial Performance

Performance Measure	2022-23 Target	Explanation	Calculation
Operating surplus ratio	27.1%	An indicator of the extent to which revenue raised covers operational expenses only or are available for capital funding purposes or other purposes.	Net result (excluding capital items) divided by total operating revenue (excluding capital items)
Interest coverage ratio	50.1 times	An indicator of the extent to which an entity can pay their interest expense on outstanding debt.	Earnings before interest, tax, depreciation and amortisation divided by interest expense
Asset sustainability ratio	Greater than 90%	An indicator of the extent to which the infrastructure assets are being replaced as they reach the end of their useful lives. The Department of Infrastructure, Local Government and Planning target is greater than 90% per annum (on average over the long-term).	Capital expenditure on the replacement of assets (renewals) divided by depreciation expense
Competitive neutrality ratio (% of gross revenue)	2.0%	An indicator of the extent to which operating revenues are committed to competitive neutrality adjustments such as tax equivalents and return to Council.	Competitive neutrality adjustments divided by operating revenue
Depreciation ratio	6.0%	An indicator of the extent to which operating revenues are committed to funding depreciation.	Depreciation and amortisation expenditure divided by operating revenue
Return on assets	30.2%	An indicator of how profitable a business is relative to its total assets. Return on assets tells you what earnings were generated from invested capital (assets).	Net profit after tax divided by Written Down Value of assets (excluding contributed or rehabilitation assets)
RRC Operational Plan	By year end	Initiatives successfully completed.	N/A

Performance Measure	2022-23 Target	Explanation	Calculation
Operating Budget	Advise quarterly or when variances arise	Conduct all activities in accordance with required timelines and budget.	N/A
Annual Revenue	Advise quarterly or when variances arise	Timely reporting of any significant variations to budget revenue and collection timing.	N/A
Capital Works	Within 3%	Completion of capital program in accordance with adopted timeframe and budget.	Actual expenditure divided by budget

Non-Financial Performance

Performance Measure	2022-23 Target
Weekly collection of domestic waste on the same day every week	98%
Weekly collection of commercial waste	95%
Fortnightly collection of domestic recyclable waste	98%
Fortnightly collection of commercial recyclable waste	98%
Missed service collection provided within two working days from notification when notification is within one working day of scheduled collection	95%
Collection services will be made available within five working days upon application by the owner	95%
Provision of assisted services within ten working days from application by the resident/s	98%
Repair or replacement of stolen, removed, damaged, vandalised mobile bins within five working days from notification	95%

COMMUNITY SERVICE OBLIGATIONS

Community service obligations arise when a government specifically requires a public enterprise to carry out activities relating to outputs or inputs which it would not elect to do on a commercial basis or, alternatively, would only provide at higher prices or via some other form of compensation.

The following community service obligations have been identified for the 2022-23 financial year and are funded by Council:

Community Service Obligation	Estimated Cost	Objective
Old Landfills Maintenance Works	\$109,000	To offset the costs associated with monitoring and maintaining many old closed landfill sites.
Regulated Waste Disposal	\$178,000	Regulated waste must all be disposed of in adherence to environmental laws and regulations and the method of disposal is quite expensive. To ensure disposal costs charged to the community is at an affordable rate, which in turn will prevent illegal dumping and more costs due to environmental damage.
Green Waste	\$150,000	Council has introduced fees and charges for the disposal of green waste which is expected to off-set the cost of managing green waste by the amount of \$455,000. The CSO amount has been reduced by the same amount.

Community Service Obligation	Estimated Cost	Objective
Waste Education	\$55,000	To assist with the provision of education to the community in relation to the whole range of waste issues, in particular to develop community wide support for Council's strategic agenda of achieving zero waste by 2050, and to fostering desired behaviours in relation to recycling, waste generation, litter and illegal dumping.
Assisted Service	\$254,000	To offset the additional costs of providing Assisted Services for waste and recycling collections, being those services whereby operators are required to access the resident's property to collect and return bins.
Regional Waste Transfer Stations	\$650,000	Council has fees and charges for disposal of waste at the regional waste transfer stations which will offset operational costs by the amount of \$284,000. The CSO amount has been reduced by the same amount.
TOTAL	\$1,396,000	

FINANCIAL POLICIES

Capital Structure

RRWR's notional capital structure is 60% debt/40% equity for pricing purposes. RRWR will continue to improve long term financial planning models which upon adoption, will be incorporated into Council's overall financial strategy. All RRWR's financial planning is subject to approval by Council.

Borrowings

Debt financing is provided by Council under the terms and conditions imposed by the Queensland Treasury Corporation having regard to Council's determination on RRWR's capital structure. RRWR will be responsible for managing this debt and use Council's services where necessary to assist in this regard. Loans will only be used for capital expenditure and long term borrowing strategies will be in line with Council's long term financial plan.

Depreciation

Asset depreciation for external reporting and tax purposes will be calculated in accordance with Australian Accounting Standards and the Local Government Tax Equivalent Manual, respectively.

Working Capital

Council provides working capital as required which does not replace long term fixed borrowings.

Dividends

Annual dividends returned to Council are determined as part of the budget process. A ten year forecast reviews the level of future capital expenditure and affordability prior to setting dividends.

Treatment of Surpluses/Losses

In accordance with Council resolution, after the required Return on Assets and Income Tax Equivalents have been forwarded to Council each year, any remaining surplus/loss will be held in RRWR's Retained Earnings for revenue fluctuations unless Council endorses an alternate treatment of such revenue.

Taxation

RRWR is required to pay taxes either in the form of tax equivalents (income tax, land tax, payroll tax and stamp duty) to Council or via Council to the relevant government agencies (GST and fringe benefits).

Grants and Subsidies

RRWR, in conjunction with Council, will provide priority projects to optimise use of available grants and subsidies.

Pricing

When developing pricing structures, Council applies the National Competition Policy methodologies in conjunction with Council policies. While it is Council's responsibility for price setting, applying competitive neutrality principles negates competitive advantage when acting as a monopoly business activity.

Waste utility charges consist of a general waste service and/or a recycling service for both domestic and commercial customers.

Landfill gate fees are set per tonne or transaction.

Waste Transfer Station gate fees are set per transaction.

PROPOSED MAJOR INVESTMENTS

RRWR's proposed major investments for 2022-23 financial year are outlined below:

Project	Cost
Gracemere Waste Transfer Station – Design and Construct	\$1.9M
Lakes Creek Road Reuse Shop Carpark	\$0.8M
Lakes Creek Road Landfill – Life Extension (next landfill cell)	\$3.9M
Detailed Design for Vertical Expansion of Lakes Creek Road Landfill	\$0.9M
Other projects	\$1.1M
TOTAL	\$8.6M

CUSTOMER SERVICE

Customers are entitled to be provided with a service that consistently meets all relevant state legislative compliance targets and national guideline requirements. Customer needs and satisfaction will be met in the achievement of our Customer Service Standard performance targets and through our values. RRWR is responsible for the contact with, and commitment to, customers in accordance with customer service standards. Commercial customers will also have a formal contract with Council but the service will be provided by RRWR on behalf of Council.

RRWR is determined to meet customer needs and provide quality services. Customer needs shall be evaluated by a variety of measures including, but not limited to stakeholder analysis and engagement through customer feedback and analysis of services provided by other waste management agencies.

When delivering services such as household waste collection, commercial waste collection, recycling services, waste advisory services and landfill waste disposal services, RRWR recognises that customers are entitled to be guaranteed of a certain level of service.

RRWR undertakes quarterly reporting to Council on performance against the adopted Customer Service Standards and aims to achieve the Non-Financial Performance indicators in the 2022-23 Performance Plan.

DELEGATED AUTHORITIES

Council will be responsible for providing an environment in which RRWR can operate in a manner in which it has every opportunity to meet the objectives of commercialisation and that responsibility will include:

- Providing RRWR with management autonomy to operate to achieve outcomes set by Council, within the context of the management framework of Council, in line with legislation, and in accordance with the adopted performance plan;
- Providing funding as agreed in budget;
- Not unnecessarily withholding approvals; and
- Not to expect non-commercial effort unless identified as a customer service obligation and appropriate funding provided.

To protect its assets and to ensure that it can meet its performance agreement with Council, RRWR is responsible for managing and controlling the operations and development of waste infrastructure, where required, in accordance with Council's adopted policies.

RRWR's overall delegated authorities are in accordance with section 259 of the *Local Government Act 2009*. A full list of delegations and authorisations is maintained in Council's Delegations and Authorisations Registers including delegated powers in various Legislative Acts.

REPORTING FRAMEWORK

RRWR will report to Council through various forums to meet corporate reporting requirements to satisfy the requirements set out in the *Local Government Act 2009* and the *Local Government Regulation 2012* and provide reports to regulatory authorities as required by a licenced operator of an environmentally relevant activity.

Corporate Requirements

Reporting Requirements
Annual Operations Report
Asset Management Plan
Council Officer Reports
Operational Plan metric inputs
Quarterly Performance Report
Waste Strategy Implementation

Regulatory Requirements

Reporting Requirements
Environmental Authority – Annual Return
National Pollution Inventory (NPI) – Annual Reporting
Queensland Waste Data System (QWDS) – Monthly and Annual Reporting

The *Local Government Regulation 2012* (section 175(4)) allows a performance plan to be amended at any time before the end of the financial year for which it is prepared.

SERVICE DELIVERY STATEMENT

Overview

Within the Waste and Recycling portfolio there are three main service areas:

Waste and Recycling Collections:

- RRWR General Waste Kerbside Collections
- Contracted Recycling Kerbside Collection
- Procured Materials Recycling Facility
- Public Open Space and Events Collection Services

Waste and Recycling Facilities:

- Development of Engineered Landfill – Lakes Creek Road
- Direct management of one Engineered Landfill for domestic and commercial waste disposal
- Provision of recycling services, including: paper and cardboard, commingled recyclables, oils, batteries, scrap metals, white goods, mattresses, paints, e-waste, solar panels and expanded polystyrene.
- Contract management of seven staffed regional waste transfer stations
- Management of historical and closed landfill sites

Waste and Recycling Management, Strategy and Education:

- Strategic management, including waste and recycling infrastructure development

- Complete the trial for kerbside organics collection and present a Business Case to Council on the most appropriate service for the Region
- Development and management of Council's Waste Strategy in line with National, State and Local objectives
- Community engagement and education relating to waste and recycling

Additionally, RRWR enjoy collaborative partnerships with other departments delivering key services and projects with a One Team approach:

- Advance Rockhampton, Events: waste reduction education and waste management services.
- Community Services, Environmental Sustainability: waste reduction initiatives including event management.
- Community Services, Parks and Community Assets and Facilities: waste and recycling collection services.
- Regional Services, Civil Operations: operation of a construction and demolition recycling facility at Lakes Creek Road Waste Management Facility.

Staff Resources

Tenure	Total FTEs
Fulltime	37

Other Resources

RRWR utilises 11 waste collection vehicles, one landfill compactor, one front end loader (waste handler), one excavator and other smaller plant (for example, mowers, litter vacuum, pumps, generators). Due to the breadth and nature of RRWR's activities, there is an element of work that is undertaken by local contractors particularly during construction periods at the landfill or regional waste transfer stations and for areas which require specialised work.

11 NOTICES OF MOTION

Nil

12 QUESTIONS ON NOTICE

Nil

13 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.

14 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.

15.1 Minor Alteration to Organisational Structure

In accordance with section 254J(3)(b) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss industrial matters affecting employees.

15 CONFIDENTIAL REPORTS

15.1 MINOR ALTERATION TO ORGANISATIONAL STRUCTURE

File No: 289

Attachments: 1. Proposed Structure April 2022

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Ross Cheesman - Deputy Chief Executive Officer

In accordance with section 254J(3)(b) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss industrial matters affecting employees.

SUMMARY

Employee and Union consultation has now been completed in relation to a minor change to the Organisational Structure.

16 CLOSURE OF MEETING