



ORDINARY MEETING

MINUTES

11 JUNE 2024

These Minutes are due to be confirmed at the next
Ordinary Council meeting on 25 June 2024.

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UNCONFIRMED

**REPORT OF THE ORDINARY MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 11 JUNE 2024 COMMENCING AT 9:00AM**

1 OPENING

- 1.1 Acknowledgement of Country
- 1.2 Opening Prayer delivered by Pastor Graham Chapman from the Seventh Day Adventist Church

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor E W Oram
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – Deputy Chief Executive Officer
Ms A Cutler – General Manager Community Services
Mr M Crow – Acting General Manager Regional Services (via video-link)
Ms M Taylor – Chief Financial Officer
Mr D Morrison – Manager Workforce and Governance
Mr Z Garven – Acting Executive Manager Advance Rockhampton
Mr J Kann – Manager Office of the Mayor
Ms M Younger – Manager Corporate and Technology (via video-link)
Mr C Wyatt – Coordinator Strategic Planning
Ms A James – Strategic Planner (via video-link)
Mr T Simon – Management Accounting and Treasury Supervisor (via video-link)
Mr C McKay – Rates and Revenue Supervisor (via video-link)
Mr M Clerc – Coordinator Accounting Services (via video-link)
Ms T Conrad – Executive Assistant to Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Councillor Neil Fisher.

9.03 AM Councillor Mathers attended the meeting

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting of 28 May 2024 be confirmed.

THAT the minutes of the Special Meeting of 29 May 2024 be confirmed.

THAT the minutes of the Special Meeting of 5 June 2024 be confirmed.

Moved by: Councillor Oram

Seconded by: Councillor Taylor

MOTION CARRIED UNANIMOUSLY

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Councillor Shane Latcham informed the meeting:

“I have a declarable conflict of interest in **Item 10.2 Councillor Discretionary Fund Application – Councillor Shane Latcham; Frenchville State School P&C Association** as my daughter Savannah Latcham attends Frenchville State School. I wish to participate in the decision in relation to this matter. I acknowledge that eligible councillors must now determine, whether I:

- May participate in the decision about the matter, including by voting on the matter; or
- Must leave the meeting, including any area set aside for the public, and stay away from the meeting while the eligible councillors discuss and vote on the matter.”

COUNCIL RESOLUTION

THAT The table determines that in the public interest that Councillor Latcham participates and votes on **Item 10.2 Councillor Discretionary Fund Application – Councillor Shane Latcham; Frenchville State School P&C Association** and no conditions on participating be imposed.

Moved by: Mayor Williams

Seconded by: Councillor Mathers

MOTION CARRIED

6 BUSINESS OUTSTANDING

6.1 LIFTING MATTERS FROM THE TABLE

File No: 10097
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

This report is being presented in order for matters that have been laid on the table at previous meetings to be formally lifted from the table prior to being dealt with at this meeting.

COUNCIL RESOLUTION

THAT the following matter be lifted from the table and dealt with accordingly:

- Reviewed Council Policies and Procedures

Moved by: Mayor Williams
Seconded by: Councillor Wickerson

MOTION CARRIED

6.2 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL

File No: 10097
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

The Business Outstanding Table is used as a tool to monitor outstanding items resolved at previous Council or Committee meetings. The current Business Outstanding Table for Ordinary Council is presented for Councillors' information.

COUNCIL RESOLUTION

THAT the Business Outstanding Table for Ordinary Council be received.

Moved by: Councillor Mathers

Seconded by: Councillor Oram

MOTION CARRIED UNAN

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

UNCONFIRMED

10 COUNCILLOR/DELEGATE REPORTS

10.1 LEAVE OF ABSENCE - DEPUTY MAYOR, COUNCILLOR DREW WICKERSON - 05 JULY 2024 TO 14 JULY 2024

File No: 10072
Authorising Officer: Nicole Semfel - Executive Assistant to the Mayor
Justin Kann - Manager Office of the Mayor
Evan Pardon - Chief Executive Officer
Author: Megan Careless - Executive Support Officer

SUMMARY

Deputy Mayor Councillor Drew Wickerson is seeking leave of absence from Friday 5 July 2024 to Sunday 14 July 2024 inclusive.

COUNCIL RESOLUTION

THAT Deputy Mayor Councillor Drew Wickerson be granted leave of absence from Friday 5 July 2024 to Sunday 14 July 2024 inclusive.

Moved by: Mayor Williams
Seconded by: Councillor Taylor

MOTION CARRIED

10.2 COUNCILLOR DISCRETIONARY FUND APPLICATION - COUNCILLOR SHANE LATCHAM; FRENCHVILLE STATE SCHOOL P&C ASSOCIATION

File No: 8295
Authorising Officer: Nicole Semfel - Executive Assistant to the Mayor
Justin Kann - Manager Office of the Mayor
Evan Pardon - Chief Executive Officer
Author: Megan Careless - Executive Support Officer

SUMMARY

Councillor Shane Latcham is seeking approval from Council to donate \$1000.00 to Frenchville State Primary School P&C Association from his Councillor Discretionary Fund.

COUNCIL RESOLUTION

THAT Council approve a donation of \$1,000.00 from Councillor Shane Latcham's Councillor Discretionary Fund to Frenchville State Primary School P&C Association to purchase play equipment for year 3 and 4 students.

Moved by: Mayor Williams
Seconded by: Councillor Taylor
MOTION CARRIED UNANIMOUSLY

11 OFFICERS' REPORTS

11.1 ANNUAL POLICY REVIEW - PURCHASING POLICY - ACQUISITION OF GOODS AND SERVICES

File No: 5883
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Megan Younger - Manager Corporate and Technology Services

SUMMARY

The annual review of the Purchasing Policy – Acquisition of Goods and Services is presented for Council's consideration and adoption.

COUNCIL RESOLUTION

That Council:

1. Adopts the revised Purchasing Policy – Acquisition of Goods and Services; and
2. Approves a review date of the Purchase Policy – Acquisition of Goods and Services of June 2025.

Moved by: Councillor Oram
Seconded by: Councillor Mathers
MOTION CARRIED UNANIMOUSLY

11.2 COMMUNITY ENGAGEMENT PLAN - PLANNING SCHEME AMENDMENT PACKAGE A

File No: RRPS-PRO-2023/004-06
Authorising Officer: Angus Russell - Executive Manager Advance Rockhampton
Author: Alyce James - Acting Coordinator Strategic Planning

SUMMARY

This report seeks formal endorsement of the Community Engagement Plan and to proceed to the public consultation stage under the Planning Act 2016 for Planning Scheme Major Amendment Package A – Flooding.

COUNCIL RESOLUTION

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

Moved by: Councillor Mathers

Seconded by: Councillor Oram

MOTION CARRIED UNANIMOUSLY

11.3 REVIEWED COUNCIL POLICIES AND PROCEDURES

File No: 10072
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer
Previous Items: 11.13 - Reviewed Council Policies and Procedures - Ordinary Council - 28 May 2024

SUMMARY

This report presents the following amended policies and procedures as listed for Council's consideration.

9.14 AM Councillor Rutherford attended the meeting.

COUNCIL RESOLUTION

1. THAT Council adopt the following amended policies and procedures and that these be reviewed in May 2028:
 - Media Policy & Procedure
 - Council Meeting Procedures Policy
 - Councillor Gifts, Benefits and Hospitality Policy
2. THAT Council review the Council Meeting Procedures Policy by 31 August 2024.

Moved by: Mayor Williams
Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

11.4 INTERIM MANAGEMENT REPORT FOR THE ROCKHAMPTON REGIONAL COUNCIL

File No: 8151
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

SUMMARY

Following the interim audit work performed to 30 April 2024, the Interim Management Letter was received from Thomas Noble & Russell (as delegate of the Auditor-General of Queensland). As required by the Local Government Regulation 2012, this is now presented to the next ordinary meeting of Council.

COUNCIL RESOLUTION

THAT the Interim Management Letter for the 2023/2024 financial audit for the Rockhampton Regional Council be received.

Moved by: Mayor Williams
Seconded by: Councillor Latcham

MOTION CARRIED UNANIMOUSLY

12 NOTICES OF MOTION

NOTICE OF MOTION - DEPUTY MAYOR COUNCILLOR DREW WICKERSON - QUEENSLAND CROCODILE MANAGEMENT PLAN

File No: 1174
Responsible Officer: Nicole Semfel - Executive Assistant to the Mayor
Justin Kann - Manager Office of the Mayor
Evan Pardon - Chief Executive Officer

SUMMARY

Deputy Mayor Councillor Drew Wickerson has indicated his intention to move a Notice of Motion at the next Ordinary Council Meeting scheduled for Tuesday 11 June 2024 regarding Queensland Crocodile Management Plan.

9.25 AM Chief Executive Officer left the meeting

COUNCIL RESOLUTION

THAT Council:

1. Lodge a submission to the Department of Environment, Science and Innovation, in relation to the Queensland Crocodile Management Plan Review, proposing implementation of an Active Removal Zone in the Fitzroy River extending from the Barrage to Alligator Creek;
2. Provide a letter of support to the Fitzroy River User Group, reinforcing the group's submission to Department of Environment, Science and Innovation;
3. Note the recent consultation of the draft Queensland Crocodile Management Plan and the limited changes proposed to the Fitzroy River; and
4. Endorse the need to conserve the Fitzroy River ecosystem in a way that balances protection of native wildlife with community sport and recreational use of the river.

Moved by: Councillor Wickerson

Seconded by: Councillor Rutherford

MOTION CARRIED UNANIMOUSLY

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS QUESTIONS

Nil

COUNCIL RESOLUTION

9:36AM

THAT the meeting be adjourned for a 25 minute recess, to resume at 10:00AM

Moved by: Mayor Williams
Seconded by: Councillor Latcham

MOTION CARRIED**COUNCIL RESOLUTION**

10:00AM

THAT the meeting be resumed.

Moved by: Mayor Williams
Seconded by: Councillor Wickerson

MOTION CARRIED**COUNCIL RESOLUTION**

10:01AM

THAT the meeting be adjourned for a further 20 minute recess, to resume at 10:20AM

Moved by: Mayor Williams
Seconded by: Councillor Taylor

MOTION CARRIED**COUNCIL RESOLUTION**

10:20AM

THAT the meeting be resumed.

Moved by: Mayor Williams
Seconded by: Councillor Oram

MOTION CARRIED UNANIMOUSLY

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor E W Oram
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – Deputy Chief Executive Officer
Ms A Cutler – General Manager Community Services
Mr M Crow – Acting General Manager Regional Services (via video-link)
Ms M Taylor – Chief Financial Officer
Mr D Morrison – Manager Workforce and Governance
Mr J Kann – Manager Office of the Mayor
Ms T Conrad – Executive Assistant to Chief Executive Officer

15 CLOSED SESSION

In accordance with the provisions of section 254J(3) of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

COUNCIL RESOLUTION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

16.1 2024/2025 Budget Briefing

In accordance with section 254J(3)(c) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the local government's budget.

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

MOTION CARRIED UNANIMOUSLY

COUNCIL RESOLUTION

10.21 AM

THAT pursuant to s7.11 Council Meeting Procedures the meeting moves into Closed Session and be closed to the public.

Moved by: Councillor Mathers

Seconded by: Councillor Latcham

MOTION CARRIED

11.09 AM Chief Executive Officer returned to the meeting

11.15 AM Councillor Taylor left the meeting

11.18 AM Councillor Taylor returned to the meeting

COUNCIL RESOLUTION

11:20AM

THAT pursuant to s5.12 *Council Meeting Procedures* the meeting moves out of Closed Session and be opened to the public.

Moved by: Councillor Wickerson

Seconded by: Councillor Taylor

MOTION CARRIED

COUNCIL RESOLUTION

11.20 AM

THAT the meeting be adjourned, to resume at 2:00PM

Moved by: Mayor Williams

Seconded by: Councillor Wickerson

MOTION CARRIED

COUNCIL RESOLUTION

2:01PM

THAT the meeting be resumed.

Moved by: Mayor Williams

Seconded by: Councillor Taylor

MOTION CARRIED

COUNCIL RESOLUTION

2.01 PM

THAT pursuant to s7.11 *Council Meeting Procedures* the meeting moves into Closed Session and be closed to the public.

Moved by: Councillor Wickerson

Seconded by: Councillor Taylor

MOTION CARRIED

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor E W Oram
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – Deputy Chief Executive Officer
Ms A Cutler – General Manager Community Services
Ms M Taylor – Chief Financial Officer
Mr D Morrison – Manager Workforce and Governance (via video-link)
Mr J Kann – Manager Office of the Mayor
Mr T Simon – Management Accounting and Treasury Supervisor (via video-link)
Mr C McKay – Rates and Revenue Supervisor (via video-link)
Mr M Clerc – Coordinator Accounting Services (via video-link)
Ms T Conrad – Executive Assistant to Chief Executive Officer

COUNCIL RESOLUTION

2.28 PM

THAT pursuant to s7.11 Council Meeting Procedures the meeting moves out of Closed Session and be opened to the public.

Moved by: Mayor Williams
Seconded by: Councillor Wickerson

MOTION CARRIED

16 CONFIDENTIAL REPORTS

16.1 2024/2025 BUDGET BRIEFING

File No: 8785
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Marnie Taylor - Chief Financial Officer

In accordance with section 254J(3)(c) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the local government's budget.

SUMMARY

This report will provide an update to Council on the progress of the 2024/2025 Budget.

COUNCIL RESOLUTION

THAT Council receive the information associated with the briefing on the 2024/2025 Budget as presented and endorse Option F contained within the report.

Moved by: Mayor Williams
Seconded by: Councillor Oram
MOTION CARRIED UNANIMOUSLY

17 CLOSURE OF MEETING

There being no further business the meeting closed at 2.28 pm.

SIGNATURE

CHAIRPERSON

DATE

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