



# ORDINARY MEETING

## AGENDA

**26 APRIL 2018**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 26 April 2018 commencing at 9.00am for transaction of the enclosed business.*

*R Chessman*

**ACTING CHIEF EXECUTIVE OFFICER**  
19 April 2018

Next Meeting Date: 15.05.18

**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****2 PRESENT**

Members Present:

Deputy Mayor, Councillor C R Rutherford (Chairperson)  
Councillor C E Smith  
Councillor M D Wickerson  
Councillor A P Williams  
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

The Mayor, Councillor Margaret Strelow has tendered her apology as she is attending Council business in Brisbane on 26 April 2018.

Councillor Rose Swadling has tendered her apology and will not be in attendance.

Councillor Stephen Schwarten previously granted leave of absence from 27 March 2018 to 5 May 2018 inclusive.

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 10 April 2018

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

**6 BUSINESS OUTSTANDING**

Nil

## 7 PUBLIC FORUMS/DEPUTATIONS

### 7.1 DEPUTATION - RSPCA - HIDDEN FENCES

**File No:** 1464  
**Attachments:** Nil  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Steven Gatt - Manager Planning and Regulatory Services

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#### **SUMMARY**

*On 6 March 2018 Council requested further information on hidden fences before a decision is made regarding the Subordinate Local Law No. 5 (Animal Management). Paul Hagen from RSPCA is invited to present to Council.*

#### **OFFICER'S RECOMMENDATION**

THAT the deputation by Paul Hagen be 'received'.

**8 PRESENTATION OF PETITIONS**

Nil



## **9 COMMITTEE REPORTS**

### **9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 17 APRIL 2018**

#### **RECOMMENDATION**

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 17 April 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

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**Recommendation of the Planning and Regulatory Committee, 17 April 2018**
**9.1.1 D/136-2017 - DEVELOPMENT APPLICATION FOR RECONFIGURING A LOT (ONE LOT INTO TWO LOTS)**

**File No:** D/136-2017

**Attachments:**

1. Zoning Plan
2. Locality Plan
3. Site Plan

**Authorising Officer:** Tarnya Fitzgibbon - Coordinator Development Assessment  
Steven Gatt - Manager Planning and Regulatory Services  
Colleen Worthy - General Manager Community Services

**Author:** Amy Johnson - Acting Planning Officer

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**SUMMARY**

*Development Application Number:* D/136-2017

*Applicant:* Diawyn Pty Ltd

*Real Property Address:* Lot 2 on RP885689, Parish of Gracemere

*Common Property Address:* 9 Kelly Road, Gracemere

*Area of Site:* 41.53 hectares

*Planning Scheme:* Rockhampton Region Planning Scheme 2015

*Planning Scheme Zone:* Low Impact Industry Zone and Rural Zone

*Planning Scheme Overlays:* Flood hazard overlay  
Special management area overlay

*Existing Development:* Transportable building hire and sales business and rural land

*Existing Approvals:* AF-31-16.318 – Material Change of Use for a Low Impact Industry (Industrial Shed Enclosure)

*Approval Sought:* Development Permit for Reconfiguring a Lot (one lot into two lots)

*Level of Assessment:* Impact Assessable

*Submissions:* Nil

*Referral Agency(s):* Department of Infrastructure, Local Government and Planning

*Infrastructure Charges Area:* Charge Area 3

*Application Progress:*

<i>Application Lodged:</i>	9 November 2017
<i>Confirmation Notice issued:</i>	21 November 2017
<i>Request for Further Information sent:</i>	23 November 2017
<i>Request for Further Information responded to:</i>	23 February 2018
<i>Submission period commenced:</i>	5 March 2018
<i>Submission period end:</i>	23 March 2018

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<i>Last receipt of information from applicant:</i>	<i>28 March 2018</i>
<i>Statutory due determination date:</i>	<i>8 May 2018</i>

## COMMITTEE RECOMMENDATION

### **RECOMMENDATION A**

THAT in relation to the application for a Development Permit for Reconfiguring a Lot (one lot into two lots), made by Diawyn Pty Ltd, located at 9 Kelly Road, Gracemere, described as Lot 2 on RP885689, Parish of Gracemere, Council resolves to Approve the application subject to the following conditions:

#### 1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
  - 1.3.1 to Council's satisfaction;
  - 1.3.2 at no cost to Council; and
  - 1.3.3 prior to the issue of the Approval Certificate for the Survey Plan, unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the issue of the Compliance Certificate for the Survey Plan, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
  - 1.5.1 Operational Works:
    - (i) Access Works.
- 1.6 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.7 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.
- 1.8 An easement over the One Percent Average Recurrence Interval Neerkol Creek flood extents must be created over Lot 2. Easement documents must accompany the Survey Plan for endorsement by Council, prior to the issue of the Approval Certificate for the Survey Plan.
- 1.9 The access to Lot 2 must be via the proposed access easement over Lot 1. Easement documents must accompany the Survey Plan for endorsement by Council, prior to the issue of the Compliance Certificate for the Survey Plan.

2.0 APPROVED PLANS AND DOCUMENTS

- 2.1 The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by any condition of this development approval:

Drawing/report title	Prepared by	Date	Reference number	Version/issue
Site Plan	Design & Architecture	7 November 2017	GG-011	Rev 1

- 2.2 Where there is any conflict between the conditions of this development approval and the details shown on the approved plans and documents, the conditions of this development approval must prevail.

- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Operational Works.

3.0 ACCESS WORKS

- 3.1 A Development Permit for Operational Works (access works) must be obtained prior to the commencement of any access works required by this development approval.

- 3.2 All access works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, and the provisions of a Development Permit for Operational Works (access works).

- 3.3 All access areas must be constructed in accordance with the approved site plan (refer to condition 2.1). The access must be constructed, operated and maintained in a manner so that there is no significant impact on the amenity of adjoining premises or the surrounding area being caused due to the emission of dust or resulting in sediment laden water. In the event the surface does not perform adequately, or the amenity impacts cannot be mitigated, the access must be sealed to Council's satisfaction.

- 3.4 The existing access for Lot 1 must be upgraded to comply with the requirements of the *Capricorn Municipal Development Guidelines*.

4.0 ASSET MANAGEMENT

- 4.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.

- 4.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.

5.0 OPERATING PROCEDURES

- 5.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Kelly Road or Hall Road.

ADVISORY NOTESNOTE 1. Property Note - Flood Risk

It is advised that the majority of the subject site is inundated by a one percent (1%) average exceedance probability flood. The flood modelling for this area has only recently been completed as at 3 April 2018 and has not been adopted

by Council or been made publically available at this time. Council advises against the construction of any habitable structures within the affected areas of Lot 2 due to the risks associated with flooding.

NOTE 2. General Environmental Duty

General environmental duty under the *Environmental Protection Act 1994* prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation.

NOTE 3. General Safety Of Public During Construction

The *Work Health and Safety Act 2011* and *Manual of Uniform Traffic Control Devices* must be complied with in carrying out any construction works, and to ensure safe traffic control and safe public access in respect of works being constructed on a road.

NOTE 4. Works in Road Reserve Permit

It is advised that a Works in Road Reserve Permit (including a fee for the vehicle crossover and compliant with Standard *Capricorn Municipal Development Guidelines*, Standard Drawings) may be accepted in place of the application for a Development Permit for Operational Works (access works).

NOTE 5. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council policies. The charges are presented on an Infrastructure Charges Notice.

NOTE 6. Rural Addressing

Rural addressing must be provided to Lot 2 in accordance with Council's rural addressing procedures.

**RECOMMENDATION B**

That in relation to the application for a Development Permit for Reconfiguring a Lot (one lot into two lots), made by Diawyn Pty Ltd, located at 9 Kelly Road, Gracemere, described as Lot 2 on RP885689, Parish of Gracemere, Council resolves to issue an Infrastructure Charges Notice for the amount of \$7,000.00.

**Recommendation of the Planning and Regulatory Committee, 17 April 2018****9.1.2 D/135-2017 - DEVELOPMENT APPLICATION FOR OPERATIONAL WORKS FOR EARTHWORKS AND A RETAINING WALL****File No:** D/135-2017**Attachments:**

1. Locality Plan
2. Plan View and Elevations of Retaining Wall
3. Construction Details of Retaining Wall

**Authorising Officer:** Tarnya Fitzgibbon - Coordinator Development Assessment  
Steven Gatt - Manager Planning and Regulatory Services  
Colleen Worthy - General Manager Community Services**Author:** Philip Benfield - Operational Works Administrator

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**SUMMARY**

*The proposal is to construct up to a two (2) metre high concrete block retaining wall, topped with a 1.5 metre high timber fence, along the western boundary of 9 Rogar Avenue.*

**COMMITTEE RECOMMENDATION**

THAT in relation to the application for a Development Permit for Operational Works for Earthworks and a Retaining Wall on Lot 1 on RP618772 and located at 9 Rogar Avenue, Frenchville, Council resolves to Refuse the application for the following reasons:

1. The visual character and amenity of the adjoining property owners will be adversely affected as a result of the construction of the retaining wall;
2. The proposed retaining wall is of a scale and size which is not appropriate for the Low Density Residential Zone;
3. Access to natural light and ventilation for adjoining property owners will be compromised as a direct result of the construction of the retaining wall.

Further, if a related application to achieve a similar outcome is received by Council within 6 months, application fees will be waived.

**Recommendation of the Planning and Regulatory Committee, 17 April 2018****9.1.3 DECISION UNDER DELEGATION - MARCH 2018**

**File No:** 7028  
**Attachments:** Nil  
**Authorising Officer:** Steven Gatt - Manager Planning and Regulatory Services  
Colleen Worthy - General Manager Community Services  
**Author:** Tarnya Fitzgibbon - Coordinator Development Assessment

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**SUMMARY**

*This report outlines the properly made development applications received in March 2018 and whether they will be decided under delegation or decided by Council.*

**COMMITTEE RECOMMENDATION**

THAT this report into the applications lodged in March 2018 be received.

**Recommendation of the Planning and Regulatory Committee, 17 April 2018****9.1.4 MONTHLY OPERATIONS REPORT FOR PLANNING AND REGULATORY SERVICES - MARCH 2018****File No: 1464****Attachments:**  
**1. Monthly Operations Report - March 2018**  
**2. Traffic Light Report - March 2018****Authorising Officer: Colleen Worthy - General Manager Community Services****Author: Steven Gatt - Manager Planning and Regulatory Services**

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**SUMMARY**

*The Monthly Operations Report for the Planning and Regulatory Services Section for March 2018 is presented for Councillor's information.*

**COMMITTEE RECOMMENDATION**

THAT the Planning and Regulatory Services Monthly Operations Report for March 2018 be 'received'.



**Recommendation of the Planning and Regulatory Committee, 17 April 2018****9.1.5 PARKING OCCUPANCY AND TURNOVER - ALMA STREET**

**File No:** 1464  
**Attachments:** Nil  
**Authorising Officer:** Steven Gatt - Manager Planning and Regulatory Services  
Colleen Worthy - General Manager Community Services  
**Author:** Nishu Ellawala - Coordinator Local Laws  
**Previous Items:** 9.1.6 - Parking Occupancy and Turnover - Pilbeam Theatre - Planning and Regulatory Committee - 14 Nov 2017 9.00 am

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**SUMMARY**

*This report provides an analysis of the parking occupancy and the current revenue and expenses of the parking infrastructure at the Alma Street Car Park.*

**COMMITTEE RECOMMENDATION**

THAT the Committee adopts Option 2 as detailed in the report.

**9.2 INFRASTRUCTURE COMMITTEE MEETING - 17 APRIL 2018****RECOMMENDATION**

THAT the Minutes of the Infrastructure Committee meeting, held on 17 April 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Infrastructure Committee, 17 April 2018****9.2.1 GRACEMERE DETENTION BASIN PRELIMINARY DESIGN REPORT****File No:** 1743**Attachments:** 1. **Gracemere Regional Detention Basin:  
Preliminary Design Report Executive  
Summary and Mapping (AECOM 2017)****Authorising Officer:** **Martin Crow - Manager Engineering Services  
Peter Kofod - General Manager Regional Services****Author:** **Monishaa Prasad - Acting Coordinator Strategic  
Infrastructure**

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**SUMMARY**

*The following report contains a brief overview of the Gracemere Regional Detention Basin Preliminary Design Report for Council consideration and endorsement.*

**COMMITTEE RECOMMENDATION**

THAT Council endorse the AECOM 2017 Gracemere Regional Detention Basin Preliminary Design Report.

**Recommendation of the Infrastructure Committee, 17 April 2018****9.2.2 MONTHLY OPERATIONS REPORT-ENGINEERING SERVICES-MARCH 2018****File No: 7028****Attachments: 1. Monthly Operations Report - Engineering Services - March 2018****Authorising Officer: Peter Kofod - General Manager Regional Services****Author: Martin Crow - Manager Engineering Services**

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**SUMMARY**

*This report outlines Engineering Services Monthly Operations Report for the period to the end of March 2018.*

**COMMITTEE RECOMMENDATION**

THAT the Engineering Services Monthly Operations Report for April 2018 be received.

**Recommendation of the Infrastructure Committee, 17 April 2018****9.2.3 CIVIL OPERATIONS MONTHLY OPERATIONS REPORT**

**File No:** 7028  
**Attachments:** 1. Civil Operations Monthly Operations Report - March 2018  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** David Bremert - Manager Civil Operations

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**SUMMARY**

*This report outlines Civil Operations Monthly Operations Report for March 2018.*

**COMMITTEE RECOMMENDATION**

THAT the Civil Operations Monthly Operations Report for March 2018 be received.

**9.3 AIRPORT, WATER AND WASTE COMMITTEE MEETING - 17 APRIL 2018****RECOMMENDATION**

THAT the Minutes of the Airport, Water and Waste Committee meeting, held on 17 April 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Airport, Water and Waste Committee, 17 April 2018****9.3.1 DEPARTMENT OF ENERGY AND WATER SUPPLY (DEWS) REGIONAL WATER SUPPLY SECURITY ASSESSMENT (RWSSA) FOR MOUNT MORGAN**

**File No:** 2830  
**Attachments:** 1. Mount Morgan Regional Water Supply Security Assessment  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Jason Plumb - Manager Fitzroy River Water

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**SUMMARY**

*The Department of Energy and Water Supply (DEWS) has been working with FRW to undertake an assessment of the water supply security for Mount Morgan. The history of water supply security predicts the likely future water supply security for this community and identifies a number of actions that Council can potentially undertake to help improve water supply security in Mount Morgan.*

**COMMITTEE RECOMMENDATION**

THAT the Regional Water Supply Security Assessment report for Mount Morgan be received.

**Recommendation of the Airport, Water and Waste Committee, 17 April 2018****9.3.2 FRW MONTHLY OPERATIONS REPORT - MARCH 2018**

**File No:** 1466  
**Attachments:** 1. FRW Monthly Operations Report - March 2018  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Jason Plumb - Manager Fitzroy River Water

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**SUMMARY**

*This report details Fitzroy River Water's financial position and other operational matters for the Council's information as at 31 March 2018.*

**COMMITTEE RECOMMENDATION**

THAT the FRW Monthly Operations Report for March 2018 be received.



**Recommendation of the Airport, Water and Waste Committee, 17 April 2018****9.3.3 FRW ANNUAL PERFORMANCE PLAN AS AT 31 MARCH 2018**

**File No:** 1466

**Attachments:**

1. **Customer Service Standards as at 31 March 2018**
2. **Customer Service and Financial Targets as at 31 March 2018**
3. **Non Compliance Comments as at 31 March 2018**

**Authorising Officer:** Peter Kofod - General Manager Regional Services

**Author:** Jason Plumb - Manager Fitzroy River Water

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**SUMMARY**

*Fitzroy River Water's performance against financial and non-financial targets and key strategies is reported to Council on a quarterly basis in accordance with the adopted Annual Performance Plan for 2017/18. This report as at 31 March 2018 is presented for the Committee's information.*

**COMMITTEE RECOMMENDATION**

THAT the Fitzroy River Water Annual Performance Plan quarterly report as at 31 March 2018 be received.

**Recommendation of the Airport, Water and Waste Committee, 17 April 2018****9.3.4 ROCKHAMPTON AIRPORT MONTHLY OPERATIONAL REPORT - MARCH 2018****File No: 7927****Attachments: 1. Rockhampton Airport Monthly Operational Report - March 2018****Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer****Author: Tracey Baxter - Manager Airport**

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**SUMMARY**

*The monthly operations and annual performance plan report for the Rockhampton Airport for March 2018 is presented for Councillors information.*

**COMMITTEE RECOMMENDATION**

THAT the Rockhampton Airport Operations and Annual Performance Plan Report for March 2018 be 'received'.

**Recommendation of the Airport, Water and Waste Committee, 17 April 2018****9.3.5 ROCKHAMPTON REGIONAL WASTE AND RECYCLING MONTHLY OPERATIONS REPORT AS AT 31 MARCH 2018**

**File No:** 7927  
**Attachments:** 1. RRWR Monthly Section Operations Report February and March 2018  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Craig Dunglison - Manager RRWR

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**SUMMARY**

*The purpose of this report is to provide Council with an overview of Rockhampton Regional Waste and Recycling (RRWR) for the months of February and March 2018.*

**COMMITTEE RECOMMENDATION**

THAT the RRWR Monthly Operations report for the period ended 31 March 2018 be received.

**9.4 COMMUNITY SERVICES COMMITTEE MEETING - 18 APRIL 2018****RECOMMENDATION**

THAT the Minutes of the Community Services Committee meeting, held on 18 April 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Community Services Committee, 18 April 2018****9.4.1 COMMUNITY ASSISTANCE PROGRAM**

<b>File No:</b>	<b>12535</b>
<b>Attachments:</b>	<b>1. Community Assistance Program - Attachment Sheet 18 April 2018</b>
<b>Authorising Officer:</b>	<b>Colleen Worthy - General Manager Community Services</b>
<b>Author:</b>	<b>Naomi Brownless - Acting Manager Communities</b>

**SUMMARY**

*Twenty four applications for funding were received for the third round of the Community Assistance Program for the current financial year. The applications have been assessed and recommendations for funding are presented for Council consideration.*

**COMMITTEE RECOMMENDATION**

THAT Council approves the allocation of funding from the Community Assistance Program for the following:

<b>Applicant</b>	<b>Purpose of Grant/Sponsorship</b>	<b>Amount</b>
AM Media Consultants T/S Special Children's Christmas Parties	2018 CQ Special Christmas Party	\$2,250.00
Australian Barrel Horse Association Inc – Capricorn Coast Circuit	ABHA Cap Coast Annual Martin Saddlery	\$2,500.00
Bouldercombe Pony Club Inc	Bouldercombe Pony Club Inc – Inaugural Sporting Gymkhana	\$641.00
Capricorn Silver Band Inc	Band Hall Electrical Upgrade and Air Conditioning Installation	\$9,707.00
Central Queensland Alliance Francaise (Rockhampton & District) Inc	French Film Festival	\$625.00
Central Queensland Life Education Centre Inc (CQLEC)	Healthy Harold Mascot for CQ Life Education	\$1,300.00
Central Queensland Multicultural Association Inc	Taste of the World Festival	\$2,500.00
CQUni/School of Education and the Arts	Romp in the Park	\$2,750.00
Fitzroy Motor Boat Club Inc	Refurbishment of Roof and Air Conditioning	\$7,250.00
Frenchville Sports Club	2018 Capricorn Claws Home Game	\$3,250.00
Indian Association of Central Queensland	Diwali Milan 2018	\$4,000.00
Mount Morgan Promotion and Development Inc	Dee Home Grown Festival	\$3,000.00
Mount Morgan Rodeo Association Inc	Mt Morgan Rodeo and Family Fun Day	\$2,500.00
Mount Morgan Show Society Inc	Mount Morgan Show 2018	\$5,000.00

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Multicultural Development Australia Ltd & Queensland Police Services	Multi Faith Dinner	\$3,500.00
Queensland Theatre Company	Scene Project	\$3,552.00
Ridgeland & District Sporting & Agricultural Association Inc	2018 Ridgeland Show	\$5,988.57
Rockhampton Hockey Association Inc	Facilities Equipment	\$1,900.00
Rockhampton Barra Bounty (Managed by Infish Australia)	Rocky Barra Bounty	\$2,500.00
Scripture Union	Powerkids Egyptian Adventure	\$2,484.00
St Paul's Catholic Primary School Parents and Friends	Water Supply to Athletics Shed	\$1,500.00
Women That Fish Barra Classic	2018 Women That Fish Barra Classic	\$1,200.00
<b>TOTAL</b>		<b>\$69,897.57</b>

**Recommendation of the Community Services Committee, 18 April 2018****9.4.2 COMMUNITIES AND FACILITIES MONTHLY OPERATIONAL REPORT****File No: 1464****Attachments: 1. Monthly Operations Report - Communities and Facilities****Authorising Officer: Colleen Worthy - General Manager Community Services****Author: Naomi Brownless - Acting Manager Communities**

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**SUMMARY**

*This report provides information on the activities of the Communities and Facilities section for February 2018.*

**COMMITTEE RECOMMENDATION**

THAT the Monthly Operational Report on the activities of the Communities and Facilities section for February 2018 be received.

**Recommendation of the Community Services Committee, 18 April 2018****9.4.3 ARTS AND HERITAGE OPERATIONAL REPORT FOR FEBRUARY 2018****File No:** 1464**Attachments:** 1. Arts and Heritage Operational Report for February 2018**Authorising Officer:** Colleen Worthy - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*The report provides information on the programs and activities of the Arts and Heritage section for February 2018.*

**COMMITTEE RECOMMENDATION**

THAT the Arts and Heritage Operational Report for February 2018 be received.



**Recommendation of the Community Services Committee, 18 April 2018****9.4.4 ROCKHAMPTON ART GALLERY PHILANTHROPY EVENT PARTY**

**File No:** 456  
**Attachments:** Nil  
**Authorising Officer:** Peter Owens - Manager Arts and Heritage  
Colleen Worthy - General Manager Community Services  
**Author:** Bianca Acimovic - Gallery Director

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**SUMMARY**

*Following six month of research and benchmarking to cultural industry leaders, including; Art Ball AGWA (Art Gallery Western Australia) and White Night Melbourne (National Gallery Victoria, Ian Potter Centre and broader Melbourne); location scouting; costing and financial feasibility; Rockhampton Art Gallery Philanthropy Board would like to present the proposal for pARTy.*

**COMMITTEE RECOMMENDATION**

THAT Council receives the report as information as part of Rockhampton Art Gallery Philanthropy Board activities and events, in line with Rockhampton Art Gallery Philanthropy Board Terms of Reference.

**Recommendation of the Community Services Committee, 18 April 2018****9.4.5 FUNDING FOR BMX EVENT****File No: 12535****Responsible Officer: Naomi Brownless – Acting Manager Communities**

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**SUMMARY**

*Councillor Tony Williams has been approached by the BMX Club seeking assistance with funding for medical supplies for an event to be held in May 2018.*

**COMMITTEE RECOMMENDATION**

THAT Council support the request for assistance with funding of \$2,106.50 for first aid expenses for a BMX Event in May 2018.

**Recommendation of the Community Services Committee, 18 April 2018****9.4.6 USE OF GREEN SHED IN MOUNT MORGAN****File No: 11039****Responsible Officer: Colleen Worthy - General Manager Community Services**

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**SUMMARY**

*Council has received a request from various Agencies for the use of the Green Shed in Mount Morgan as a meeting place for a youth engagement initiative.*

**COMMITTEE RECOMMENDATION**

THAT Council support the use of the Green Shed in Mount Morgan for a Youth Engagement Initiative for 2 days per week with Rockhampton PCYC.

**Recommendation of the Community Services Committee, 18 April 2018****9.4.7 APPOINTMENT TO THE ROCKHAMPTON ART GALLERY PHILANTHROPY BOARD**

**File No:** 465

**Attachments:** 1. Rockhampton Art Gallery Philanthropy Board Terms of Reference

**Authorising Officer:** Peter Owens - Manager Arts and Heritage  
Colleen Worthy - General Manager Community Services

**Author:** Bianca Acimovic - Gallery Director

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**SUMMARY**

*The Rockhampton Art Gallery Philanthropy Board recommends to Rockhampton Regional Council the appointment of Rockhampton Art Gallery Philanthropy Board Members*

**COMMITTEE RECOMMENDATION**

THAT Council endorses the recommendation of the Rockhampton Art Gallery Philanthropy Board and appoints Ms Suzi Blair and Mr Zac Garven for a Term, as detailed in the Rockhampton Art Gallery Philanthropy Board Terms of Reference.

**COMMITTEE RECOMMENDATION**

THAT the Terms of Reference be reviewed to clarify the role of various members.

**Recommendation of the Community Services Committee, 18 April 2018****9.4.8 ARCHER PARK RAIL MUSEUM TEMPORARY CLOSURE****File No:** 6136**Attachments:** 1. Letter from Friends of Archer Park Station  
and Steam Tram Museum Inc 30 March 2018**Authorising Officer:** Colleen Worthy - General Manager Community Services**Author:** Peter Owens - Manager Arts and Heritage

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**SUMMARY**

*The President of the Friends of Archer Park Station & Steam Tram Museum Inc. has written to Council requesting Council consider reimbursing the association for the loss of income during a recent closure of the site to facilitate the painting and re-roofing of the station building.*

**COMMITTEE RECOMMENDATION**

THAT Council reimburse the Friends of Archer Park Station & Steam Tram Museum Inc as detailed in the association's letter dated 30 March 2018.

**Recommendation of the Community Services Committee, 18 April 2018****9.4.9 CONTRACTUAL SERVICE PROVISION****File No: 186****Responsible Officer: Colleen Worthy – General Manager Community Services**

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**SUMMARY**

*General Manager Community Services seeking authorisation to commence negotiations in regard to Council's contract for Service Provision.*

**COMMITTEE RECOMMENDATION**

THAT the General Manager Community Services be authorised to have discussions with relevant State and Federal Government Agencies in regard to Council's contract, and that a further report be provided to Council.

**9.5 PARKS, RECREATION AND SPORT COMMITTEE MEETING - 18 APRIL 2018**

**RECOMMENDATION**

THAT the Minutes of the Parks, Recreation and Sport Committee meeting, held on 18 April 2018 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Parks, Recreation and Sport Committee, 18 April 2018****9.5.1 REQUEST FROM FRENCHVILLE SPORTS CLUB LTD. TO RELINQUISH TENURE OVER MCLEOD PARK AND ENTER INTO A TENURE AGREEMENT OVER WOODS PARK**

**File No:** 4290  
**Attachments:** Nil  
**Authorising Officer:** Blake Hunton - Manager Parks  
Colleen Worthy - General Manager Community Services  
**Author:** Jacinta James - Acting Senior Sports and Education Advisor

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**SUMMARY**

*On 19 January 2018 Council Officers received a request from Frenchville Sports Club Ltd to relinquish its current Licence Agreement over McLeod Park (North Rockhampton). In addition, the Club has requested a Licence over Woods Park (North Rockhampton).*

**COMMITTEE RECOMMENDATION**

THAT the matter lay on the table until the next Parks, Recreation and Sport Committee meeting.



**Recommendation of the Parks, Recreation and Sport Committee, 18 April 2018****9.5.2 FREEHOLD LEASE RENEWAL FOR THE ROCKHAMPTON RECREATION CLUB INC.**

**File No:** 6934  
**Attachments:** Nil  
**Authorising Officer:** Blake Hunton - Manager Parks  
Steven Gatt - Acting General Manager Community Services  
**Author:** Jacinta James - Acting Senior Sports and Education Advisor

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**SUMMARY**

*In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought for the commencement of the renewal of Freehold Leases.*

**COMMITTEE RECOMMENDATION**

THAT the matter lay on the table until the next Parks, Recreation and Sport Committee Meeting.

**Recommendation of the Parks, Recreation and Sport Committee, 18 April 2018****9.5.3 NAMING OF LYLE ALBERT DOBBS PARK**

**File No:** 1313  
**Attachments:** Nil  
**Authorising Officer:** Blake Hunton - Manager Parks  
Steven Gatt - Acting General Manager Community Services  
**Author:** Brett Nicholls - Coordinator Parks Planning and Projects

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**SUMMARY**

*Developed parkland in Norman Gardens to be named to reflect the contribution of a local resident to the region's community.*

**COMMITTEE RECOMMENDATION**

THAT Council approve the naming of the developed parkland on the corner of German Street and Sunset Drive in Norman Gardens as '*Lyle Albert Dobbs Park*'.

**Recommendation of the Parks, Recreation and Sport Committee, 18 April 2018****9.5.4 PARKS OPERATIONAL REPORT - JANUARY 2018**

**File No:** 1464  
**Attachments:** 1. Parks Monthly Report - January 2018  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Blake Hunton - Manager Parks

---

**SUMMARY**

*This report provides information on the activities and services of Parks section for January 2018.*

**COMMITTEE RECOMMENDATION**

1. THAT the report on the activities and services of Parks Section for January 2018 be received; and
2. THAT a report on recent tree planting activities be prepared.

**Recommendation of the Parks, Recreation and Sport Committee, 18 April 2018****9.5.5 PARKS OPERATIONAL REPORT - FEBRUARY 2018**

**File No:** 1464  
**Attachments:** 1. Monthly Report - February 2018  
**Authorising Officer:** Steven Gatt - Manager Planning and Regulatory Services  
**Author:** Blake Hunton - Manager Parks

---

**SUMMARY**

*This report provides information on the activities and services of Parks section for February 2018.*

**COMMITTEE RECOMMENDATION**

THAT the report on the activities and services of Parks Section for February 2018 be received.

**10 COUNCILLOR/DELEGATE REPORTS****10.1 LEAVE OF ABSENCE - MAYOR MARGARET STRELOW: 12 - 21 OCTOBER 2018 (INCLUSIVE)**

**File No:** 10072  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Cindy Green – Executive Assistant to the Mayor

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**SUMMARY**

*Mayor Margaret Strelow is requesting a leave of absence for the period Friday 12 October to Sunday 21 October 2018 inclusive.*

**OFFICER'S RECOMMENDATION**

THAT leave of absence be granted to Mayor Margaret Strelow for the period 12 to 21 October 2018 inclusive.

**10.2 LEAVE OF ABSENCE - COUNCILLOR NEIL FISHER**

**File No:** 10072  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Councillor Neil Fisher is requesting leave of absence for the period 30 April to 18 May 2018 inclusive.*

**OFFICER'S RECOMMENDATION**

THAT leave of absence be granted for Councillor Neil Fisher for the period 30 April to 18 May 2018.

**BACKGROUND**

Councillor Neil Fisher is requesting leave of absence for medical reasons for the period Monday 30 April 2018 to Friday 18 May 2018 inclusive.

**10.3 APPROVAL TO PARTICIPATE IN MEETINGS VIA SKYPE - COUNCILLOR NEIL FISHER**

**File No:** 10072  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Councillor Neil Fisher is seeking Council approval to participate in any Council or Committee meetings and/or Workshops during the period 30 April to 18 May 2018 inclusive, in accordance with Section 276 of the Local Government Regulation 2012.*

**OFFICER'S RECOMMENDATION**

THAT in accordance with Section 276 of the *Local Government Regulation 2012*, approval be granted for Councillor Fisher to participate in any Council or Committee meetings and/or Workshops during the period 30 April to 18 May 2018 inclusive, subject to medical clearance.

**BACKGROUND**

Councillor Neil Fisher has advised the Chief Executive Officer that he will be absent from Monday 30 April to Friday 18 May 2018 inclusive for medical treatment.

In accordance with Section 276 of the *Local Government Regulation 2012* (see below), Councillor Fisher has asked if he would be able to participate in any Council or Committee meetings and/or Workshops during this time. This can be accommodated for Councillor Fisher, subject to medical clearance being received.

***S276 of the Local Government Regulation 2012:******Teleconferencing***

- (1) ***Teleconferencing*** is the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in discussions as they happen.
- (2) A local government may allow a person to take part in a meeting by teleconferencing.
- (3) A councillor taking part in a meeting by teleconferencing is taken to have attended the meeting if—
  - (a) the councillor was simultaneously in audio contact with each other person at the meeting; and
  - (b) the local government approved the teleconferencing arrangement.

## 11 OFFICERS' REPORTS

### 11.1 CLEARING OF DECLARED PEST PLANTS IN FRENCHMAN'S CREEK

<b>File No:</b>	<b>8029</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Steven Gatt - Manager Planning and Regulatory Services</b>
<b>Author:</b>	<b>Karen Moody - Coordinator Health and Environment</b>

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#### SUMMARY

*This report outlines the history in relation to previous work conducted by Council's Pest Management Officers in Frenchman's Creek in relation to invasive species and provides options for future follow up work.*

#### OFFICER'S RECOMMENDATION

THAT:

1. Council engages a contractor to work with Council's Pest Management Officers to control all invasive weeds along the entire length of Frenchman's Creek in the 2018-2019 budget cycle; and
2. Officers explore opportunities to secure Skilling for Queensland funding to engage trainees to undertake conservation and land management course competencies in this system.

#### COMMENTARY

Frenchman's Creek is a water course in North Rockhampton that runs from Frenchville Road to Lakes Creek Road, traversing natural water ways and Council park facilities including Joyce Harding Park, Glen Millar Park, Rigarlsford Park, Bill Crane Park, Birdwood Park and Ollie Smith Park.

During clean up Australia Day activities Feral Leucaena was identified as re-growing near Rigarlsford Park and a request to investigate control options was received.

A number of additional invasive pest plant species have been identified throughout this water course. These species have been previously treated however, regrowth has occurred.

#### BACKGROUND

Post TC Marcia significant work was undertaken in Frenchman's Creek to clear invasive species during May of 2015. This work was undertaken by contractor teams under the supervision of a Pest Management Officer. This work continued for approximately two weeks, was funded by the disaster recovery funds. This work removed the majority of invasive plant species from Frenchman's creek. Species treated included Feral Leucaena, Lantana, Rubbervine, Castor Oil, Singapore Daisy and Chinee Apple

Since this time, only small patches of follow up work have been completed when concerns has been raised to the Pest Management Unit. During a recent inspection of the creek regrowth has been observed of a number of invasive plants.

#### PREVIOUS DECISIONS

At a Council meeting on 6 March 2018 it was resolved "*THAT a report on clearing declared plants in Frenchman's Creek be prepared and presented to the table as quickly as possible.*"

#### BUDGET IMPLICATIONS

The initial control of invasive weeds along Frenchman's Creek will take a team of 4-5 people up to 3 weeks.

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Follow up work would be required to be completed, this work would take a team of 2-3 people up to 2 weeks to complete.

To undertake this work without compromising the other work to be completed by the Pest Management Unit a contractor would be required to supply the majority of people undertaking the work under the direct supervision of one Pest Management Officer.

This can be achieved within the expenditure of the 18/19 operational budget.

### **LEGISLATIVE CONTEXT**

The requirement for Council to manage invasive pest plant species is a requirement of the *Biosecurity Act 2014*.

Any chemical control of the weeds would have to be conducted in accordance with the requirements of Council's staff commercial operator's licenses and the *Agricultural Chemicals Distribution Control Act 1966*.

### **LEGAL IMPLICATIONS**

Under the *Biosecurity Act 2014* the main function of a local government is to ensure that invasive biosecurity matter is managed within our area in compliance with the Act. This includes enforcing the Act on private landholders but also ensuring that we meet the outcomes of the Act on Council land.

Leucaena is not an invasive species under the legislation, however Feral Leucaena is a locally declared pest and therefore is enforceable through Council's Local Laws. Other locally declared pest species identified in Frenchman's Creek include Castor Oil, Lions Tail and Elephant Grass.

A number of invasive species, regarded as restricted matter under the *Biosecurity Act 2014* were also identified, these will require control, including:

- Lantana
- Singapore Daisy
- Devils Fig; and
- Yellow oleander (Captain cook trees).

### **STAFFING IMPLICATIONS**

There is a major impact on the current Council Pest Management Unit to undertake the work themselves. This is a small unit of 6 – one Supervisor, 4 Pest Management Officers and one Assistant Pest Management Officer. It would take 4-5 staff up to 3 weeks to undertake the initial work in the creek. This would result in other work being undertaken by the unit having to cease during this time including:

- Continuation of the surveillance program in the Marmor/ Bajool area; and
- Weed control on the Fitzroy River or lagoons systems; and
- Weed control on other Council land; and
- Enforcement actions

The inclusion of additional trainees under a successful application for Skilling for Queensland program in partnership with the Central Queensland Multi-Cultural Association would ensure additional longer term maintenance in this area could be achieved without major impacts on existing Pest Management programs.

### **CORPORATE/OPERATIONAL PLAN**

Councils Biosecurity Plan 2017-2021 was adopted in late 2017 as part of the objective to provide effective weed, pest management and environmental health programs. This program has Feral Leucaena and the majority of the other weeds species identified in the creek system in the containment management objective of the plan. This is to prevent spread to pest free areas and minimise the impact on particular assets by containing and managing impacts on and risk to surrounding land use.

The only exception to this is Elephant Grass and Singapore Daisy which are in the destroy infestations/ populations objective of the plan. This is to significantly reduce the extent of the invasive plant species in the region through destroying relevant infestations

**CONCLUSION**

While the most effective control of invasive species, including feral *Leucaena*, is to adopt a whole of creek approach to the control of all invasive weeds and to implement a follow up land management schedule.

Approved contractor maintenance and/or a specific trainee work program would ensure that Council will meet key objectives of the *Biosecurity Act 2014* within the Frenchman's Creek system.

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**11.2 REQUEST FOR LETTER OF SUPPORT - BLACKALL-TAMBO REGIONAL COUNCIL**

**File No:** 6137

**Attachments:** 1. Email correspondence dated 15 April 2018 from Blackall-Tambo CEO to Rockhampton Regional Council CEO [↓](#)

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Damon Morrison - Executive Coordinator to the Mayor

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**SUMMARY**

*This report provides details of a request from Blackall-Tambo Regional Council for Rockhampton Regional Council to provide a letter of support to the Queensland Government for funding to complete an approximate 29 kilometre gravel section of the Blackall to Jericho Road providing access to Rockhampton.*

**OFFICER'S RECOMMENDATION**

THAT Council provide a letter of support to the Blackall-Tambo Regional Council to accompany a submission to the Queensland Government for funding of the upgrade of the Blackall to Jericho Road.

**COMMENTARY**

On 16 April 2018 Council received a written request from the Blackall-Tambo Regional Council requesting a letter of support for their efforts to obtain funding from the Queensland Government to deliver vital safety upgrades and complete the sealing of an approximately 29 kilometre gravel section of the Blackall to Jericho Road.

This latest request follows recent discussions between Councillor Andrew Martin, Mayor of Blackall-Tambo Regional Council, Councillor Kerry Hayes, Mayor of Central Highlands Regional Council and Rockhampton Regional Council's Mayor regarding the upgrade of the Blackall to Jericho Road.

**BACKGROUND**

Rockhampton is the major service centre for Blackall-Tambo residents for medical and other services. The current condition of the Blackall to Jericho road restricts access to Rockhampton during periods of sustained wet weather and is of serious safety concern.

A proportion of the cattle sold at the Blackall cattle yards are transported north to the Capricorn Highway via this route which in the absence of all-weather access currently limits opportunities for local primary producers in the Blackall-Tambo Region from accessing markets in Rockhampton.

Improvements to this section of road would also benefit productivity of the agricultural industry and provide greater safety of residents from across Central Queensland and tourists that utilise this road network.

The request from Blackall-Tambo Regional Council is consistent with Council's efforts to redevelop inefficient transport routes; improve national linkages and develop contemporary logistics facilities in accordance with its Transport and Logistics opportunity priorities contained in Council's endorsed Economic Action Plan and its submission to the Australian Government's 2017 'National Inquiry into National Freight and Supply Chain Priorities.

**PREVIOUS DECISIONS**

At its Ordinary Meeting on 9 May 2017 Council resolved (inter alia):

*'THAT Council:*

*4. Support the upgrading of the Blackall-Jericho Road and the Blackall-Alpha Road;'*

**BUDGET IMPLICATIONS**

Nil

**CONCLUSION**

This request provides an opportunity for Council to advocate on behalf of communities in Central Queensland and the Rockhampton Region to obtain positive and broad outcomes in terms of transportation and logistical connectivity, safety and economic opportunities.

**REQUEST FOR LETTER OF SUPPORT -  
BLACKALL-TAMBO REGIONAL  
COUNCIL**

**Email correspondence 15 April 2018  
from Blackall-Tambo CEO to  
Rockhampton Regional Council CEO**

**Meeting Date: 26 April 2018**

**Attachment No: 1**

**Damon Morrison**

---

**Subject:** FW: Blackall Link to the Capricornia Highway.

**From:** Chris Blanch [<mailto:CEO@BTRC.QLD.GOV.AU>]

**Sent:** Sunday, 15 April 2018 8:41 AM

**To:** Evan Pardon <[Evan.Pardon@rrc.qld.gov.au](mailto:Evan.Pardon@rrc.qld.gov.au)>

**Cc:** Andrew Martin <[Mayor@btrc.qld.gov.au](mailto:Mayor@btrc.qld.gov.au)>

**Subject:** Blackall Link to the Capricornia Highway.

Morning Evan

I am sure you are aware of our efforts to get government to provide funding to complete the 29km gravel section of the Blackall to Jericho link that would mean bitumen access to Rockhampton.

We were forced to close this road again last week after rain and it is very frustrating as Rockhampton is our service centre for medical and other services. It also would provide an opportunity for local primary producers to access markets in your area.

Blackall to Rockhampton is 614km and less than 5% of this route remains unsealed which could be completed for around \$7Million.

It is not only Blackall residents that would benefit from this route being upgraded but also townships of Tambo and Aughathella.

Surprisingly this route is 21 km shorter for residents of Charleville as an alternative to travelling to Roma/Emerald which often means they bypass Rockhampton and Emerald and proceed onto Toowoomba to conduct their business.

Our Mayor Andrew Martin is putting case to the powers to be and it would be of great assistance if we could obtain a short letter of support from the Rockhampton Regional Council.

Any support you can provide will be greatly appreciated.

Regards

**Chris Blanch**  
Chief Executive Officer

P: (07) 4621 6600

F: (07) 4657 8855

E: [ceo@btrc.qld.gov.au](mailto:ceo@btrc.qld.gov.au)



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Regional Council

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**11.3 DRAFT LOCAL LAWS FOR DISCUSSION, AMENDMENT AND ADOPTION**

**File No:** 11698  
**Attachments:** **To be distributed separately - 238 pages**  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Steven Gatt - Manager Planning and Regulatory Services

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**SUMMARY**

*This report is to provide the Council with the draft local laws for discussion, amendment and adoption.*

**OFFICER'S RECOMMENDATION**

THAT Council resolves to receive the following amended Local and Subordinate Laws for adoption:-

No Changes have been proposed to the following:

- a) Subordinate Local Law No. 1.10 (Operation of Public Swimming Pools) 2011
- b) Subordinate Local Law No 1.11 (Operation of Shared Facility Accommodation) 2011

Changes to the following have been proposed:

- a) Community and Environmental Management (Amendment) Local Law (No. 1) 2018
- b) Community and Environmental Management (Amendment) Subordinate Local Law (No. 1) 2018
- c) Local Government Controlled Areas, Facilities and Roads (Amendment) Local Law (No. 1) 2018
- d) Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2018
- e) Alteration or Improvement to Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2018
- f) Commercial Use of Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2018
- g) Undertaking Regulated Activities on Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2018
- h) Carrying Out Works on a Road of Interfering with a Road or its Operation (Amendment) Subordinate Local Law (No. 1) 2018
- i) Establishment or Occupation of a Temporary Home (Amendment) Subordinate Local Law (No. 1) 2018
- j) Operation of Temporary Entertainment Events (Amendment) Subordinate Local Law (No. 1.12) 2018
- k) Installation of Advertising Devices (Amendment) Subordinate Local Law (No. 1.) 2018
- l) Animal Management (Amendment) Subordinate Local Law (No. 1) 2018
- m) Parking (Amendment) Subordinate Local Law (No. 1) 2018

## COMMENTARY

These versions of the listed Local and Subordinate Local Laws are provided to the Council for information and to allow a final opportunity to amend or discuss the changes prior to 'Propose to Make Local Laws' Council report and resolutions.

The Local Laws and Subordinate Local Laws were last amended in 2011, commencing on 1 January 2012. These amendments focused mainly on the amalgamation of Rockhampton City Council, Fitzroy Shire Council, Mount Morgan Shire Council and Livingstone Shire Council in 2008.

Following de-amalgamation in 2014 several inconsistencies and concerns have also been identified particularly some of the laws currently in force for Rockhampton Regional Council reference Yeppoon and surrounding suburbs as being part of the local government area (references to cemeteries, parks, offices etc).

The Local Law Review Project commenced in 2016. The project was to review and update the current Local Laws and Subordinate Local Laws of Rockhampton Regional Council.

## BACKGROUND

Consultation has occurred via stakeholder meetings involving key stakeholders across the organisation to provide input and comment on proposed changes.

CEO consultation has occurred and Councillor workshops were organised and held for information and clarification of changes proposed.

Local Law amendments are now to be presented to Council for final amendment approvals prior to being presented for the final 'proposal to make' resolution and State Interest Check on remaining Local Laws and their subordinates as a complete package.

## PREVIOUS DECISIONS

On 30 January 2018 Council resolved to propose to make Local Law No. 1 Administration and Local Law No. 8 Waste Management.

These Local Laws have now completed their State Interest Check stage.

On 6 March 2018 Council resolves to receive the following amended Local and Subordinate Laws for adoption:-

**Animal Management** (Amendment) Local Law (No. 1) 2018

**Keeping of Animals** (Amendment) Subordinate Local Law (No. 1) 2018

**Parking** (Amendment) Local Law (No. 1) 2018

**Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee** (Amendment) Subordinate Local Law (No. 1) 2018

**Operation of Cemeteries** (Amendment) Subordinate Local Law (No. 1) 2018

**Undertaking Regulated Activities regarding Human Remains** (Amendment) Subordinate Local Law (No. 1) 2018 with removal of s6(5)(d)(v)

**Operation of Accommodation Parks** Subordinate Local Law No. 1.6 2018

## LEGISLATIVE CONTEXT

The *Local Government Act 2009* and the *Local Government Regulation 2012* provide the legislative guidance for the making of Local and Subordinate Local Laws.

## CONCLUSION

The second package of documents be presented to Council for adopting following any further comment and final amendments.



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**11.4 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2018**

**File No:** 8148  
**Attachments:** 1. [Income Statement March 2018](#)  
2. [Key Indicator Graphs March 2018](#)  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Alicia Cutler - Chief Financial Officer

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**SUMMARY**

*The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2018.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2018 be 'received'.

**COMMENTARY**

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

1. Income Statement (Actuals and Budget for the period 1st July 2017 to 31 March 2018), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after nine months of the 2017/18 financial year where results should be 75% of the budget. All percentages for operational revenue and expenditure are measured against the September revised budget.

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

Total Operating Revenue is reported at 88% of the September revised budget. Key components of this result are:

- Net Rates and Utility Charges are at 94% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2018 have been raised and were due on 28 February 2018.
- Fees and Charges slightly behind revised budget expectations at 70%. Currently Aviation Services is experiencing lower than expected Passenger Service charges which is impacting this area.
- Private and recoverable works is at 63% of revised budget. This is mostly due to the normal catch-up period between work completed and the billing cycle.
- Interest Revenue is ahead of budget at 81%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- Other Revenue is at 88% of revised budget after receipt of insurance proceeds in relation to Tropical Cyclone Debbie.
- All other revenue items are in proximity to the revised budget.

Total Operating Expenditure is at 76% of the September revised budget with committals, or 71% of budget without committals. Key components of this result are:

- Employee Costs are at 70% of revised budget which is partly due to transactions for employee benefits only being completed at end of financial year.
- Contractors & Consultants are ahead of revised budget at 86% due to committals as actual expenditure to date is 59% of revised budget when committals aren't included.

- Materials and Plant is at 86% of revised budget. Similar to Contractors and Consultants, this result is heavily influenced by committals as actual expenditure is at 69% of revised budget.
- Asset Operational is ahead of the revised budget at 83% including committals or 76% without committals as a number of annual insurance premiums have been paid.
- Other Expenses are at 89% revised budget. This area largely consists of contributions and sponsorship paid to community organisations and subsidies thought FRW for water efficient products.
- All other expense items are in proximity to the adopted budget.

The following commentary is provided in relation to capital income and expenditure, as well as investments and loans. The percentages reported for capital revenue and expenditure are measured against the September revised budget.

Total Capital Income is at 61% of the revised budget after receiving \$30.6M during the year. As projects are completed and reporting obligations finalised, final payments for grant should be received in the coming months.

Total Capital Expenditure is at 54% of the revised budget without committals. This represents an actual spend of \$78M as at 31 March 2018. During March \$7.1M was spent on the capital program. A large portion of capital projects are underway with \$44M of committals raised.

Total Investments are approximately \$109.2M as at 31 March 2018.

Total Loans are \$128.8M as at 31 March 2018.

## **CONCLUSION**

Total operational revenue is ahead of budget at 88% mostly due to the second levy of General Rates and Utility Charges for the year. Operational Expenditure is approximately in line with budget at 76% when committed expenditure is included. As the majority of areas are tracking well against the Operational Budget, it is not proposed to undertake a further review of the 17/18 year.

Capital income is progressing well with 61% of the revised budget being received. The capital works program saw \$7.1M spent during March of the revised \$145.3M revised capital budget. An updated cash flow estimate will be obtained for Councils larger projects to accurately project the amount of Loans required for the year which will then form part of a Budget revision for Council.

**SUMMARY BUDGET MANAGEMENT  
REPORT FOR THE PERIOD ENDED  
31 MARCH 2018**

**Income Statement March 2018**

**Meeting Date: 26 April 2018**

**Attachment No: 1**



**Income Statement**  
**For Period July 2017 to March 2018**  
**75% of Year Gone**

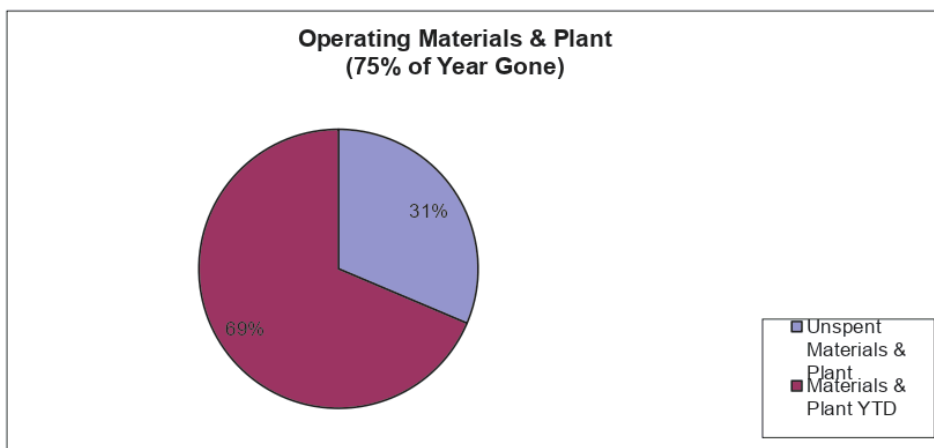
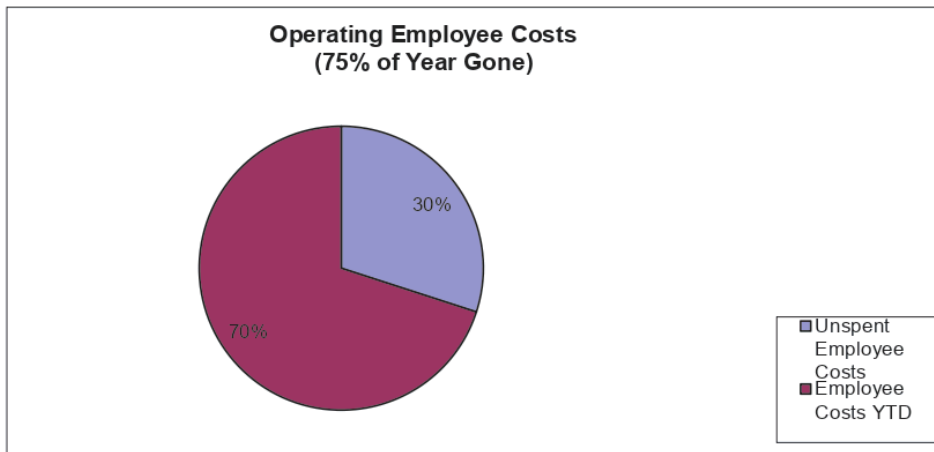
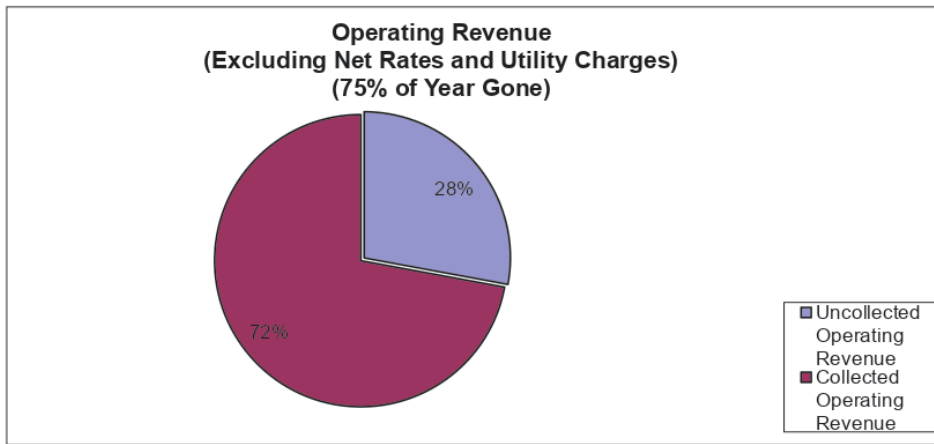
	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(138,867,139)	(138,867,139)	(130,436,406)	0	(130,436,406)	94%
Fees and Charges	(24,433,952)	(24,297,630)	(16,980,674)	0	(16,980,674)	70%
Private and recoverable works	(6,859,879)	(6,859,879)	(4,293,505)	0	(4,293,505)	63%
Rent/Lease Revenue	(3,029,760)	(3,049,517)	(2,329,394)	0	(2,329,394)	76%
Grants Subsidies & Contributions	(11,345,807)	(10,216,439)	(7,448,678)	0	(7,448,678)	73%
Interest revenue	(2,290,620)	(2,290,620)	(1,853,413)	0	(1,853,413)	81%
Other Income	(4,084,728)	(4,753,157)	(4,202,305)	1,918	(4,200,386)	88%
<b>Total Revenues</b>	<b>(190,912,185)</b>	<b>(190,334,682)</b>	<b>(167,544,475)</b>	<b>1,918</b>	<b>(167,542,557)</b>	<b>88%</b>
<b>Expenses</b>						
Employee costs	75,800,127	76,850,277	63,801,703	226,214	64,027,917	70%
Contractors & Consultants	17,266,762	17,351,420	10,309,315	4,664,601	14,973,916	86%
Materials & Plant	11,369,796	11,443,186	7,852,101	1,961,510	9,813,611	86%
Asset Operational	19,083,885	19,413,621	14,846,444	1,241,579	16,088,023	83%
Administrative expenses	12,932,949	13,440,551	8,290,906	1,862,925	10,153,832	76%
Depreciation	52,868,882	50,789,908	38,092,431	0	38,092,431	75%
Finance costs	7,942,283	7,942,283	5,921,072	0	5,921,072	75%
Other Expenses	1,138,777	1,184,517	1,052,528	5,173	1,057,702	89%
<b>Total Expenses</b>	<b>198,403,461</b>	<b>198,415,763</b>	<b>140,166,500</b>	<b>9,962,003</b>	<b>150,128,504</b>	<b>76%</b>
<b>Transfer / Overhead Allocation</b>						
Transfer / Overhead Allocation	(8,004,600)	(8,081,081)	(6,662,760)	(10,261)	(6,673,021)	83%
<b>Total Transfer / Overhead Allocation</b>	<b>(8,004,600)</b>	<b>(8,081,081)</b>	<b>(6,662,760)</b>	<b>(10,261)</b>	<b>(6,673,021)</b>	<b>83%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>(513,324)</b>	<b>0</b>	<b>(34,040,735)</b>	<b>9,953,660</b>	<b>(24,087,075)</b>	<b>-15054421868%</b>
<b>CAPITAL</b>						
<b>Total Developers Contributions Received</b>	<b>(2,554,854)</b>	<b>(2,590,200)</b>	<b>(792,892)</b>	<b>0</b>	<b>(792,892)</b>	<b>31%</b>
<b>Total Capital Grants and Subsidies Received</b>	<b>(29,900,183)</b>	<b>(46,498,375)</b>	<b>(29,834,886)</b>	<b>0</b>	<b>(29,834,886)</b>	<b>64%</b>
<b>Total Proceeds from Sale of Assets</b>	<b>(1,000,000)</b>	<b>(1,000,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Total Capital Income</b>	<b>(33,455,037)</b>	<b>(50,088,575)</b>	<b>(30,627,778)</b>	<b>0</b>	<b>(30,627,778)</b>	<b>61%</b>
<b>Total Capital Expenditure</b>	<b>118,039,150</b>	<b>145,336,300</b>	<b>78,133,991</b>	<b>44,640,270</b>	<b>122,774,261</b>	<b>84%</b>
<b>Net Capital Position</b>	<b>84,584,113</b>	<b>95,247,725</b>	<b>47,506,212</b>	<b>44,640,270</b>	<b>92,146,482</b>	<b>97%</b>
<b>TOTAL INVESTMENTS</b>			<b>109,200,158</b>			
<b>TOTAL BORROWINGS</b>			<b>128,896,428</b>			

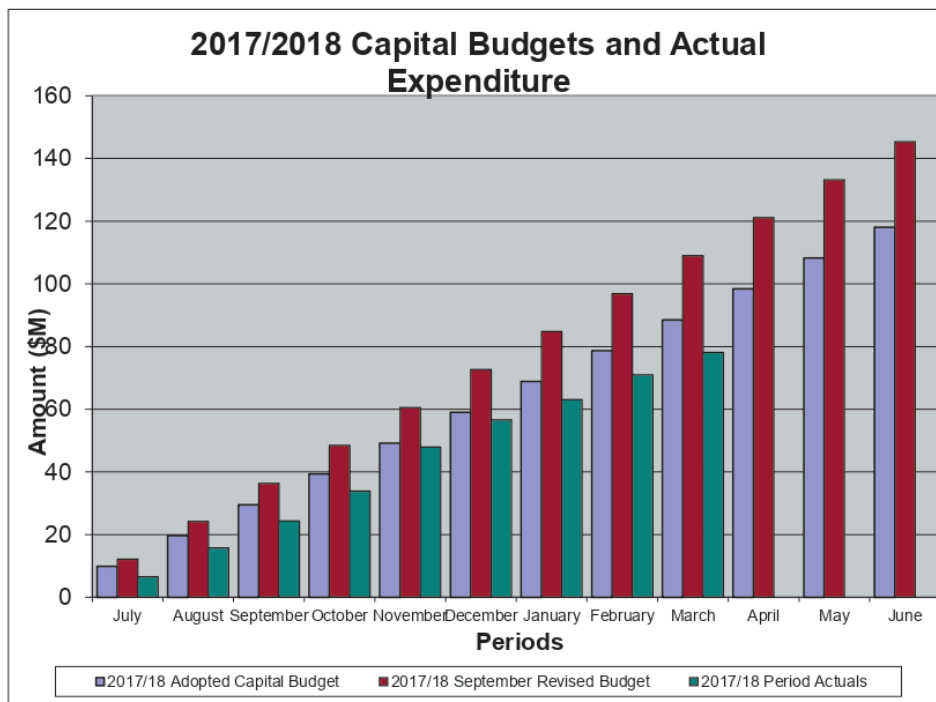
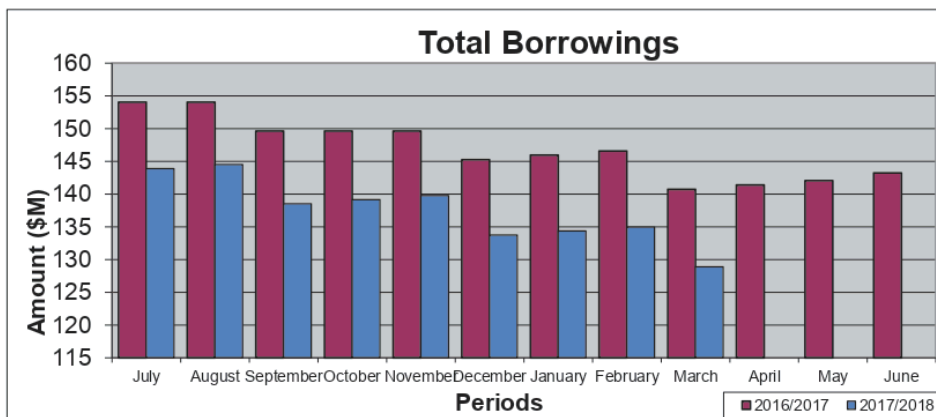
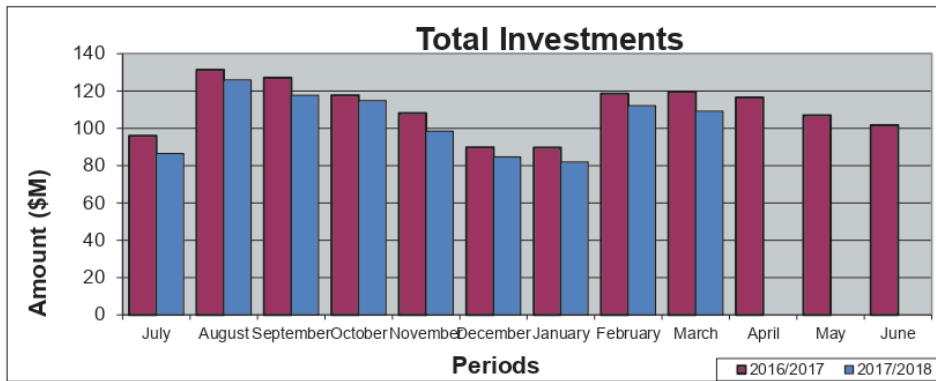
# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2018**

## **Key Indicator Graphs March 2018**

**Meeting Date: 26 April 2018**

**Attachment No: 2**





**11.5 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT  
MARCH 2018****File No:** 1392**Attachments:**

1. **Workforce & Strategy Monthly Report - March 2018**[↓](#)
2. **CTS Monthly Report - March 2018**[↓](#)
3. **Finance Monthly Report - March 2018**[↓](#)
4. **NRM Monthly Report - March 2018**[↓](#)

**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Ross Cheesman - Deputy Chief Executive Officer

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**SUMMARY**

*The monthly operations report for the Corporate Services Department as at 31 March 2018 is presented for Councillors information.*

**OFFICER'S RECOMMENDATION**

THAT the Corporate Services Departmental Operations Report as at 31 March 2018 be 'received'.

**COMMENTARY**

It is recommended that the monthly operations report for Corporate Services Department as at 31 March 2018 be received.



**CORPORATE SERVICES  
DEPARTMENT - MONTHLY  
OPERATIONAL REPORT MARCH 2018**

**Workforce & Strategy Monthly Report -  
March 2018**

**Meeting Date: 26 April 2018**

**Attachment No: 1**



# Monthly Operations Report

Workforce and Strategy Section  
Period Ended March 2018

## 1. Highlights

Workforce & Strategy have successfully achieved 2 years lost time injury free.

## 2. Innovations, Improvements and Variations

*(Operational Plan Ref:*

*5.3.2.1 Identify at least one operational saving per section of responsibility*

*5.4.26. Identify at least two improved processes per section of responsibility)*

Operational Savings	Action
<b>Workforce &amp; Strategy Directorate</b>	
<b>Human Resources &amp; Payroll</b>	
YTD – Nil	
<b>Safety &amp; Training</b>	
Development & delivery of in-house heavy plant and equipment training	Redesign of training officers position to include the development and delivery of some training requirements in-house will result in a significant saving in contractor engagement.
<b>Industrial Relations &amp; Investigations</b>	
YTD - Nil	
<b>Corporate Improvement &amp; Strategy</b>	
The cost of the documentation design being outsourced	Council's Corporate and Operational Plans were designed in-house.
Legal Costs	Council's cost of obtaining legal advice in relation to property and commercial matters has significantly reduced due to the use of in-house resources to provide robust advice in the first instance on a number of other matters which would have previously been outsourced.
Improved Process	Action
<b>Workforce &amp; Strategy Directorate</b>	
Workforce and Strategy Administration	Improvements made to recordkeeping processes, reducing paperwork and filing requirements for W&S and Records.
<b>Human Resources &amp; Payroll</b>	
Payroll and HR	Improvement in HR/Payroll process flow for: <ul style="list-style-type: none"> <li>Acting duties</li> </ul>

	<ul style="list-style-type: none"> <li>• Change of Hours</li> <li>• Position Re- Evaluation Form</li> <li>• Confidential Recruitment Questions Interview bank</li> <li>• Trial of dedicated Recruitment Officer</li> <li>• Pre-Employment Testing Processes</li> </ul>
<b>Safety &amp; Training</b>	
Transfer of compliance training responsibilities	Administration team now undertaking components of compliance training which has resulted in more streamlined workflows.
<b>Industrial Relations &amp; Investigations</b>	
Complaint Management Framework	Council has adopted a suite of policy documents which have been developed to form the Complaints Management Framework in accordance with legislative requirements and to establish a consistent and transparent approach in assessing and dealing with a variety of complaint types. The new Framework has been streamlined and centralised that creates new administrative efficiencies and process improvements.
Operational Management Group	A cross departmental management group has been established, comprising in a mixture of Managers, Coordinators and the Leadership Team to discuss new initiatives, streamline processes and ensure consistency and fairness in decision making and the application of corporate processes. Primarily focussed on the external workforce.
<b>Corporate Improvement &amp; Strategy</b>	
Corporate Delegations	Human Resource Delegations Policy replaced by Corporate Delegation Bands with delegation levels now included in relevant policy documents.
Corporate and Operational Plans	The completion of Operational Plan Progress reports are now facilitated using a shared network link instead of an email attachment. This will reduce the time spent reproducing the reporting data.
Reporting	The legal matters report is now presented to Council quarterly instead of monthly which has reduced the administrative tasks required to prepare the report. The policy section of departmental reports is now prepared using pivot tables linked to data contained in the policy register. This saves time preparing the report which is a cost saving.
Instruments of Delegation	Expiry dates on instruments of delegation have been removed. Previously every instruments of delegation had to be reissued every five years on their expiry date.

**3. Customer Service Requests**

*(Operational Plan Ref: 4.1.1.1 Provide timely and accurate response to requests)*

Response times for completing customer requests in this reporting period for March 2018 are within the set timeframes.

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q3	
			Received	Completed												
Administrative Action Complaints	0	0	0	0	0	0	36	●	0.00	●	0.00	●	0.00	0.00	●	0.00
W&S - Complaints Management Process (NOT CSO USE)	1	1	7	4	3	0	30	●	6.75	●	5.38	●	8.85	8.13	●	4.69

**COMMENTS**

Matters are being addressed within the set timeframes.

#### 4. Service Delivery

*(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council Services)*

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
<b>Corporate Improvement and Strategy</b>			
Policies reviewed within 10 working days	100%	100%	Operational
<b>Industrial Relations and Investigations</b>			
Assess and initiate action of corrupt conduct matters, public interest disclosures and administrative action complaints within 3 business days upon receipt of a complaint.	100%	100%	Operational
<b>Human Resources and Payroll</b>			
Employee pays processed and paid within 3 working days after the period end date	100%	100%	Operational
Payroll accuracy	100%	99.79%	Operational
Acknowledge job applications within 2 working days of the advertising close date. (as per policy/procedure)	100%	100%	Operational
	<b>Feb 2018</b>	<b>Mar 2018</b>	<b>YTD</b>
Number of job applications processed for current reporting period	194	207	1183
Number of positions advertised for current reporting period	20	22	70

#### 5. Legislative Compliance and Standards (including Risk and Safety)

*(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)*

##### **Legislative Compliance and Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
<b>Corporate Reporting</b>			
2017/18 Operational Plan quarterly status report	October 2017	100%	Compiling of the 3 <sup>rd</sup> quarter report data has commenced following the completion of the quarter. The quarter 3 report will be presented to Council on 15 May 2018.
2018/19 Operational Plan	30 June 2018	50%	Plan to be prepared and adopted with the 2018/19 budget. Early stages of planning have now commenced. Initial draft proposed operational plan actions have been obtained from each

Legislative Compliance Matter	Due Date	% Completed	Comments
			department and an initial review conducted by the Leadership Team.
<b>Safety</b>			
Update of Workplace Health & Safety documents to meet the new legislative requirements		Ongoing	Updates to documents are ongoing in accordance with legislative changes.
Report breaches of the Workplace Health & Safety Act and Regulation as necessary to the division within specified legislative timeframes	Immediately after becoming aware that a notifiable incident has occurred	100%	Nil
Workplace Health and Safety Audit (WHSQ External Audit)	2017	100%	Summary report received. Working on implementing suggested opportunities for improvement.
WHS Infringement Notices issued to Council are remedied within required timeframes	As per notice	100%	Nil
<b>Employee Matters</b>			
Performance Reviews	31 August 2017	92%	Performance reviews for 2016/2017 financial year were due on 31 August 2017. Currently at 03 April 2018 35 remain outstanding across Council.
Outdated Employee Immunisations	Various	Ongoing	As at 3 April 2018, Council records indicate that 72 employees are still to complete immunisations deemed necessary for their roles. These immunisations are being managed by the responsible department.
Outdated Employee Tickets and/or Licenses	Various	Ongoing	As at 3 April 2018, Council records indicate that 88 employees are required to provide proof of renewal of their license and/or tickets.
Outdated Legislative Compliance Mandatory Training and/or Qualifications	Various	Ongoing	As at 3 April 2018, Council records indicate the following overdue or outdated cases: <ul style="list-style-type: none"> <li>- 523 Cracking the Code</li> <li>- 19 Chainsaw Level 1</li> <li>- 3 Chainsaw Level 2</li> <li>- 13 Confined Space/SCBA Refresher</li> <li>- 6 CPR</li> <li>- 10 Apply First Aid</li> <li>- 1 Low Voltage Switchboard Rescue &amp; CPR</li> </ul>

Legislative Compliance Matter	Due Date	% Completed	Comments
			<ul style="list-style-type: none"> <li>- 5 Pole Saw</li> <li>- Powers of Entry 20</li> <li>- 7 Safe working near exposed live parts</li> <li>- 21 Traffic Management Implementation</li> <li>- 4 Traffic Controller/Refresher</li> <li>- 2 Work Safely at Heights</li> </ul> <p>It should be noted that this information is provided monthly to the General Managers to address within their area of responsibility.</p>

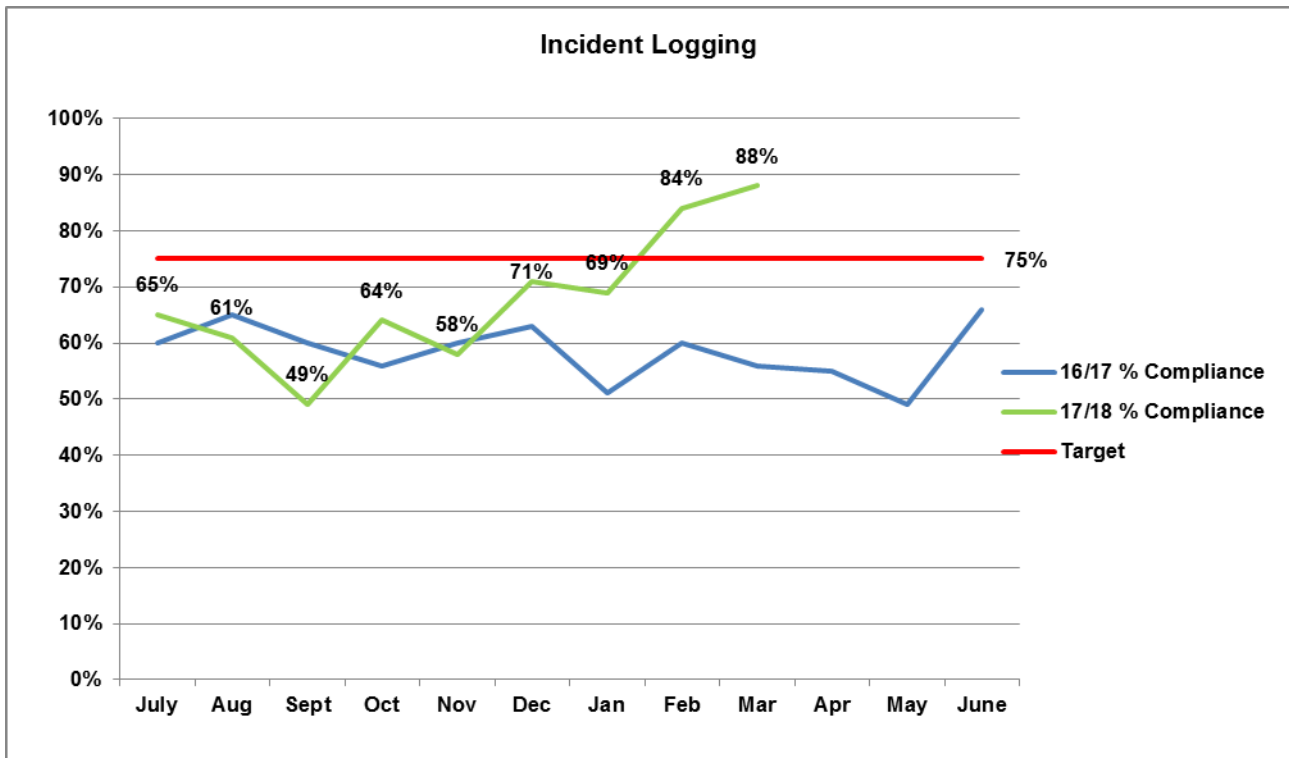
**Risk Management Summary** (excludes risks accepted/ALARP):

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Comp	Comments
<b>Corporate Risks</b>					
A legislatively compliant SafePlan is not implemented, monitored and reviewed effectively, for the whole of council, its workers and contractors, to achieve the acceptable compliance level with annual WH&S audits resulting in: increased worker injuries, legislative breaches/legal action, reputational damage, reduced service levels, increased costs and non-compliance with a key council objective.	Low	<p>Work continues to rectify the actions from the 2016 Safety Audit.</p> <p>Rectifications resulting from the Workplace Health &amp; Safety system audit will be addressed and assessed in the annual internal audit of the Workplace Health &amp; Safety system.</p>	July 2018	82%	<p>53 recommendations from the 2016 LGW Audit.</p> <p>37 are complete, 11 are in progress, 5 have not yet commenced.</p>

## 6. Operational Plan Targets by Section

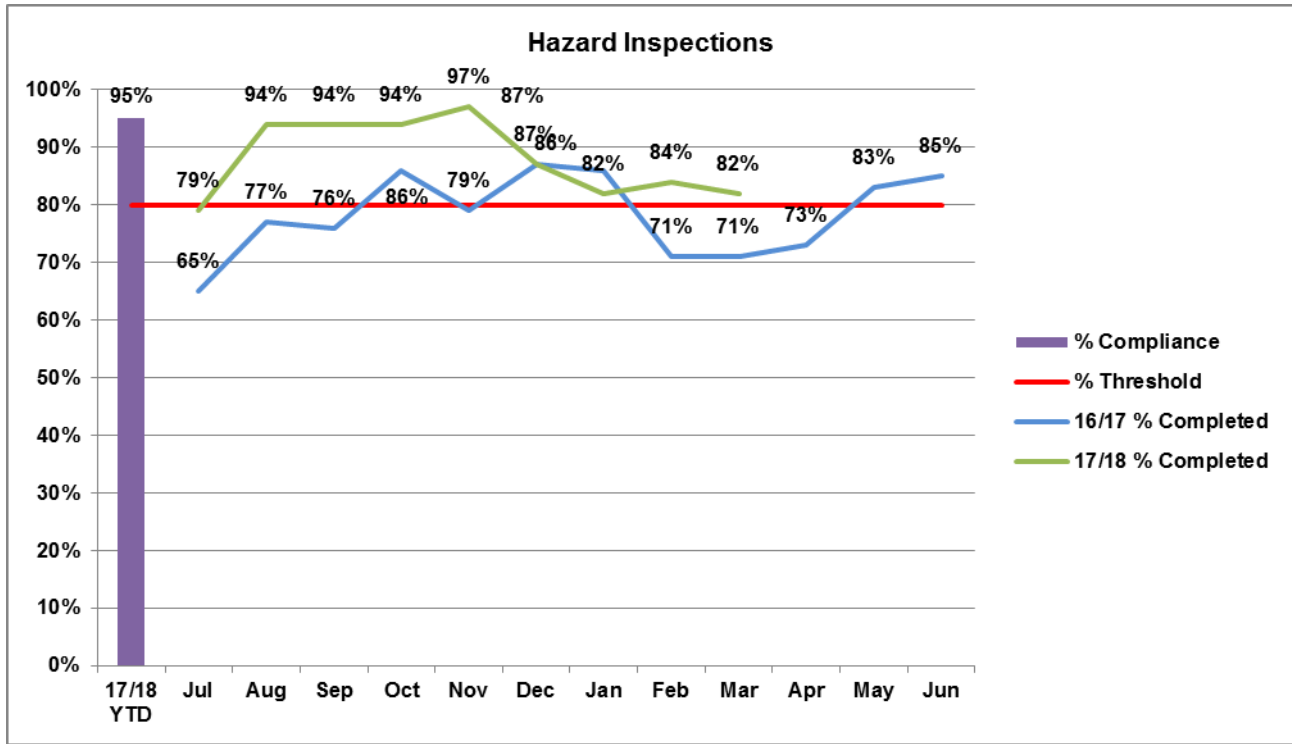
The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status		
1.3.4.1	Provide a safety management system that minimises the risk to all people and property	Achievement of KPIs in accordance with the Workplace Health & Safety Management System Plan	Specific KPI targets and actual performance detailed below and shown in graphical form		
<b>KPI</b>	Incidents logged in Riskware by end of next business day	<b>17/18 Target</b>	75%	<b>Actual</b>	88%

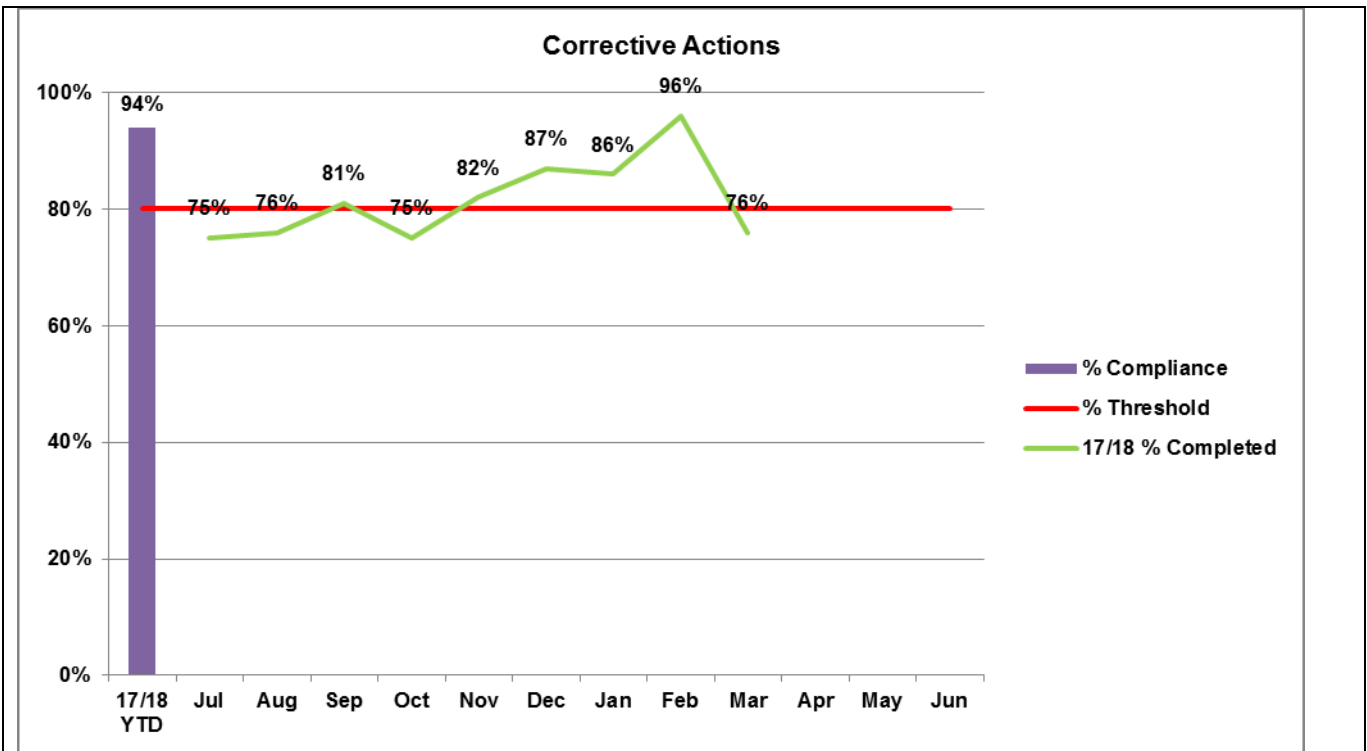




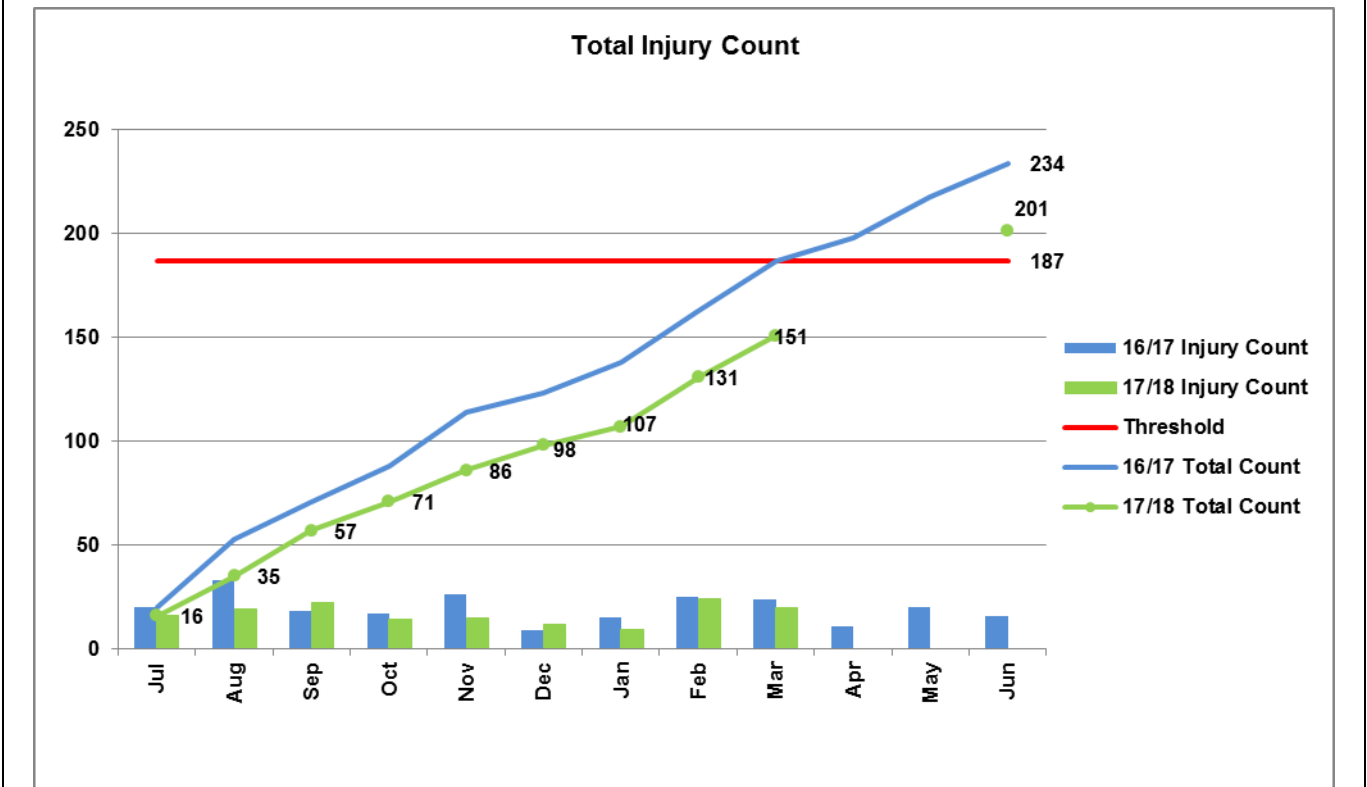
<b>KPI</b>	Completion of scheduled hazard inspections	<b>17/18 Target</b>	80%	<b>Actual</b>	82%
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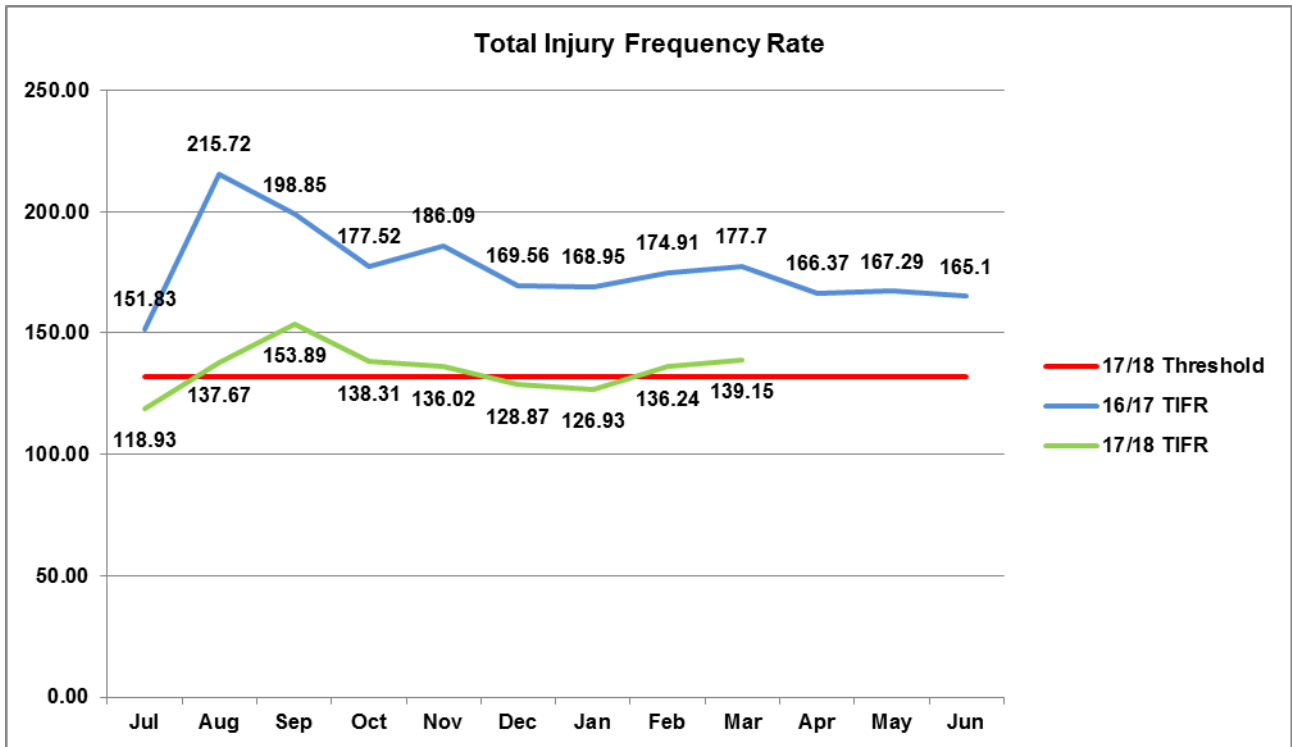
<b>KPI</b>	Completion of corrective actions by nominated due date	<b>17/18 Target</b>	80%	<b>Actual</b>	76%
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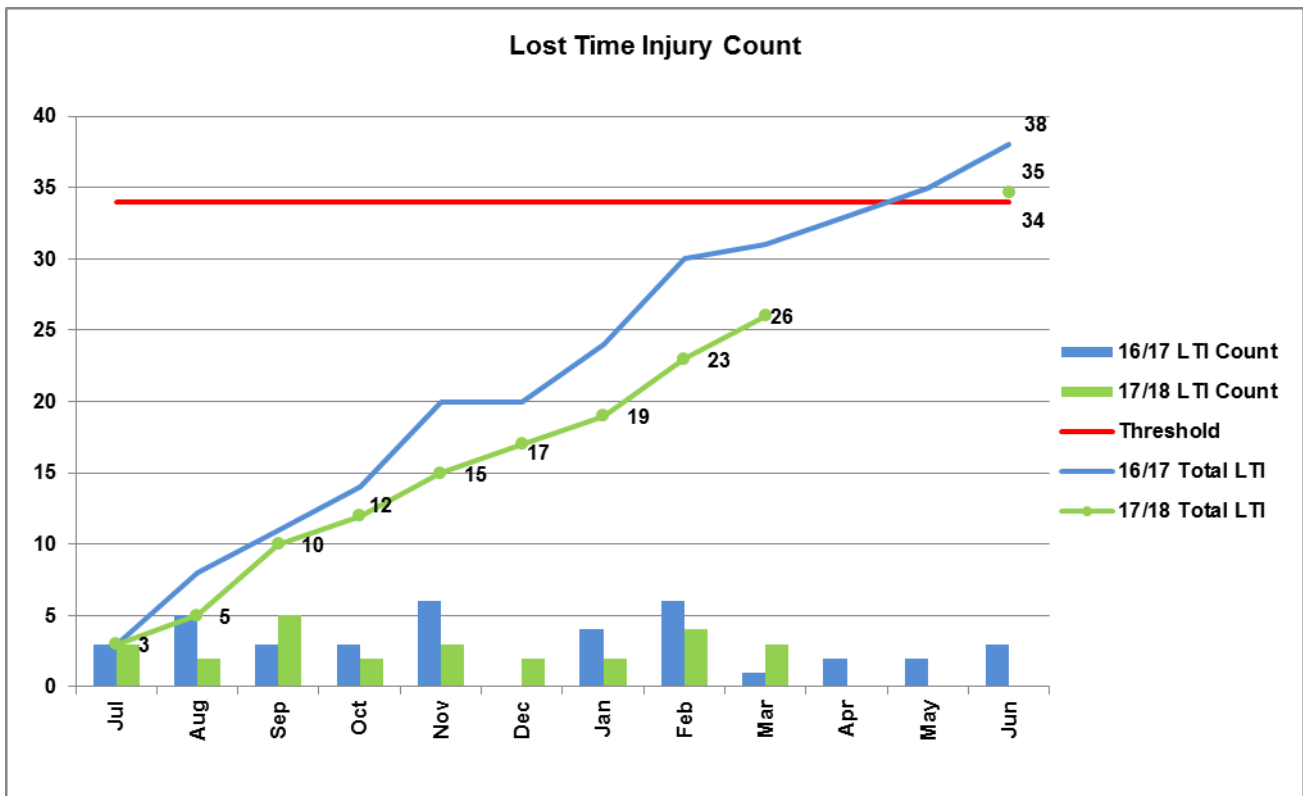
<b>KPI</b>	Total Injury Count	<b>17/18 Target</b>	187	<b>Actual (YTD)</b>	151
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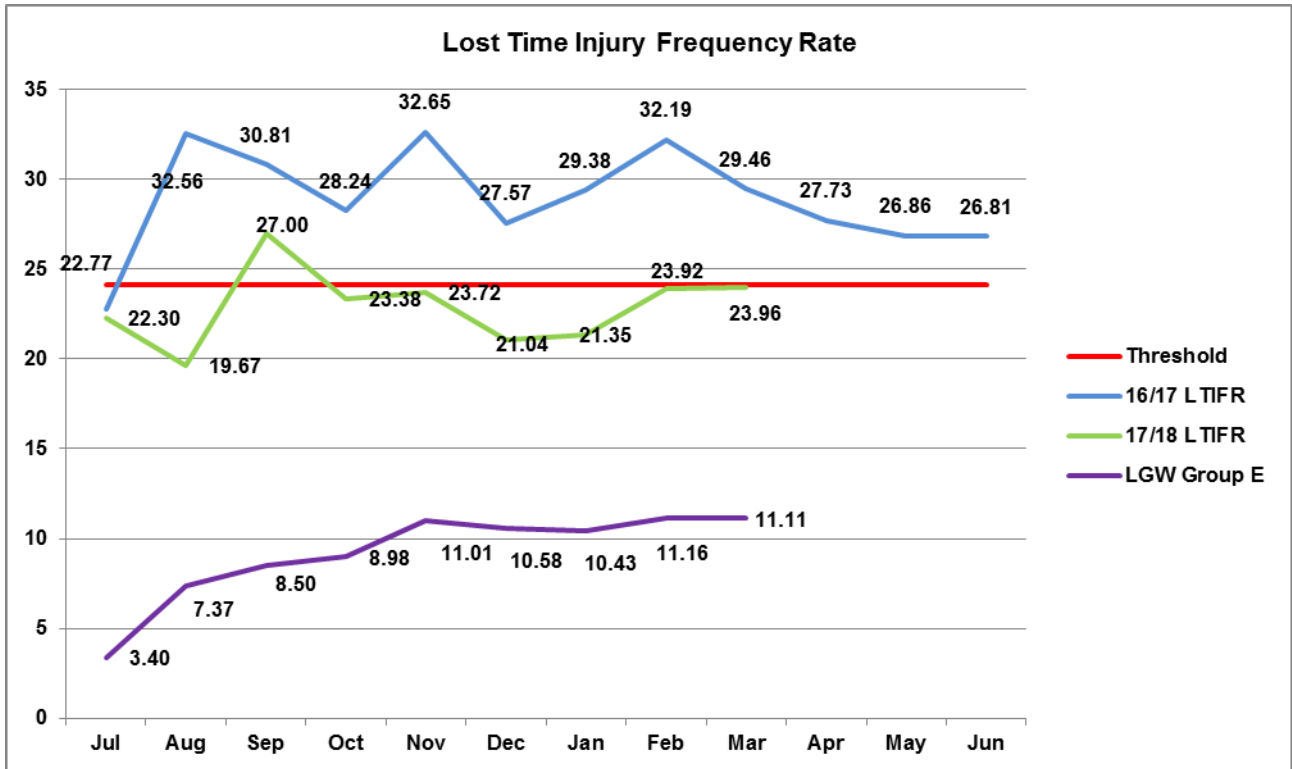
<b>KPI</b>	Total Injury Frequency Rate	<b>17/18 Target</b>	132.08	<b>Actual</b>	139.15
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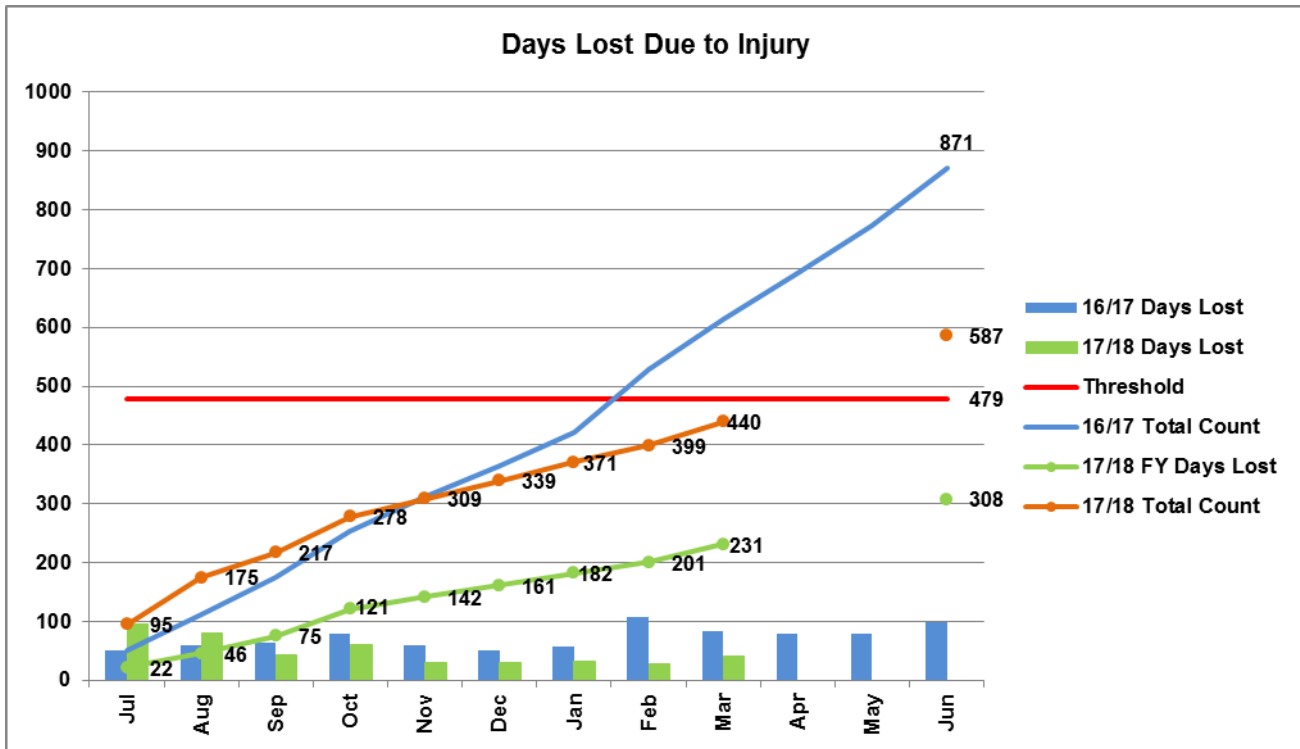
<b>KPI</b>	Lost Time Injury Count	<b>17/18 Target</b>	34	<b>Actual (YTD)</b>	26
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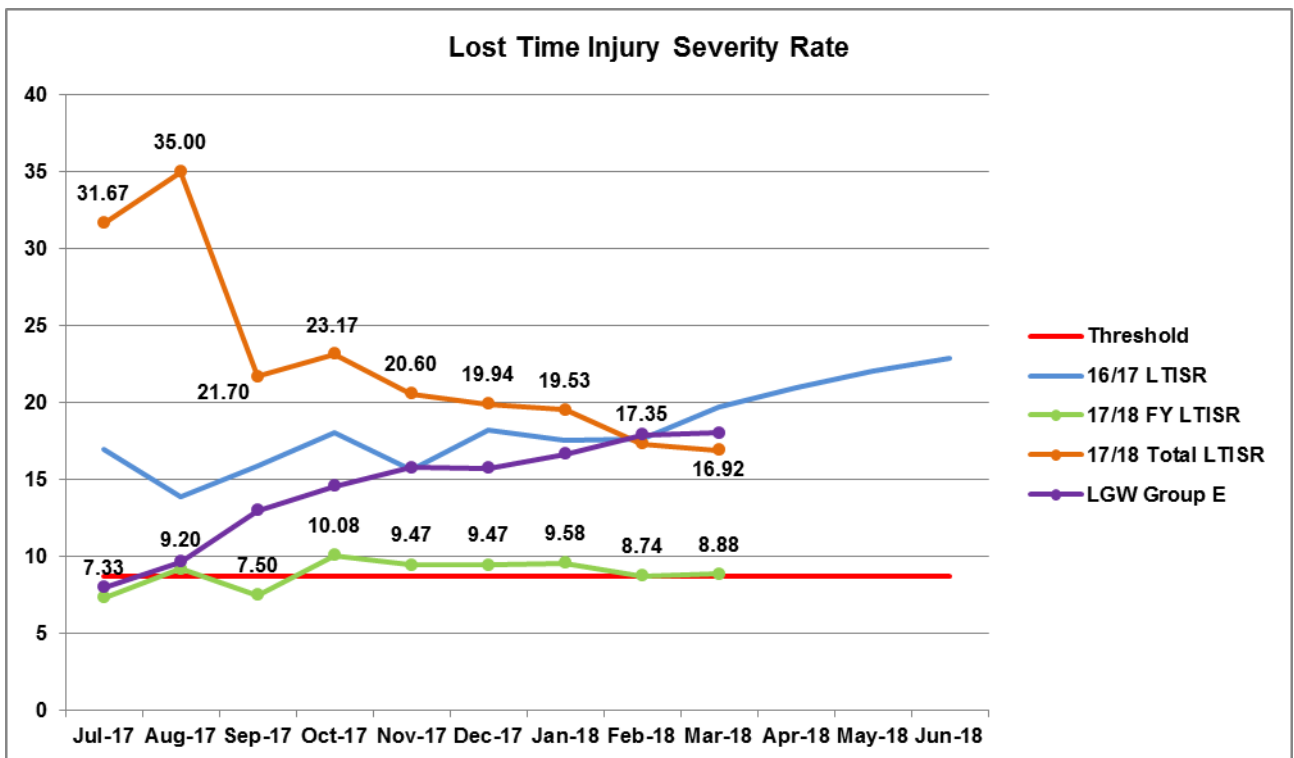
<b>KPI</b>	Lost Time Injury Frequency Rate	<b>17/18 Target</b>	24.13	<b>Actual</b>	23.96
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<b>KPI</b>	Days Lost due to Injury	<b>17/18 Target</b>	479	<b>Actual (YTD)</b>	440
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<b>KPI</b>	Lost Time Injury Severity Rate	<b>17/18 Target</b>	8.71	<b>Actual</b>	8.88
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The total Lost Time Injury Severity Rate (17/18 Total LTISR) data includes lost days incurred from injuries sustained in the previous financial year whereby the FY (17/18 FY LTISR) and LGW Group E data only includes lost days from injuries sustained in the current financial year.

Operational Plan Ref	Action	Target	Status
4.3.3.1	Implement a rehabilitation fitness for work program	90% of workers on fit for work programs are placed within their own department	Progressing at 100%
5.2.1.5	Manage employee complaints and grievances in accordance with legislation and policy requirements.	100% actioned in accordance with Council policy and procedure	All complaints received within the reporting period have been assessed and actioned pursuant to applicable statutory and policy obligations.
5.4.4.2	Implement improved internal communication strategies to ensure all staff are informed.	Staff newsletter is distributed to all staff on a monthly basis	Progressing at 100%

## 7. Capital Projects

No capital projects are relevant to the Workforce and Strategy Section.

## 8. Operational Projects section

As at period ended **March** – 75% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
<b>Corporate Improvement and Strategy</b>					
Create a system to automate the delegation and authorisation process (5.4.2.3)	July 2017	30 June 2018	Data has been entered into a master spreadsheet and the automated process within external and internal registers has been created. The implementation of legislation into the new system is ongoing and will be done as delegations are reviewed by Council's solicitors.	Labour Only	Labour Only for W&S
Simplify and streamline the approval process - Develop a Delegations Policy, incorporating Corporate Delegation Bands. (5.4.2.4)	July 2017	30 December 2017	Delegation Policy has been finalised. Corporate Delegation Bands will continue being relocated from the Corporate Delegations Reference Table and incorporated into relevant policy document/s as they are reviewed.	Labour Only	Labour Only for W&S
Strategic Framework Project (5.2.1.2)	July 2017	30 June 2018	Research is being undertaken in relation to the governance frameworks in place within the local government industry. A report is being prepared for presentation to the Leadership	Labour Only	Labour Only for W&S

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
			Team for review and direction.		
Ensure legislative updates are communicated and implemented in areas on responsibility - Undertake a legislative compliance review project <b>(4.2.2.2)</b>	July 2017	30 June 2018	A scope is being developed for endorsement. Participated in a demonstration of LGAQ's legislative compliance program and are in the process of consulting with other Councils who use the program.	Labour Only	
<b>Industrial Relations and Investigations</b>					
Undertake Certified Agreement negotiations that consider the application of the new Queensland Local Government Industry Award – State 2017 and the <i>Industrial Relations Act 2017</i> <b>(5.4.2.2)</b>		30 June 2018	Industrial Relations Project: Preparations for the Council's proposed Certified Agreements position is well underway with two sets of negotiations commencing in mid-May.	Labour Only	Labour Only for W&S
<b>Human Resources and Payroll</b>					
Aurion Project <b>(5.4.3.1)</b>		30 June 2018	Web Recruitment: Updates have been requested by HR for IT to update the system. HR is currently drafting manuals and policy documentation.	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development <b>(4.3.2.1)</b> - Development and implement mentoring program and performance review system by 30 June 2018		30 June 2018	Supervisors are currently being trained in the OURPlan performance management process. It has been implemented through Council for external employees.  MYPlan for internal employees was implemented in July 2017 and will be reviewed at the end of the 12 month cycle.	Labour Only	Labour Only for W&S
<b>Safety and Training</b>					
WHS Data Management System <b>(1.3.4.1)</b>			Work continues on actioning 15 outstanding items and regular catch-up meetings conducted with vendor.  Cloud version released late February – still awaiting a date to commence onsite testing.	Funded by IT	W&S Labour only when supporting testing processes & installation
Implement programs that support leadership development <b>(4.3.2.1)</b> - Deliver leadership program			Program has recently been updated to ensure currency of information delivered. The next round of the program is scheduled	Labour Only	Labour only for W&S

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
every six months			for delivery in February 2018. This program is currently on hold due to resource issues.		

## 9. Budget

Financial performance as expected for the reporting period

### End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES



#### As At End Of March

Report Run: 03-Apr-2018 08:36:45 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance %	On target 75% of Year Gone
	\$	\$	\$	\$	\$	%	
<b>CORPORATE SERVICES</b>							
<b>WORKFORCE &amp; STRATEGY</b>							
<i>Human Resources and Payroll</i>							
Revenues	0	0	0	(4,595)	(4,595)	0% ✓	
Expenses	1,431,756	1,411,756	34,023	962,537	996,560	71% ✓	
Transfer / Overhead Allocation	11,126	11,126	0	6,807	6,807	61% ✓	
<b>Total Unit: Human Resources and Payroll</b>	<b>1,442,882</b>	<b>1,422,882</b>	<b>34,023</b>	<b>964,749</b>	<b>998,772</b>	<b>70% ✓</b>	
<i>Safety &amp; Training</i>							
Revenues	(42,500)	(42,500)	0	(162,406)	(162,406)	382% ✓	
Expenses	1,167,500	1,166,152	80,509	758,379	838,888	72% ✓	
Transfer / Overhead Allocation	(20,410)	(20,410)	0	13,123	13,123	-64% ✗	
<b>Total Unit: Safety &amp; Training</b>	<b>1,104,590</b>	<b>1,103,242</b>	<b>80,509</b>	<b>609,097</b>	<b>689,606</b>	<b>63% ✓</b>	
<i>Corporate Improvement &amp; Strategy</i>							
Revenues	0	0	0	(231)	(231)	0% ✓	
Expenses	376,640	376,640	7,600	228,467	236,067	63% ✓	
Transfer / Overhead Allocation	0	0	0	11,493	11,493	0% ✗	
<b>Total Unit: Corporate Improvement &amp; Strategy</b>	<b>376,640</b>	<b>376,640</b>	<b>7,600</b>	<b>239,729</b>	<b>247,329</b>	<b>66% ✓</b>	
<i>Workforce &amp; Strategy Management</i>							
Revenues	0	0	0	(33)	(33)	0% ✓	
Expenses	785,243	805,243	23,818	542,809	566,627	70% ✓	
Transfer / Overhead Allocation	0	0	0	333	333	0% ✗	
<b>Total Unit: Workforce &amp; Strategy Management</b>	<b>785,243</b>	<b>805,243</b>	<b>23,818</b>	<b>543,109</b>	<b>566,927</b>	<b>70% ✓</b>	
<i>Investigations and Industrial Relations</i>							
Expenses	304,945	304,945	910	176,856	177,766	58% ✓	
<b>Total Unit: Investigations and Industrial Relations</b>	<b>304,945</b>	<b>304,945</b>	<b>910</b>	<b>176,856</b>	<b>177,766</b>	<b>58% ✓</b>	
<b>Total Section: WORKFORCE &amp; STRATEGY</b>	<b>4,014,301</b>	<b>4,012,953</b>	<b>146,860</b>	<b>2,533,540</b>	<b>2,680,400</b>	<b>67% ✓</b>	
<b>Total Department: CORPORATE SERVICES</b>	<b>4,014,301</b>	<b>4,012,953</b>	<b>146,860</b>	<b>2,533,540</b>	<b>2,680,400</b>	<b>67% ✓</b>	
<b>Grand Total:</b>	<b>4,014,301</b>	<b>4,012,953</b>	<b>146,860</b>	<b>2,533,540</b>	<b>2,680,400</b>	<b>67% ✓</b>	



**10. Section Statistics**

**Establishment – Workforce and Strategy**

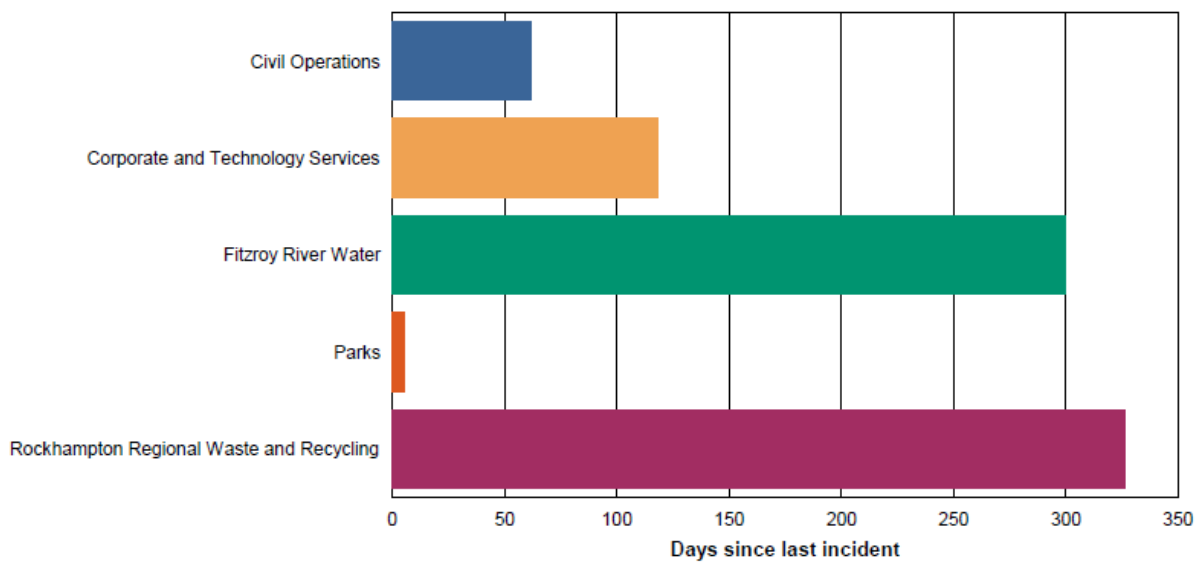
FTE Positions	Period	Workforce & Strategy
Starting Point	1 January 2014	30.05
Same Time Previous Year	31 March 2017	34
Previous Month	28 February 2018	35.39
Current Month	31 March 2018	35.39

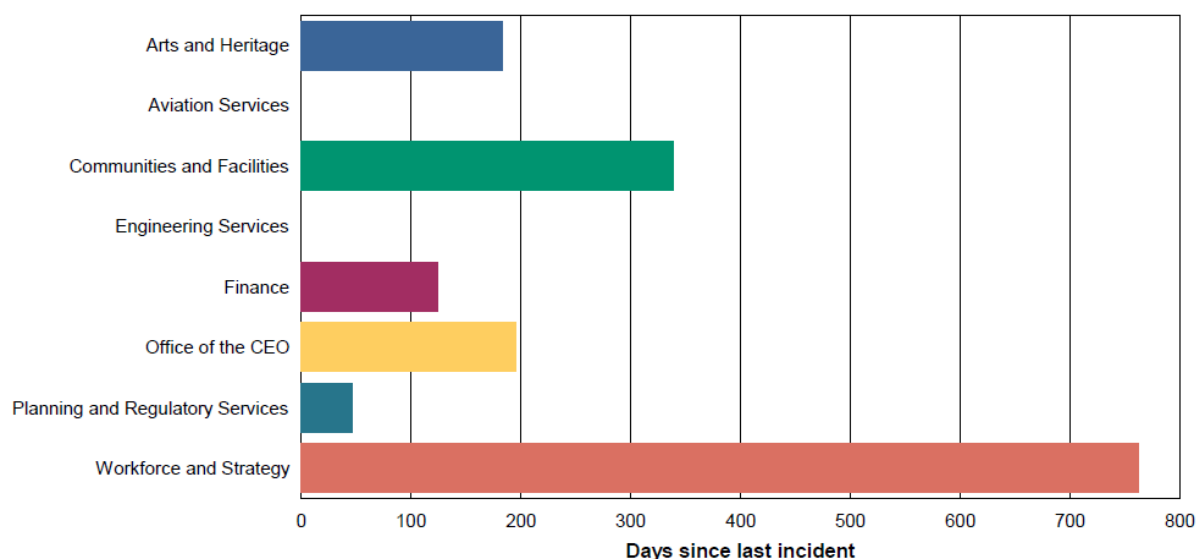
**11. Whole of Council Statistics**

**Safety Statistics**

The following graphs show the number of lost time injury free days since the last workplace incident by section. These results reflect our employee’s commitment to safety and recognise the organisations effort in the implementation of safe work practices.

Lost time injury free days as at 31 March 2018 (sections identified as High Risk)



Lost time injury free days as at 31 March 2018 (Sections identified as Low Risk)***Establishment*****Establishment – Whole of Council**

FTE Positions	Period	Council
Starting Point	1 January 2014	838.9
Same Time Previous Year	31 March 2017	899.12
Previous Month	28 February 2018	909.42
Current Month	31 March 2018	910.42

*FTE Positions is the total full time equivalent positions approved and recorded in Aurion excluding casual positions and including approved vacancies.*

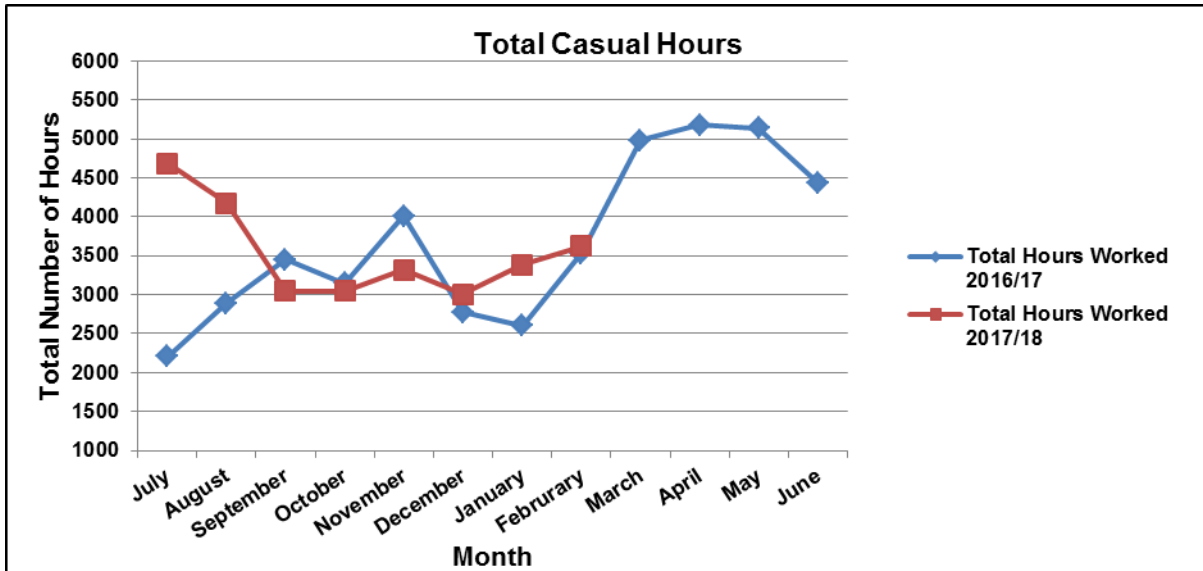
FTE positions include 25 supplementary positions (excluding trainees, apprentices and casuals) which have been created for a number of reasons including: short term projects, co-op students and funded positions. All of these positions have an end date and will reduce the FTE once the tenure has been completed.

The FTE positions also include the following apprentices and trainees across Council:

Apprentices	Trainees
13	16

**Casual Hours – February 2018 (reported one month in arrears)**

All casual hours worked will now be reported one month in arrears so that actual hours worked can be accurately reported. There are currently a total of 66 casuals actively employed by Council of which 56 were engaged during the reporting period. The engaged casual employees collectively have worked the total number of 3619.6 hours during the month of February 2018.



**Work Experience Placements – March 2018**

<b>Work Experience Applications Received During the Month of March 2018</b>		<b>2</b>
<b>Placement Type</b>	<b>Section</b>	<b>Placed</b>
Nil		
<b>Work Experience Placements Occurring During the Month of March 2018</b>		<b>0</b>
<b>Placement Type</b>	<b>Section</b>	<b>Dates</b>
Nil		

**CORPORATE SERVICES  
DEPARTMENT - MONTHLY  
OPERATIONAL REPORT  
MARCH 2018**

**CTS Monthly Report - March 2018**

**Meeting Date: 26 April 2018**

**Attachment No: 2**



## Monthly Operations Report

*Corporate and Technology Services*

*March 2018*

### 1. Highlights

#### SmartHub Summary

**8 March 2018** – Our SmartHub Business Manager, Elize Hattin was invited to attend Advance Queensland's Female Startup Leaders International Woman's Day breakfast consultation event hosted by the Minister for Innovation and Tourism Industry Development and the Commonwealth Games, Kate Jones. The attendees were encouraged to talk about the barriers, challenges and opportunities faced by female entrepreneurs and was the launch of their public consultation process for the Female Founders Program, an election commitment of the Queensland Government.

**11 – 18 March 2018** – Elize Hattin was fortunate enough to be successful in obtaining one of the Advance Queensland's funded positions to participate in Startup Catalyst's Community Leaders mission in the USA, visiting Boulder and Silicon Valley. The objective of this mission was to explore different models and programs that are providing support to startups, to build global awareness, uncover the best international practices and latest trends, and establish strong global connections to better support the startups in local Australian communities. During this mission Elize met fellow startup community leaders, including mentors, managers and staff from accelerators, co-working spaces, technology hubs, meetup groups, and other startup support organisations. As part of this event, Elize was also connected with the Australian expatriate community. She will be hosting an event at the SmartHub in May to share her learnings from the trip with our region's startup community.

**13 March 2018** – Our monthly accountant session for members, hosted by Marni McGrath from Evans Edwards covered important information about Fringe Benefits Tax for small business and superannuation.

**14 March 2018** – The SmartHub had the opportunity to promote our new co-working facility at the BiiG Network's Regional Festival held at the Queensland Government Conference Centre. Our SmartHub Administrator, Courtney Abell shared some slides with photos of the new space and talked about the opportunities and support that we provide to entrepreneurs, startups and small business to encourage people to get involved to help build our region's startup ecosystem.

**20 March 2018** – Our first monthly law talk for members, hosted by Josh Fox from FoxLaw covered Partnering in Business and explained the importance of knowing what types of agreements should be used to ensure that they are legally enforceable/valid. The session encouraged open discussion with many members receiving valuable legal advice on partnership/referral arrangements they have in their businesses.

**27 March 2018** – How to create valuable marketing content was the topic for our monthly lunch & learn hosted by Cooper McKenzie Marketing. This session was open to the public with 40 people attending and we heard from Carl Carter and Jamie McKenzie who had a very powerful message to share about the importance of having empathy for your customers when marketing your business which was well received by the attendees.

**Update - Customs House Smart Hub Annex Fitout**

The Customs House Smart Hub Annex fitout commenced on 26 February however works have been delayed due to some skirting which needs to be replaced. Completion is now expected by the end of April 2018. The scope of the fitout includes the removal of some temporary furnishings, patching and painting (in accordance with heritage approved paint scheme) the open floor space and back room and replacement of floor coverings. This area, referred to as the Smart Hub Annex, will be used for small to medium size forum events and breakout collaboration meetings for the hub residents.

**2. Innovations, Improvements and Variations****Fleet Projects Update**

- New 2-Way Radio Repeater Site Mt Morgan – Clearing works onsite were completed in Dec 18 and final site geotechnical testing undertaken in Jan 18. The Design & Construction tender for the 2-Way Radio Tower and Repeater was advertised on 3 Feb 18 and closed on 2 Mar 18. Submissions are currently being evaluated

?

**3. Customer Service Requests**

Response times for completing customer requests in this reporting period for March

	Balance B/F	Completed in Current Mth	Current Month NEW Request		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed							
Accounts Payable Enquiry	0	0	0	0	0	0	2	● 0.00	● 1.33	● 2.67	0.50
Bookings Enquiry	0	0	1	1	0	0	5	● 3.00	● 4.67	● 3.19	1.17
Insurance: Mower / Slasher / Whipper / Snipper	11	10	10	5	1	0	90	● 4.80	● 7.81	● 9.87	13.16
Insurance: Personal Accident / Injury	0	0	1	0	0	0	120	● 0.00	● 1.50	● 14.20	36.08
Insurance: Public Liability / Property Damage Public Property	6	6	8	6	0	0	90	● 0.67	● 5.69	● 12.40	17.64
Leased Premises - General Enquiry	0	0	0	0	0	0	5	● 0.00	● 1.00	● 1.00	1.17
Rates Searches	14	14	108	102	6	0	4	● 2.91	● 3.00	● 3.01	2.83

#### 4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	89%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	91%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	79%	Adopted
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms.	90%	95%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	97%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	95%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational

#### 5. Compliance

Legislative Compliance	Legislative Reference	Compliance %
Process Right to Information/Information Privacy (RTI/IP) applications within legislative timeframes (Op Plan Ref - 5.2.1.7.)	RTI Act (2009) IP Act (2009)	100%
Manage centralised tendering and contracting functions in accordance with legislative requirements and Council policy.	LG Reg (2012) Pt 3 & 4	100%
Ensure staff purchasing activity is compliant with legislation and policy.	LG Reg (2012) Pt 3 & 4	100%



### Safety Statistics

The safety statistics for the reporting period are:

	First Quarter		
	Jan	Feb	March
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	19	18	19
Total Number of Incidents Reported	0	5	0
Number of Incomplete Hazard Inspections	0	0	0

### Risk Management Summary

Section Risk Register (excludes risks accepted/ALARP)

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Operational degradation or failure of Council's Two-way radio communications system resulting in failed regional communications for daily operations and emergency disaster management.	High	Commence planning and implement a replacement RRC regional two-way radio communications system. Two stage plan-  1. Replace the Rockhampton City Two-way system.  2. Integrated regional solution taking in the Gracemere infrastructure.	(1) Jun 16  (2) Jun 18	100%  65%	Contract awarded to a local company – Beaney's Communications  Stage 1 completed.  Stage 2 - Mt Pinnacle communications tower.  Tender for the design and construction of the tower closed 2 Mar 18, submissions currently being evaluated.

## 6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
2.2.4.1	Council purchases are in line with the Local Preference Policy guiding tender/quote evaluations.	Annual local goods/services spend analysis $\geq 70\%$ local.	Annual review completed November 2017 Review period 1 Nov 16 to 31 Oct 17 - 76% local spend on goods & services.

Operational Plan Ref	Action	Target	Status
2.4.1.1	Implement Council's Smart Way Forward Strategy Action Plan	Complete installation of smart technology (lighting, CCTV, parking, digital banners and free public Wi-Fi) by 31 May 2018	<p>Stages 1 a, b, f &amp; g completed</p> <p>Stages 1 c &amp; d near completion, awaiting parking sensor installation</p> <p>Stage 2 – Riverside parkland completed.</p> <p>Stage 3a – East St (Fitzroy to William) completed.</p> <p>Stage 3b – William St (Quay to East St) - work commenced Feb 18.</p> <p>Stage 3c &amp; d – detailed design completed.</p>
2.5.5.1	Design and fitout the Customs House Smart Hub	Construction completed and Smart Hub opened by late Dec 17.	<p>Practical completion and officially opened 9 Feb 18.</p> <p>Stage 2 Hub Annex – painting and carpet commenced Feb 18.</p>
2.5.5.2	Implement the annual Smart Hub Operational Plan	<p>Facilitate three smart hub programs:</p> <ol style="list-style-type: none"> <li>1. Learn to Earn, Connect and Grow</li> <li>2. Startup Club</li> <li>3. Startup Stars</li> </ol>	<p>2017 Startup programs now complete.</p> <p>Startup Club # 1 – final pitch Completed mid-Aug 17.</p> <p>Startup Club # 2 – commenced Oct. Final pitch completed in Dec 17.</p> <p>Startup Stars – commenced Jul, completed – wrap-up session 16 Feb 18.</p>
4.3.1.1	Implement ICT Strategic Plan 2015/20, including the eServices Strategy and IT Mobility	Achievement of 2017 - 18 targets as detailed in the ICT Strategic Plan	<p>Strategy actions implementation progressing as scheduled.</p> <p>Asset Lifecycle Management project commenced Jan 18, scheduled completion early 2019.</p> <p>Aurion Web Recruitment – user training Mar to Jun 18.</p>

**7. Capital Projects**

As at period ended **March - 75%** of year elapsed

Project	Planned Start Date	Planned End Date	Status	Adopted Budget	YTD actual (incl committals)
<b>CORPORATE &amp; TECHNOLOGY CAPITAL WORKS PROGRAM</b>					
<b>Fleet Asset Renewal Program (CP440)</b>	1 Jul 17	30 Jun 18	Asset renewal program progressing on schedule	\$7,250,240	\$8,446,119
<b>IT Asset Renewal &amp; Upgrade Program (CP230)</b>	1 Jul 17	30 Jun 18	IT Asset capital program progressing as directed by ISSG	\$2,763,758	\$1,668,065
<b>Smart Hub – Customs House – Fitout (CP235)</b>	Jan 17	Dec 17	Work scheduled to commence mid-Sep 17.	\$690,205	\$714,461
Project completed, officially opened 09 Feb 2018. BOR funding grant = \$250K. Additional expenditure for Smart Hub Annex (Stage 2) to be revised from Operational budget.					
<b>CBD &amp; Riverfront Smart Technology (CP235)</b>	Dec 16	Jun 18	Stage 1B completed Stage 1 C&D – near completion (parking sensors) Stage 2 (Riverside) – completed Stage 3A (East St – Fitzroy to William St) – completed. Stage 3 B (William St – Quay to East St) – work commencing Feb 18. Stages 3C & D – detailed design completed.	\$4,040,000	\$2,812,297
BOR funding grant = \$2.02M					

## 8. Operational Projects

As at period ended **March** – 75% of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
Startup Club programs (1 and 2)	Jun 17	Dec 17	First Startup Club program No. 2 commenced Oct to Dec 17 (\$15,325 Federal grant funding).	\$30,650	\$28,458
Startup Stars	Jul 17	Jan 18	Program commenced in July, with Seven startup teams (\$17,237 Advance QLD grant funding).	\$34,474	\$33,987

## 9. Budget

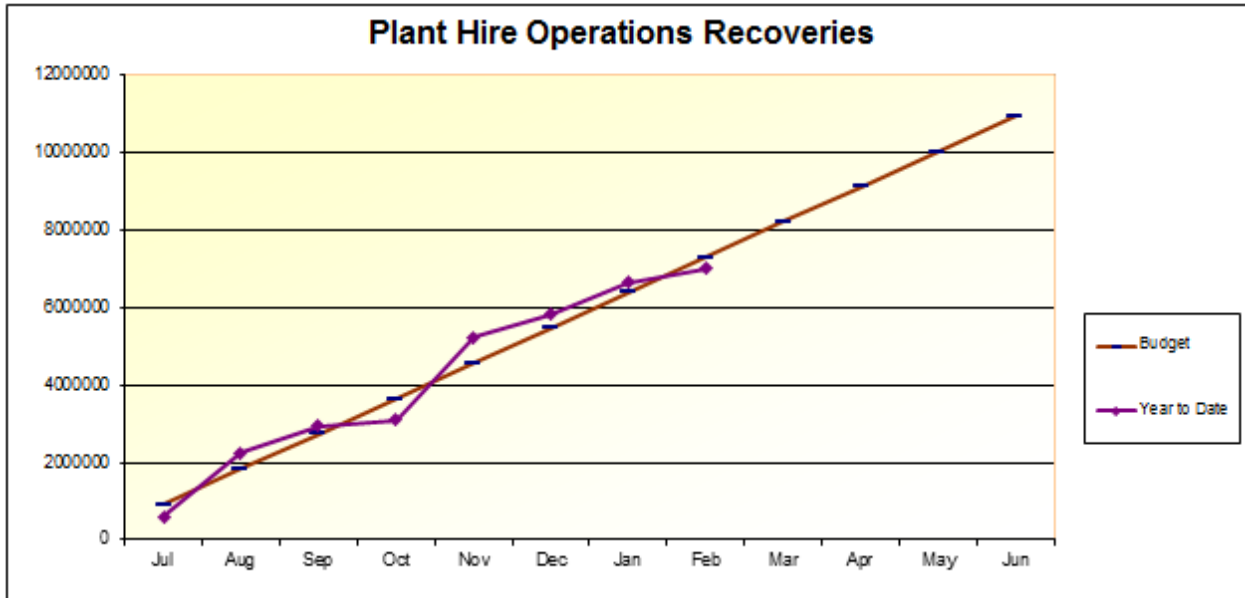
Financial performance as expected for the reporting period

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Variance	On target 75% of Year Gone
	\$	\$	\$	\$	\$	%	
<b>CORPORATE &amp; TECHNOLOGY</b>							
<u><i>Fleet</i></u>							
Revenues	(263,000)	(263,000)	0	(252,299)	(252,299)	96%	✓
Expenses	11,703,938	11,900,638	462,534	8,542,178	9,004,712	76%	✗
Transfer / Overhead Allocation	(17,419,500)	(17,419,500)	0	(13,211,686)	(13,211,686)	76%	✓
<b>Total Unit: Fleet</b>	<b>(5,978,562)</b>	<b>(5,781,863)</b>	<b>462,534</b>	<b>(4,921,808)</b>	<b>(4,459,274)</b>	<b>77%</b>	<b>✓</b>
<u><i>Property &amp; Insurance</i></u>							
Revenues	(421,782)	(424,899)	0	(367,439)	(367,439)	86%	✓
Expenses	3,129,686	3,423,072	44,337	3,076,807	3,121,145	91%	✗
Transfer / Overhead Allocation	9,000	9,000	0	5,555	5,555	62%	✓
<b>Total Unit: Property &amp; Insurance</b>	<b>2,716,904</b>	<b>3,007,173</b>	<b>44,337</b>	<b>2,714,923</b>	<b>2,759,260</b>	<b>92%</b>	<b>✗</b>
<u><i>Corporate &amp; Technology Management</i></u>							
Expenses	913,341	663,341	33,882	427,488	461,370	70%	✓
Transfer / Overhead Allocation	0	555	0	3,433	3,433	619%	✗
<b>Total Unit: Corporate &amp; Technology Management</b>	<b>913,341</b>	<b>663,895</b>	<b>33,882</b>	<b>430,921</b>	<b>464,803</b>	<b>70%</b>	<b>✓</b>
<u><i>Information Systems</i></u>							
Revenues	(25,000)	(22,500)	0	(26,857)	(26,857)	119%	✓
Expenses	6,831,822	6,925,120	203,919	5,244,809	5,448,728	79%	✗
Transfer / Overhead Allocation	19,399	19,399	0	10,374	10,374	53%	✓
<b>Total Unit: Information Systems</b>	<b>6,826,221</b>	<b>6,922,019</b>	<b>203,919</b>	<b>5,228,327</b>	<b>5,432,246</b>	<b>78%</b>	<b>✗</b>
<u><i>Procurement &amp; Logistics</i></u>							
Revenues	0	(186)	0	(450)	(450)	242%	✓
Expenses	1,781,875	1,781,841	(23,251)	1,229,209	1,205,958	68%	✓
Transfer / Overhead Allocation	(14,244)	(14,244)	0	13,145	13,145	-92%	✗
<b>Total Unit: Procurement &amp; Logistics</b>	<b>1,767,631</b>	<b>1,767,411</b>	<b>(23,251)</b>	<b>1,241,903</b>	<b>1,218,652</b>	<b>69%</b>	<b>✓</b>
<u><i>Customer Service</i></u>							
Revenues	(201,000)	(201,000)	0	(127,071)	(127,071)	63%	✗
Expenses	1,680,435	1,680,414	8,480	1,176,549	1,185,029	71%	✓
Transfer / Overhead Allocation	0	0	0	380	380	0%	✗
<b>Total Unit: Customer Service</b>	<b>1,479,435</b>	<b>1,479,414</b>	<b>8,480</b>	<b>1,049,857</b>	<b>1,058,337</b>	<b>72%</b>	<b>✓</b>
<u><i>Smart Regional Centre</i></u>							
Revenues	(18,000)	(18,000)	0	(16,363)	(16,363)	91%	✓
Expenses	315,856	344,971	12,637	258,976	271,613	79%	✗
Transfer / Overhead Allocation	0	228	0	6,530	6,530	2869%	✗
<b>Total Unit: Smart Regional Centre</b>	<b>297,856</b>	<b>327,199</b>	<b>12,637</b>	<b>249,144</b>	<b>261,781</b>	<b>80%</b>	<b>✗</b>
<b>Total Section: CORPORATE AND TECHNOLOGY</b>	<b>8,022,826</b>	<b>8,385,249</b>	<b>742,538</b>	<b>5,993,268</b>	<b>6,735,806</b>	<b>80%</b>	<b>✗</b>

**10. Whole of Council Statistics**

**Fleet Services**

Ensure internal plant hire operations deliver budgeted net surplus.



<b>Plant Hire Operations Budget (Surplus)</b>	<b>\$ 10,947,538</b>
<b>Year to Date (Surplus)</b>	<b>\$ 7,010,091</b>

**Procurement & Logistics**

Contracts Awarded for March – 10

TEN12636 - Supply of Security Services at Rockhampton Regional Airport - ISS Security Pty Ltd - \$177,549 per month.
QUO12817 - Rockhampton Airport Terminal Cleaning Services - EMG Facility Services Pty Ltd - \$27,442 per month.
QUO12919 - Riparian Corridor Management Study: Frenchmans and Thozets Creeks - Alluvium Consulting Australia Pty Ltd - \$59,330.
QUO12929 - Design, Supply and Install Barrage Gate Winch - ACE Materials Handlign Pty Ltd - \$106,970.
TEN12937 - Bridge Condition Assessment - ARRB Group - \$17,700.
QUO12953 - Supply and Installation of Cattery Units - DLC Australia Pty Ltd - \$83,192.
QUO12982 - Marketing Campaign for Recreational Fishing - Offshore Productions Pty Ltd - \$70,000.
CON13001 - Construction of 3 Dining Platforms - Manuplex Pty Ltd - \$59,685.
TEN12763 - Waste Collection Routing System - 3Logix Pty Ltd - \$139,001.
QUO12958 - Construction of Meals on Wheels Car Park - L&N Tanner Holdings Pty Ltd - \$65,956.

Tenders / quotes in progress: 31

Customer Requests Completed Monthly & Top 5 Customer Requests												
	April	May	June	July	August	September	October	November	December	January	February	March
Requests Logged	2884	2742	3521	3429	3907	3221	3074	3407	2367	3603	3541	3376
Same month Completed	2180	2914	2870	2671	3112	2570	2275	2606	1868	2911	2866	2696
% completed same month	75%	77%	81%	77%	79%	79%	74%	76%	79%	85%	80%	79%
Completed Total for Month	2194	3742	3656	3417	3848	3337	3016	3594	2563	3396	3387	3440
Total Pending	2107	2158	1992		1778	1850	1864	1683	1419	1665	1769	1616
Top 5 Requests for Month	W/Leak P/Gen Misc Road O/Grown An/Dog	P/Gen Food Eng W/Leak An/Dogr W/Animal	Food Enq W/Leak An/Dogr Wan Ani Pk Gen	An/Dog Food Enq W/Animal W/Leak P/Gen	AN/Dog W/Animal P/Gen W/Leak M/Maint	AN/Dog W/Animal P/Gen W/Leak M/Maint	AN/Dog W/Animal P/Gen W/Leak D/Plan	P/Gen T/Trim W/Leak O/Grown An/Dogr	P/Gen W/Leak Bin RRC W/Animal O/Grown	T/Trim Pk Gen M/Leak M/Maint Bin RRC	M/Maint P/Gen W/Leak T/Trim Wan Ani	P/Gen W/Leak T/Trim Wan Ani D/Plan

Total uncompleted customer requests up to 3 months old:	1337	Conquest Work Order & Investigation Long Term up to 3 months old:	618
Total uncompleted customer requests between 3 to 6 months old:	146	Conquest Work Order & Investigation Long Term between 3 to 6 months old:	100
Total uncompleted customer requests greater than 6 months old:	133	Conquest Work Order & Investigation Long Term greater than 6 months old:	84

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

Key:	T/Trim - Tree Trimming	Pk Gen - Parks General Request	An/Dogr - Dog Registration Enquiry
	M/Maint - Meter Maintenance	Food Enq - Food Enquiry	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	D/Plan - Duty Planner (New Enq)	S/Blockage - Reactive Sewerage Block

**CORPORATE SERVICES  
DEPARTMENT - MONTHLY  
OPERATIONAL REPORT  
MARCH 2018**

**Finance Monthly Report - March 2018**

**Meeting Date: 26 April 2018**

**Attachment No: 3**





# Monthly Operations Report

Finance Section

March 2018

## 1. Highlights

*Include any highlights or achievements that have occurred during the month.*

The Value of Council's land (on its asset register) has been indexed based upon an independent assessment that Land values have declined since the valuation by x%. This will be reported in Council's Annual Financial Statements. There is no impact upon depreciation.

Interim Audit by Thomas Noble Russel took place in the week of 26<sup>th</sup> March. Council's interim report is yet to be received.

## 2. Innovations, Improvements and Variations

*(Operational Plan Ref: 5.3.2.1 Identify at least one operational saving per section of responsibility. 5.4.2.6 Identify at least two improved processes per section of responsibility)*

Operational Plan Reference 5.3.2.1
Removal of Priority Paid on the Rates envelopes due to the changes in Australia Post delivery structures.
Training manuals no longer printed for each participant – offered electronically. Savings in printing costs as well as trainer's time.
Working to stop issuing tenant advices for water rates - potential savings of up to \$30 000 pa
A reduction in Billpay service charges was negotiated with Australia Post prior to contract renewal. Indicative saving \$15,000 p.a.
Operational Plan Reference 5.4.2.6
Phone call analysis being undertaken in Rates team to provide learning opportunities and professional development to improve Customer Service.
Currently examining opportunities to improve interface and understanding for uploading of data into pathway to allow for more efficient processing of information.
Looking to improve the Customer education process around Rates; what they are used for, how and when they can be paid.
Monthly asset management meetings have now been scheduled with key operational staff from Parks. These meetings will facilitate more effective engagement and collaboration between Assets and Parks on asset management related matters.
Implementation of Capital Budget in budget module.
Tailored Financials (Finance One) training for new Managers is available.
Allocation of Asset Management Plans in Conquest
A concept brief has been put forward for a Rate Modelling System which will allow Councillors much more user friendly information for budget rate modelling.
As part of the Asset Management System review, the potential exists to also standardise Council's Chart of Accounts with the 'One Council Chart of Accounts'. This process will lay the platform for system change into the future.
As part of the Asset Management System review a review of 'Cloud' capability will also be undertaken to look for savings in Capital outlays.

### 3. Customer Service Requests

(Operational Plan Ref: 4.1.1.1 Provide timely and accurate responses to requests)

Response times for completing customer requests in this reporting period for February are within set timeframes.

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth		Avg Completion Time (days) 6 Months		Avg Completion Time (days) 12 Months		Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q3
			Received	Completed											
Rates Enquiry	6	6	96	91	5	0	3	● 1.42	● 1.23	● 1.27	0.79	● 1.25			

#### 4. Service Delivery

(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council services)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	7.59% achieved in March	Operational
Rates are levied within one week of dates stipulated in the Revenue Statement.	100%	100%	Operational

#### 5. Legislative Compliance and Standards (including Risk and Safety)

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

##### Legislative timeframes

Item	Due Date	Compliant?	Status
Updates to be presented to Council in sectional monthly reports.	Ongoing	100%	Complete
Council's annual financial statements are "unqualified"	31/10/17	100%	Complete
There are no internal controls as rated by the QAO deemed "ineffective".	31/10/17	100%	Complete
The timelines of the annual financial statements as rated by the QAO is not "untimely"	31/10/17	100%	Complete
The quality of financial statements is not rated "below average" by the QAO	31/10/17	100%	As per report to Audit Committee in early October.
Long Term Financial Forecast updated at each budget and budget revision.	Ongoing	100%	Undertaken at 17-18 Budget Adoption. Will be updated again during 18-19 budget deliberations.
Annual Operating Surplus Ratio between 0% & 10%	Ongoing	100%	Compliant at 17-18 Budget Adoption. 4.37% report in Annual Financial Statements

Item	Due Date	Compliant?	Status
Annual Net Financial Asset/Liability Ratio not greater than 60%	31/10/17	100%	34.8% reported in 16/17 Annual Financial statements.
Annual Interest Cover Ratio between 0% & 5%	31/10/17	100%	2.77% in 17/18 Adopted Budget
Annual Debt Service Cover Ratio greater than two times	31/10/17	100%	2.2 times reported in Adopted Budget
Annual Review of asset management plans by 30 June 2018.	30/06/18	Yes	Planning has commenced. With loss of co-ordinator working through available resources.
Annual asset sustainability ratio is greater than 90%	31/10/17	90%	86.45% reported in 16/17 Annual Financial Statements

## 6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
5.2.1.8	Monitor and review non-compliance of legislative requirements	Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis.	Nothing to report
5.3.2.4	Financial systems and processes are managed to meet the appropriate audit requirements and community expectation	The required asset revaluations are completed by 30 April 2018 and integrated into asset management and relevant financial plans.	75%
5.3.4.1	Conduct review of viability in keeping Rockhampton Region Waste and Recycling commercialised	Review undertaken and options presented to Council by 30 June 2018.	70%

## 7. Capital Projects

N/A

## 8. Operational Projects

N/A

## 9. Budget

Financial performance as expected for the reporting period.

## End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES

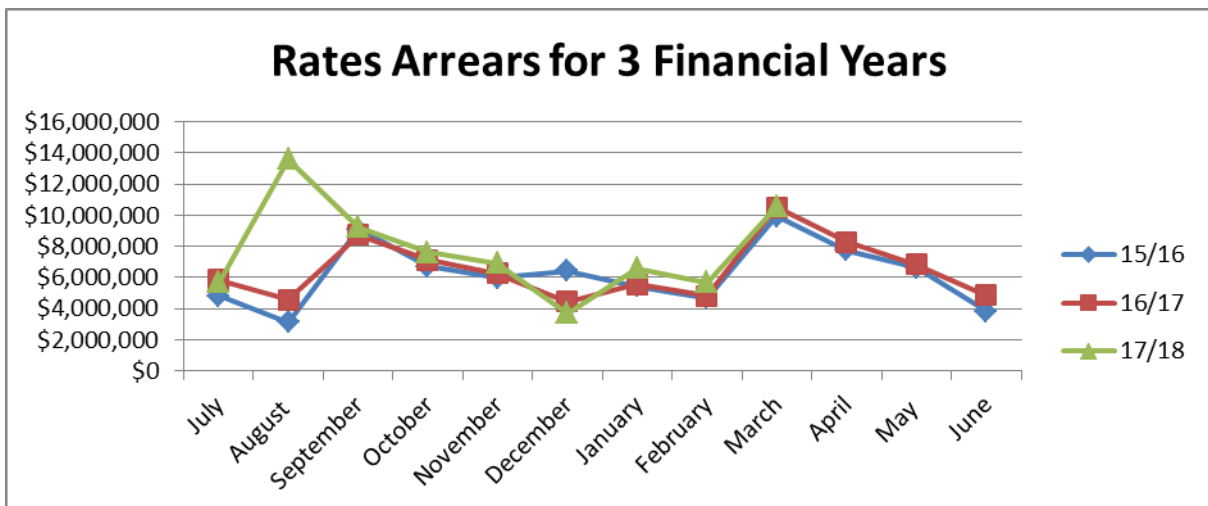
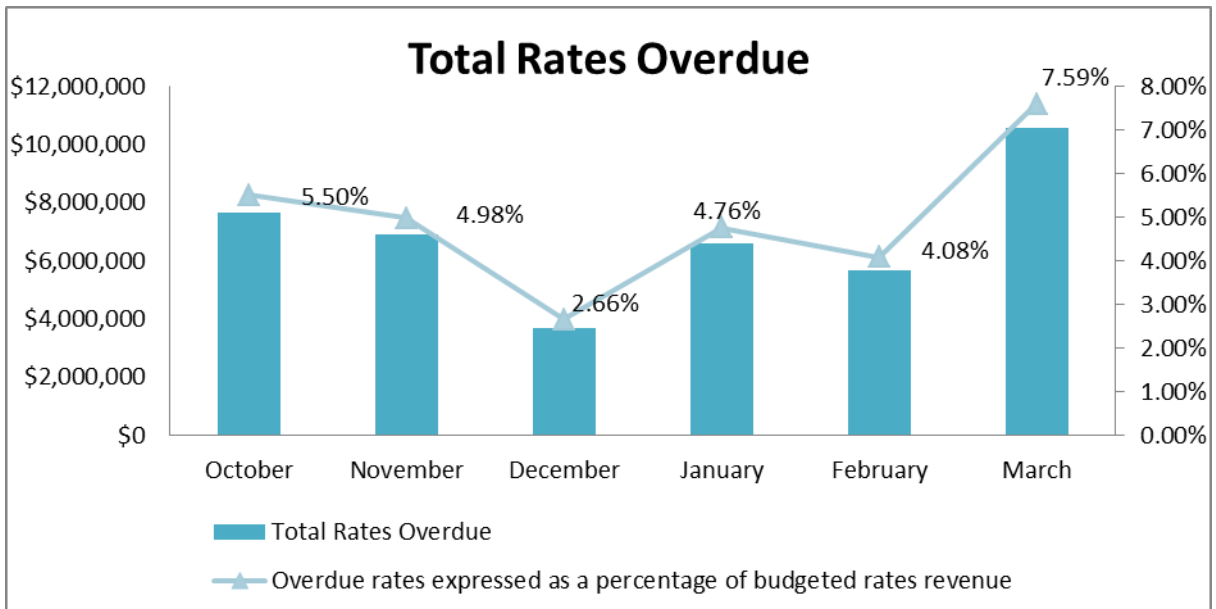
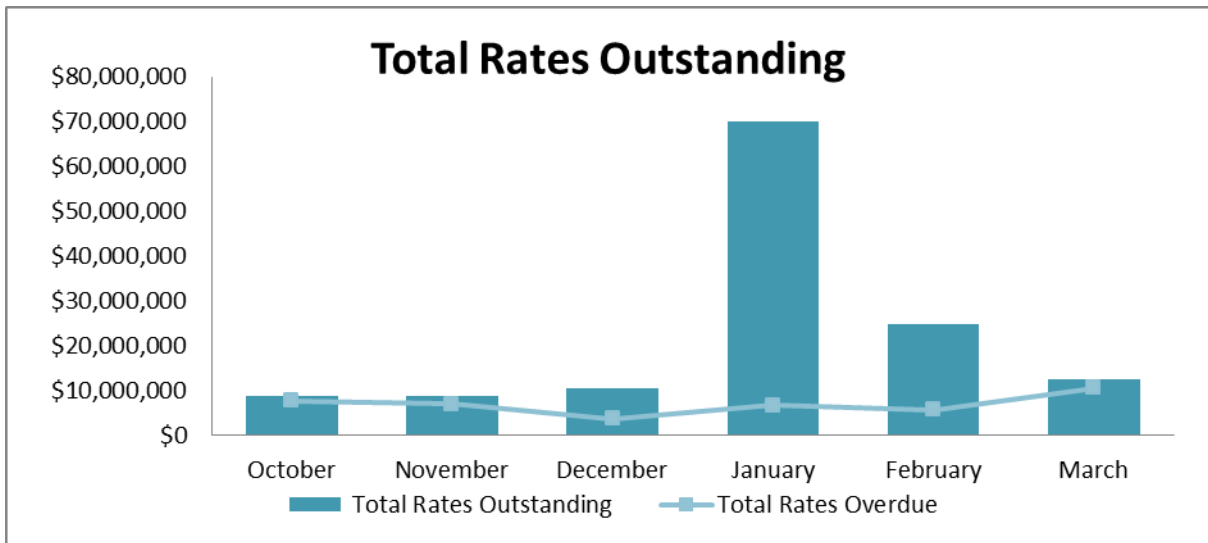
As At End Of March

Report Run: 12-Apr-2018 15:09:53 Excludes Nat Accts: 2802,2914,2917,2924



	Adopted Budget \$	Revised Budget \$	EDM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 75% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>FINANCE</b>							
<i>Finance Management</i>							
Revenues	0	0	0	(80)	(80)	0%	✓
Expenses	562,938	562,600	180,034	428,047	608,080	108%	*
Transfer / Overhead Allocation	0	0	0	307	307	0%	*
<b>Total Unit: Finance Management</b>	<b>562,938</b>	<b>562,600</b>	<b>180,034</b>	<b>428,275</b>	<b>608,388</b>	<b>108%</b>	<b>*</b>
<i>Accounting Services</i>							
Expenses	1,255,726	1,311,628	1,364	891,371	892,734	68%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	*
<b>Total Unit: Accounting Services</b>	<b>1,255,726</b>	<b>1,311,628</b>	<b>1,364</b>	<b>891,386</b>	<b>892,749</b>	<b>68%</b>	<b>✓</b>
<i>Financial Systems</i>							
Revenues	0	(1,126)	0	0	0	0%	*
Expenses	380,690	381,702	5,880	268,372	274,252	72%	✓
Transfer / Overhead Allocation	600	600	0	570	570	95%	*
<b>Total Unit: Financial Systems</b>	<b>381,290</b>	<b>381,176</b>	<b>5,880</b>	<b>268,941</b>	<b>274,821</b>	<b>72%</b>	<b>✓</b>
<i>Assets &amp; GIS</i>							
Revenues	0	0	0	(4,529)	(4,529)	0%	✓
Expenses	1,967,851	1,909,210	135,450	1,290,232	1,425,682	75%	✓
Transfer / Overhead Allocation	37,251	37,251	0	25,607	25,607	69%	✓
<b>Total Unit: Assets &amp; GIS</b>	<b>2,005,102</b>	<b>1,946,461</b>	<b>135,450</b>	<b>1,311,311</b>	<b>1,446,766</b>	<b>74%</b>	<b>✓</b>
<i>Rates &amp; Revenue</i>							
Revenues	(446,132)	(446,132)	0	(625,624)	(625,624)	140%	✓
Expenses	1,809,043	1,809,043	244,722	1,245,087	1,489,809	82%	*
Transfer / Overhead Allocation	750	750	0	0	0	0%	✓
<b>Total Unit: Rates &amp; Revenue</b>	<b>1,363,661</b>	<b>1,363,661</b>	<b>244,722</b>	<b>619,463</b>	<b>864,185</b>	<b>63%</b>	<b>✓</b>
<b>Total Section: FINANCE</b>	<b>5,568,717</b>	<b>5,565,526</b>	<b>567,449</b>	<b>3,519,375</b>	<b>4,086,824</b>	<b>73%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>5,568,717</b>	<b>5,565,526</b>	<b>567,449</b>	<b>3,519,375</b>	<b>4,086,824</b>	<b>73%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>5,568,717</b>	<b>5,565,526</b>	<b>567,449</b>	<b>3,519,375</b>	<b>4,086,824</b>	<b>73%</b>	<b>✓</b>

10. Section Statistics



**11. Whole of Council Statistics*****Safety Statistics***

The safety statistics for the reporting period are:

	Injury Summary		
	January	February	March
<b>Number of Lost Time Injuries</b>	0	0	0
<b>Number of Days Lost Due to Injury</b>	0	0	0
<b>Number of Incomplete Hazard Inspections</b>	0	0	0

***Risk Management Summary***

All Finance's Risks are now ALARP.

**CORPORATE SERVICES  
DEPARTMENT - MONTHLY  
OPERATIONAL REPORT  
MARCH 2018**

**NRM Monthly Report - March 2018**

**Meeting Date: 26 April 2018**

**Attachment No: 4**





# Monthly Operations Report

*Natural Resource Management (NRM)*

*March 2018*

## 1. Highlights

### Environmental Sustainability Strategy

- Strategy development is on track with Stage 2 (visioning) now complete and Stage 3 (strategy development) nearing completion.
- The draft Strategy has been circulated for internal review by the Sustainability Strategy Executive Group. An internal strategy validation workshop is scheduled for April 2018 and a Councillor workshop is scheduled for May 2018.

### Internal sustainability engagement

- The Making Sustainability Second Nature program was launched in March 2018. Internal Sustainability Working Group members participated in the first sustainability field trip to the Glenmore Water Treatment Plant. Dr Jason Plumb provided an interesting and informative site tour and insights into what Fitzroy River Water is doing to improve the sustainability of their operations.
- The internal Sustainability Seed Fund was launched to encourage Council units to identify and trial new sustainability initiatives. A total of 16 applications were received in Round 1 and are currently under consideration.
- The Leadership Team and nominated Managers contributed to a detailed governance assessment as part of the Queensland Climate Resilient Councils program. LGAQ will soon provide a detailed report on Council's governance position and potential opportunities for improvement.

### External sustainability engagement

- The NRM Team participated in Clean Up Australia Day activities and the Reef Guardian network meeting for the Rockhampton and Capricorn Coast region.
- The Boomerang Bags (reusable bags initiative) is underway following a successful material donation drive across Council during March 2018.
- Arrangements for Council's Nature Photography Competition have been finalised, with the competition running until 11 May 2018.

## 2. Innovations, Improvements and Variations

The NRM Team completed training in community-based social marketing to assist with the development and implementation of initiatives that foster sustainable behaviour both within Council's operations and across the wider community.

### 3. Customer Service Requests

(Operational Plan Ref: 4.1.1.1 Provide timely and accurate responses to requests)

Response times for completing customer requests in this reporting period for *March* are *within the set timeframes*.

### 4. Service Delivery

(Operational Plan Ref: 4.1.1.2 Provide effective delivery of Council services)

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
No established customer service standards at this time.			

### 5. Legislative Compliance and Standards (including Risk and Safety)

(Operational Plan Ref: 5.2.1.1 Comply with legislative requirements)

Item	Due Date	Compliant? (Yes/No)	Status
No compliance requirements monitored at this time.			

### 6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
3.3.1.1	Determine current baseline data for Council's current activities	Develop baseline data and monitoring mechanisms by 30 Jun 2018	On track: Sustainability-related data opportunities have been outlined for consideration in Council's Dashboard project. Data monitoring requirements have been identified for consideration in the draft Environmental Sustainability Strategy.
3.3.2.1	Develop an Environmental Sustainability Framework which defines Council's areas of focus and key priority actions	<ol style="list-style-type: none"> <li>1. Achieve guiding principles within the Environmental Policy</li> <li>2. Develop an Environmental Sustainability Framework by 30 June 2018</li> <li>3. Implement actions in accordance with the Environmental Sustainability Framework</li> </ol>	On track: Environmental Policy scheduled for review in April 2018. Proposed framework for Council's Environmental Sustainability Strategy was endorsed by Council on 31 Jan 2018. Stage 3 strategy development is underway as scheduled.

## 7. Capital Projects

As at period ended March – 75% of year elapsed.

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
No capital projects at this time.					

## 8. Operational Projects

As at period ended March – 75% of year elapsed.

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
<b>Sustainability strategies</b>					
<b>Environmental Sustainability Strategy (ESS):</b> Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (Apr 2018) Stage 4 – Strategy validation (May/June 2018) Stage 5 – Consultation and adoption (Jul-Oct 2018)	01 Nov 17	30 Oct 18	On track for delivery: <ul style="list-style-type: none"> <li>• Stage 3 in progress</li> <li>• Branding for strategy and educational materials under development</li> <li>• Internal validation workshops scheduled</li> </ul>	\$0	\$0
<b>Sustainability partnerships</b>					
<b>National Landcare Program – small grants funding:</b> The National Landcare Program provides small grants for community-based environmental works (upto \$50,000). If successful, Capricornia Catchments will undertake weed control and revegetation works at Mount Archer during FY2018-19.	01 Jul 18	30 Jun 19	Proposed: Project proposal submitted by Capricornia Catchments on 19 Mar 18.	\$0	\$0
<b>MOU between Council and Capricornia Catchments:</b> Capricornia Catchments is a not-for-profit, community-based natural resource management organisation based in Rockhampton, focussed on improving natural resource management practices, coordinating on-ground works and capacity building activities. The proposed MOU would formalise the existing collaborative relationship.	01 Mar 18	30 Jun 21	Proposed: Currently under development.	\$0	\$0
<b>Reef Guardian Stewardship Grants:</b> The Great Barrier Reef Marine Park Authority provides Reef Guardian Grants to increase awareness of the Great Barrier Reef and encourage environmental initiatives in local communities (upto \$4,000). If successful in this grant application, the NRM Team will develop an education resource kit during FY2018-19. The kit will provide action learning opportunities focussed on waterway awareness and will be available for loan to schools across the Rockhampton Region.	01 Jul 18	30 Jun 19	Proposed: Grant application in progress, due by 01 May 18.	\$0	\$0
<b>Sustainability programs (external) - empowering our community</b>					
<b>Boomerang Bags, scaling up the use of reusable bags in the Region:</b> The State of Queensland will introduce a plastic bag ban on 01 July 2018. This local pilot project is designed to build community capacity and partnerships that empower our community to live more sustainably through the local creation and distribution of reusable bags. Project partners include Boomerang Bags Rockhampton (not for profit), Endeavour Foundation (disability services), local schools and community groups. It is intended that this program will raise awareness of this issue within the wider community, whilst also initiating local behaviour change via distribution of this sustainable and reusable product.	05 Mar 18	03 Sep 18	On track for delivery: <ul style="list-style-type: none"> <li>• Material drive completed</li> <li>• Endeavour Foundation has commenced cutting work</li> <li>• Liaison with schools and community groups for sewing support to commence shortly</li> </ul>	\$1,500	\$0

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (committals)
<b>Nature Photography Competition for World Environment Day:</b> This project enables Council to actively participate in the global campaign, cross promote both the environment and our Region, gather a suite of local photographs to use in sustainability communications and foster a sense of community ownership of the Environmental Sustainability Strategy by featuring local images and recognising the contributions of local community members.	01 Feb 18	15 Jun 18	On track for delivery: <ul style="list-style-type: none"> <li>• Entries close 11 May 18</li> <li>• Winning photos to be displayed with Environmental Resource Unit (ERU) trailer at Rockhampton Show</li> </ul>	\$1,500	\$0
<b>Sustainability awareness and communications:</b> A series of short video clips are proposed to increase environment and sustainability awareness within the community, build the local appreciation of our natural assets and support actions on Council's Environmental Sustainability Strategy.	03 Apr 18	30 Jun 18	On track for delivery: <ul style="list-style-type: none"> <li>• Contract awarded</li> <li>• Scripting under development</li> </ul>	\$20,000	\$0
<b>Sustainability programs (internal) - advancing corporate sustainability</b>					
<b>Making Sustainability Second Nature:</b> Internal sustainability engagement program designed to advance sustainability awareness and action within Council's operations. Internal Sustainability Working Group has been designed to champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation. Internal Sustainability Seed Fund has been established to encourage Council units to identify and trial new sustainability initiatives.	01 Feb 18	ongoing	On track: <ul style="list-style-type: none"> <li>• Completed first site visit</li> <li>• Developing in-house communication materials</li> <li>• Currently shortlisting Round 1 seed fund applications</li> </ul>	\$10,000	\$0
<b>Queensland Climate Resilient Councils (QCRC):</b> The QCRC is a free three year Program, which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen internal council decision-making processes to respond to climate change: Stage 1 – face to face briefing Stage 2 – detailed governance assessment and detailed report Stage 3 and 4 – leading practice resources / community of practice	01 Feb 18	30 Jun 18	On track: <ul style="list-style-type: none"> <li>• Stage 2 interviews completed 21/22 Mar 18</li> <li>• Detailed governance report expected by May 18</li> <li>• Watching brief on community of practice</li> </ul>	\$0	\$0

9. Budget

Financial performance as expected for the reporting period.

**End of Month Job Costing Ledger - (Operating Only) CORPORATE SERVICES  
As At End Of March**

Report Run: 09-Apr-2018 15:13:19 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 75% of Year Gone
<b>CORPORATE SERVICES</b>							
<b>NATURAL RESOURCE MANAGEMENT</b>							
<i>Natural Resource Management</i>							
Expenses	0	272,579	21,279	116,245	137,523	50%	✓
<b>Total Unit: Natural Resource Management</b>	<b>0</b>	<b>272,579</b>	<b>21,279</b>	<b>116,245</b>	<b>137,523</b>	<b>50%</b>	<b>✓</b>
<b>Total Section: NATURAL RESOURCE MANAGEMENT</b>	<b>0</b>	<b>272,579</b>	<b>21,279</b>	<b>116,245</b>	<b>137,523</b>	<b>50%</b>	<b>✓</b>
<b>Total Department: CORPORATE SERVICES</b>	<b>0</b>	<b>272,579</b>	<b>21,279</b>	<b>116,245</b>	<b>137,523</b>	<b>50%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>0</b>	<b>272,579</b>	<b>21,279</b>	<b>116,245</b>	<b>137,523</b>	<b>50%</b>	<b>✓</b>

## 10. Section Statistics

Events / Program / Activity	Date	Attendees	Comments
<b>Completed activities</b>			
<b>Clean Up Australia Day:</b> NRM Team supported clean up and waste audit at Rigalsford Park	04 Mar 18	22	
<b>Reef Guardian Schools Program Networking:</b> Annual networking meeting with the Great Barrier Reef Marine Park Authority and Reef Guardian Schools from the Rockhampton and Capricorn Coast regions	15 Mar 18	30	
<b>Queensland Climate Resilient Councils:</b> Detailed governance audit, involving Leadership Team and Managers	20/21 Mar 18	20	
<b>Making Sustainability Second Nature:</b> Internal Sustainability Working Group workshop and field trip to the Glenmore Water Treatment Plant. Workshop focus – increasing awareness of how various parts of Council are involved in the use and management of water and our waterways	20 Mar 18	13	
<b>Fostering Sustainable Behaviour training:</b> NRM Team participated in specialised training to support implementation of Council's sustainability engagement programs and networked with other participating Councils and government agencies from across Queensland	26-29 Mar 18	50	
<b>Planned activities</b>			
<b>Environmental Sustainability Strategy:</b> Sustainability Strategy Executive Group workshop to validate and refine the draft Strategy	16 Apr 18		
<b>Environmental Sustainability Strategy:</b> Councillor workshop to validate and refine the draft Strategy	01 May 18		
<b>Making Sustainability Second Nature:</b> Field trip for Internal Sustainability Working Group	May 18		
<b>World Environment Day:</b> Presentation to winners of the nature photography competition	05 Jun 18		
<b>Rockhampton Show:</b> Sustainability awareness and community consultation on the draft Environmental Sustainability Strategy *	13-15 Jun 18		*Pending endorsement of the draft Strategy
<b>River Festival:</b> Sustainability awareness and community consultation on the draft Environmental Sustainability Strategy *	13-15 Jul 18		*Pending endorsement of the draft Strategy
<b>CQ Girl Guides Environment Day:</b> Customer requested activity - Environmental Resource Unit (ERU trailer) support at round robin exhibition day	04 Aug 18		

## 11. Whole of Council Statistics

No whole of Council statistics at this time.



**11.6 EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY**

**File No:** 10072

**Attachments:** 1. [Revised Policy - Marked Up Version](#)  
2. [Revised Policy - Final Version](#)

**Authorising Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Chief Executive Officer providing revised Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy for discussion and adoption by Council.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the revised Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

**BACKGROUND**

The existing Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy was adopted by Council on 12 April 2016 and is now due for revision.

The Chief Executive Officer has reviewed the Policy and major changes are summarised below:

1. Removal of CEO approval for Councillor attendance at an activity related to Council business (formerly clause 6.2);
2. Removal of CEO approval of a Leave of Absence during attendance by Councillor attending an activity attending to Council business (formerly clause 6.3);
3. Clause 5.2.3 – Travel Expenses - Removal of requirement for approval by CEO of Councillor travel generally (formerly clause 8.2 and 8.11);
4. Clause 5.4 – Entertainment and Hospitality Expenses – to provide clarity on included/excluded expenditure and matters to be taken into account by CEO in approving claims;
5. Clause 5.5.2.2 – The removal of a designated administration officer to the Deputy Mayor.

The revised Policy is now provided for adoption by Council.

# **EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY**

## **Revised Policy - Marked Up Version**

**Meeting Date: 26 April 2018**

**Attachment No: 1**

## EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS (COUNCILLOR 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:

To ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

~~This policy is deemed to be a “procedure” for the purposes of section 176(4) of the Local Government Act 2009.~~

~~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 Tribunal.~~

### 3 Related Documents:

#### Primary

*Local Government Regulation 2012*

#### Secondary

*Income Tax Assessment Act 1997 (Cwth)*

*Local Government Act 2009*

[Local Government Regulation 2012](#)

[Civic Events Policy](#)

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Guideline

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

~~Incident Report Form~~[Notice of Incident – Insurance Purposes \(Internal\)](#)

Insurance Claim Request Form

Insurance Form – Motor Vehicle

[Procurement Policy and Purchasing Guidelines](#)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel and Conference Proposal Form

### 4 Definitions:

To assist in interpretation, the following definitions shall apply:

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#### Corporate Improvement and Strategy use only

Adopted/Approved: [Adopted, 12 April 2016](#)  
~~DRAFT~~

Version: 7

Reviewed Date:

Department: Office of [the](#) CEO

Section: Governance Support

Page No.: Page 1 of 26

Activity	Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.
CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
<u>Civic Event</u>	<u>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.</u>
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution.
<u>Council</u>	<u>Rockhampton Regional Council</u>
Council Business	Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government area (for example opening a school fete).  Council business also includes where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council (for example official Council meetings, Councillor forums and workshops, committees/boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments).  Participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.
Council Table	The body of elected Councillors of <u>Rockhampton Regional Council</u> .
Councillors	The Mayor and Councillors of <u>Rockhampton Regional Council</u> , within the meaning of the <i>Local Government Act 2009</i> .
<u>Discretionary Training</u>	<u>Training a Councillor wishes to attend, outside the provisions of mandatory training.</u>
<u>Entertainment or Hospitality Expense</u>	<u>The expense to Council of providing an entertainment or hospitality service.</u>
<u>Entertainment or Hospitality Service</u>	<u>Includes the following:</u> <u>(a) entertaining members of the public in order to promote a local government initiative or project;</u> <u>(b) providing food or beverages:</u> <u>(i) to a person visiting council in an official capacity; or</u> <u>(ii) for a conference, meeting, training course, seminar, workshop or another forum that is held by Council for its Councillors, employees or other persons.</u>
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their <u>civic duties obligations under the Local Government Act 2009.</u> The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
<u>GVG</u>	<u>Green Vehicle Guide</u>
<u>Mandatory Training</u>	<u>Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.</u>

**Corporate Improvement and Strategy use only**

**Adopted/Approved:** Adopted, 12 April 2016 DRAFT

**Version:** 7

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Mayor	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the <i>Local Government Act 2009</i> .
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Area defined by the electoral boundaries of <a href="#">Rockhampton Regional Council</a> .
Resolution	A motion <del>that has been</del> 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:

### 5.1 General

Council is committed to ensuring ~~that~~ Councillors are provided with facilities and have Council business expenses 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;
- (a)
- ~~(b)~~ To be open and transparent, prudent, responsible;
- (b)
- ~~(c)~~ Acceptable to the community;
- (c)
- ~~(d)~~ Based on ensuring economy and efficiency; and
- (d)
- (e) Subject to budget provisions.

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

This policy is deemed to be a “procedure” for the purposes of section 176(4) 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.

### 5.2 Expense Categories

~~The following refer to expenses deemed necessary for Council business. Councillors are only entitled to the expenses contained in the categories listed below.~~

## **6—Representing Council**

### 5.2.1 General Council Business

Council ~~will~~ pays or reimburses expenses incurred in undertaking Council business which includes:

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

~~Councillors may be required to attend a range of activities as part of their role in attending to Council business. Where Councillors are attending to Council business in an official capacity, Council will pay for the approved expenses associated with that activity.~~

~~The Committee Support unit must organise registration for activities that incur a cost to Council.~~

### **6.1 Attendance**

~~For activities that incur a cost to Council, Councillors must complete the Travel and Conference Proposal Form, seek approval (refer to section 6.2) and submit to Committee Support for actioning.~~

~~For activities that do not incur a cost to Council, Councillors must liaise with their Executive Support Officer to process.~~

~~If travel is required to attend an activity refer to section 8.~~

### **6.2 Approval**

~~Approval is required when a Councillor wishes to attend an activity that will incur a cost to Council. The CEO may approve attendance for Councillors at these events.~~

~~If a Councillor has been appointed as a Council representative on a committee or association by Council resolution, expenses associated with the fulfilment of that role are deemed as approved.~~

### **6.3 Councillor's Leave**

~~At the time of approving a Councillor to attend an activity, the CEO may approve for a leave of absence to also be granted for that period.~~

~~If there may be a lack of quorum at a committee or ordinary meeting due to the Councillor attending the requested activity, the CEO may refer the approval for a leave of absence to the Mayor or Council table.~~

~~A leave of absence is automatically granted where a Councillor is appointed as a Council representative on a committee or association by Council resolution.~~

### **5.2.2 Professional Development**

~~Council will pay or reimburses expenses incurred by a **7 Professional Development**~~

~~Councillors may attending the following professional development:~~

- ~~(a) either mandatory training; or and~~
- ~~(b) discretionary training provided the expenses do not exceed the following limits:~~

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## **7.1—Mandatory Training**

~~Training that a Councillor is required to attend for skill development directly related to the Councillor's role is known as mandatory training. This may include:~~

- ~~• Activities directly relating to the role of Councillor (such as Councillor induction, meeting procedure training or legislative obligations);~~
- ~~• Activities that may be relevant for a chairperson of a committee; or~~
- ~~• Activities where a Councillor has been appointed as an official Council representative.~~

~~If a chairperson or appointed Council representative is unable to attend an event, and an alternative Councillor is appointed by Council, then this will be deemed as mandatory.~~

~~Council will meet all costs associated with mandatory training.~~

## **7.2—Discretionary training**

~~Training that a Councillor wishes to attend, outside the provisions of mandatory training, is known as discretionary training.~~

~~In addition to mandatory training, the following limits apply to any discretionary training attendance:~~

Mayor	No limit
Deputy Mayor	\$10,000 per year
Committee Chairs	\$7,500 per year
Councillors	\$5,000 per year

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

## **8—Travel**

~~Council endeavours to provide the best possible service to Councillors who are travelling for or on behalf of Council, while ensuring accountability of public moneys is maintained and that travel and conference arrangements are administered in the most cost effective and efficient manner.~~

~~The Committee Support unit must organise arrangements for activities that involve travel, in liaison with the Councillors Executive Support Officer.~~

### **8.1 Attendance**

~~The Travel and Conference Proposal Form with desired flights and accommodation, and activity registration must be approved (refer to section 8.2) and submitted to Committee Support for actioning.~~

### **8.2 Approval**

~~Councillors must take into consideration the value and benefit to Council of an activity before deciding whether or not to attend an activity.~~**5.2.3 Travel Expenses**

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

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The following travel expenses must be approved by Council resolution:

(a) All international travel and associated costs; and

(b) Expenses incurred outside of current budget allocation.

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

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

### 5.2.3.1 Flights

~~If in line with budget allocation, Councillors may attend an activity if approved by Council resolution or CEO. If outside of current budget allocation, Council resolution to attend is required.~~

### ~~8.2.1 International Travel~~

~~All international travel and associated costs must be approved by Council resolution.~~

~~The Councillor's Executive Support Officer must prepare the report to be presented to the Council table with appropriate time for Committee Support to organise travel arrangements.~~

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## 8.3 — 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 ~~will be~~ economy class however when Councillors are required to travel on long range ~~international~~ flights the CEO may approve travel other than economy class.

### 8.3.1 — Cancellation of Flight by Airline:

~~If a scheduled flight has been cancelled by an airline during work hours, the Councillor must seek approval from the CEO for a suitable flight to be booked by Committee Support.~~

~~If a scheduled flight has been cancelled by an airline outside of standard work hours, the Councillor must receive approval from the CEO or a General Manager to rebook on another flight. Failure to seek this approval may result in the additional cost not being covered by Council.~~

### 5.2.3.2 Accommodation

## 8.4 — 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 ~~will be~~ made to minimise the total cost associated with attendance at the event. Travel time to the event, taxi costs, convenience and hotel services ~~will be~~ considered when booking accommodation. When practical and available, accommodation ~~will be~~ arranged within close proximity to the event venue.

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

One night's accommodation prior to the event ~~will~~ only ~~be~~ 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. Accommodation will be booked taking into consideration availability, cost and proximity to business activity.

~~Wherever practicable, accommodation will be arranged at the activity venue.~~

~~Where accommodation is not included in a package, the standard of accommodation will be appropriately priced business class accommodation, i.e. 3 or 4 star accommodation or equivalent.~~

~~Should they wish, Councillors may consider share accommodation arrangements to further reduce costs where applicable.~~

## 8.5 Car Hire

~~Car hire for activities may be requested on the Travel and Conference Proposal Form.~~

### 8.6 5.2.3.3 Private Vehicle Use

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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 Council business will-is only be acceptable where every effort to use Council vehicles has been explored in advance of its required need.

~~It should be noted that~~ Council insurance does not cover private vehicles used for Council business.

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

~~The CEO must approve the use of a private vehicle to attend an activity in advance.~~

Where a Councillor utilises his or her/their own vehicle to attend an activity, the Councillor will-beis entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

#### **5.2.3.4 Parking and Associated Fees**

Council will-reimburses parking costs where a vehicle has incurred fees (excluding infringement notices) whilst attending an activity.

#### **5.2.3.5 Public Transport/Taxi Fares**

Council will-reimburses the cost of travel to and from activities. Where possible, cabcharge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.

#### **5.2.3.6 Conference Proceedings**

Council will-reimburses the cost of conference proceedings, papers, audio or CD/DVD where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.

#### **5.2.3.87 Laundry/Dry Cleaning**

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

#### **5.2.3.8 Business Telephone Calls, Facsimiles and Postage**

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

#### **5.2.3.109 Personal Telephone Calls and Calls from Mobile Phones**

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

#### **5.2.3.10 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 will-beis covered.

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

<u>Breakfast</u>	<u>\$50.00</u>
<u>Lunch</u>	<u>\$50.00</u>
<u>Dinner</u>	<u>\$100.00</u>

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

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

#### **5.2.4 Non Allowable Expenditure**

As a guide, expenses not normally reimbursed at home, willare not be-reimbursed when travelling. The following expenses willare not be-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 (i.e. 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) Travel costs not applicable to the approved activity;
- (m) In-flight and in-house movies;
- (n) In-house or external entertainment not directly related to the approved activity;
- (o) Personal gifts, goods or services purchased;
- (p) Costs incurred for family members (partners and children):
  - (i) Meals;
  - (ii) Travel;
  - (iii) Incidentals, e.g. laundry, in-house video hire;
  - (iv) Partner's programme; and
- (q) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

#### **5.2.5 Other Matters**

##### **5.2.5.1 Travel Insurance**

Councillors are covered by Council insurance while travelling on authorised Council business. Details of cover may be obtained from 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.

##### **5.2.5.2 Local Government Workcare**

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

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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.

## **8.9 Changes to Travel**

~~Requests for changes to travel received by Committee Support will be forwarded to the CEO for approval and actioned accordingly.~~

~~Fees incurred due to changes without a legitimate reason will be charged to the Councillor.~~

### **5.2.5.3 8.10 — 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, ~~they may do so with the approval of the CEO.~~ All additional costs and arrangements ~~will be~~ the responsibility of the Councillor.

~~Committee Support can make the necessary arrangements if needed, however the Councillor will be responsible for covering the cost of additional accommodation and related expenses.~~

### **5.2.5.4 8.11 — Travel by Family Members**

A Councillor may choose to have ~~their partner and/or children~~ a companion travel with them to an activity.

~~Arrangements associated with the partner and/or children are the responsibility of the Councillor.~~

The Councillor ~~will be~~ responsible for charges over and above the standard Council rate for one adult travelling, i.e. standard room as opposed to larger room to accommodate a family or car hire to accommodate ~~for~~ a family.

### **5.2.5.5 8.12 — Rewards Programs**

Councillors must not accumulate reward points for airlines or accommodation for personal gain as a result of travel in the course of their duties.

### **5.2.5.6 Non-Attendance**

It is the Councillor's responsibility to ensure ~~that~~ 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.

### **5.2.5.7**

#### **Purchase Cards**

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

### **5.2.5.8 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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## 5.3 Claiming Expenses

### 5.3.1

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## **Travel Expenses**

### **Declaration of Expenses**

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

Expenses incurred during travel on 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 for reimbursement 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 ~~to Committee Support~~ within 14 days of completion of travel.

#### ~~Expenses to be Reimbursed~~

~~Claims for reimbursement of travel expenses must be submitted to Committee Support for processing.~~

~~The original itemised tax invoice/receipt must be submitted for reimbursement with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.~~

~~Claims will be approved by Committee Support if adhered to allowable expenditure within this procedure.~~

~~Committee Support will complete the Payment Exception Authority Form (PEA) and submit to Accounts Payable for reimbursement to the Councillor by bank deposit, as requested by the Councillor.~~

#### ~~Other Expenses~~

~~Additional costs not covered by this policy are to be fully substantiated and may be claimed upon return. Original itemised tax invoice/receipts or statutory declarations of all expenditure incurred must be provided with the Declaration of Travel Expenses Form.~~

#### ~~Allowable Expenditure~~

~~Allowable expenses for activity attendance include the following:~~

##### ~~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. If approved to utilise a private motor vehicle, Councillors will be entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule. Refer to section 8.6.~~

##### ~~Parking and Associated Fees~~

~~Council will reimburse costs where a vehicle has incurred fees (excluding infringement notices) whilst attending an activity.~~

##### ~~Airport Parking~~

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~~If the only expense to be claimed is parking at the Rockhampton Airport, this may be claimed through the Councillor's own department's petty cash. This must still be noted on the submitted Declaration of Travel Expenses Form.~~

~~If parking is accompanied by other receipts for reimbursement then all receipts are able to be processed through Committee Support.~~

#### ~~Public Transport/Taxi Fares~~

~~Council will cover the cost of travel of Council business, however will not cover public transport or taxi fares for personal matters ie shopping, visiting friends/relatives etc~~

~~Where possible, cabcharge vouchers and airtrain tickets should be obtained from Committee Support prior to travel.~~

#### ~~Conference Proceedings~~

~~Purchase of conference proceedings, papers, audio or CD/DVD is allowable where the information is deemed valuable to convey information about the conference content that could not be conveyed as well by other means.~~

#### ~~Laundry/Dry Cleaning~~

~~Laundry/dry cleaning may be claimed for travel of four consecutive days.~~

#### ~~Business Telephone Calls, Facsimiles and Postage~~

~~Official business telephone calls, modem and internet connections, facsimiles and correspondence, photocopying and postage may be claimed.~~

#### ~~Personal Telephone Calls and Calls from Mobile Phones~~

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

#### ~~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 will be covered.~~

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

- ~~\* Breakfast \$50.00~~
- ~~\* Lunch \$50.00~~
- ~~\* 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 will be met by the Councillor.~~

#### ~~Additional Expenses~~

~~It is recognised that on occasions Councillors may host people in the course of their travel. Any additional costs not covered by this policy must be fully substantiated and claimed upon return. Receipts or declarations of all expenditure incurred are to be provided on the Declaration of Travel Expenses Form and approved by the CEO.~~

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### 8.15.3 ~~Non Allowable Expenditure~~

~~As a guide, expenses not normally reimbursed at home, will not be reimbursed when travelling.~~

~~Expenses that will not be reimbursed by Council include:~~

- ~~\* Beverages not included within a meal allowance~~
- ~~\* Tips and gratuities other than where travel is to a place where tips and gratuities are the custom~~
- ~~\* Applying for or renewing passports~~
- ~~\* Airline club fees (i.e. Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO~~
- ~~\* Excess baggage claims, unless items are directly related to the approved event~~
- ~~\* Toiletries~~
- ~~\* Barber or hair stylist~~
- ~~\* Babysitting fees~~
- ~~\* Kennel fees~~
- ~~\* Tourism related costs~~
- ~~\* Traffic parking fines~~
- ~~\* Travel costs not applicable to the approved activity~~
- ~~\* In-flight and in-house movies~~
- ~~\* In-house or external entertainment not directly related to the approved activity~~
- ~~\* Personal gifts, goods or services purchased~~
- ~~\* Costs incurred for family members (partners and children):~~
  - ~~(i) Meals~~
  - ~~(ii) Travel~~
  - ~~(iii) Incidentals, e.g. laundry, in-house video hire~~
  - ~~(iv) Partner's programme~~

### 8.16 ~~Discrepancies~~

~~The CEO will be notified of costs over and above those estimated on the original Travel and Conference Proposal Form at the completion of travel.~~

~~Any claims for expenses deemed non-allowable by the CEO will be declined.~~

~~Any costs charged to Council, including hotel room accounts, that are deemed non-allowable, must be paid by the Councillor following the issue of a 30-day invoice.~~

~~For Councillors, the CEO or Mayor will be notified if a policy breach has occurred. For the Mayor, the CEO or Deputy Mayor will be notified if a policy breach has occurred.~~

### 8.17 ~~Reporting~~

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~~Quarterly reports are compiled for the CEO to review travel expenses incurred by Councillors against their allocated budget.~~

## 9 — 5.4 Entertainment and Hospitality Expenses

### 5.4.1 General

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

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

~~(a) Be~~ for official purposes;

~~(a)~~

~~(b) Be~~ properly documented with the purpose identified;

~~(b)~~

~~(c) Be~~ available for scrutiny by both internal and external audit;

~~(c)~~

~~(d) Appear be~~ appropriate and responsible and withstand the public defensibility test; and

~~(d)~~

~~(e) Be~~ in accordance with the adopted budget.

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

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#### **9.1-5.4.2 Approved Entertainment and Hospitality Expenditure**

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

##### **5.4.2.1 CEO Approval**

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

When approving the claim, the CEO will consider the following:

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

##### **5.4.2.2 Expenditure Limit**

Provided entertainment and hospitality expenses are incurred in accordance with the requirements of this policy, Council will pay or reimburse entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed. Where Councillors incur hospitality expenses while conducting Council business, apart from official civic receptions organised by the Council, the maximum amount that may be reimbursed is:

~~(a) \$6,000 per annum for the Mayor; and~~

(a)

(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 will be met from relevant approved budgets.

#### **for the following 9.2 — Approved Activities**

~~Examples of expenditure considered to be appropriate entertainment and hospitality include:~~

~~When participating in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment provided the expenditure is not excessive.~~

##### **5.4.2.3 Accepting Hospitality**

###### **9.2.1 — Visiting Delegates**

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

###### **9.2.2 — Meeting Refreshments**

~~Light refreshments/lunches may be available for internal activities.~~

~~Meals and buffet snacks, including refreshments, may be provided during official Council and/or committee meetings.~~

###### **9.2.3 — Civic Receptions**

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~~Refreshments and catering may be provided during civic receptions or functions to recognise significant contributions from groups or individuals to the community.~~

#### ~~9.2.4 Official Dining Functions~~

~~Councillors may be required to participate in business meetings with representatives of business, industry, professional associations or community groups in a less formal environment. In these instances there is an obligation to ensure that expenditure is not excessive.~~

### ~~9.3 Accepting Hospitality~~

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

A Councillor may accept hospitality if it complies with all of the following principles:

~~(a) Refusal would offend the organisation, official or individual;~~

~~(a)~~

~~(b) It conforms to normal business practice or other cultural practices of the giver;~~

~~(b)~~

~~(c) It does not influence a Councillor in such a way as to compromise impartiality or create a conflict of interest; and~~

~~(c)~~

~~(d) It is received in the course of duty in respect of work area responsibilities, or prior approval has been received.~~

~~Any hospitality accepted by a Councillor, regardless of its value, must be reported on the Receipt of Gift Form and documented in the gift register held by the Office of the CEO.~~

### ~~9.4 Claiming Personal Expenditure~~

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

~~The Councillor must seek approval from the CEO prior to seeking reimbursement. When approving the claim, the CEO will consider the following:~~

~~(a) The frequency of claims;~~

~~(b) Factors such as accepted community practice or standard;~~

~~(c) Be satisfied it is reasonable;~~

~~(d) Includes appropriate documentary evidence; and~~

~~(e) Whether the claim withstands the public defensibility test.~~

#### ~~5.4.2.4 9.5 Use of Corporate Purchase Card~~

A Councillor issued with a corporate purchase card in the name of ~~Reckhampton Regional~~ Council may use this card to pay for entertainment and hospitality expenses ~~subject~~ subject to the terms and conditions of the card.

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### 5.4.2.5 Reporting

#### 9.6 Allocation of Funding

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

~~Hospitality expenses related to official receptions and other functions organised by Councillors must be met from relevant approved budgets.~~

#### 9.7 Reporting

Entertainment and hospitality expenses ~~diture will beare~~ charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Guideline to ensure compliance with tax obligations relating to Goods and Services Tax and Fringe Benefits Tax.

## 105.5 – Facilities

### 5.5.1 General

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

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

Facilities provided to Councillors remain ~~the Council's~~ property ~~of Council~~ 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.

~~Council will provide Councillors with the following facilities:~~

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## **10.15.5.2 -Administrative Tools and Office Amenities**

Council ~~will provides~~ Councillors with the facilities listed below:

### **5.5.2.1 Office Space and Access to Meeting Rooms**

The Mayor and Deputy Mayor ~~will beare~~ provided with a dedicated office in the Rockhampton City Hall.

Council ~~will provides~~ access to occasional office accommodation and meeting rooms for Councillors to meet with constituents and the public. ~~Such accommodation should be booked through the Executive Support unit.~~

### **5.5.2.2 Support**

The Mayor ~~will bejs~~ provided with a coordinator, an administration officer and a communications officer.

The Deputy Mayor ~~and Councillors will beare~~ provided with ~~an administration officer.~~

~~Two and one a~~ half shared administrative support officers as determined by the CEO. ~~will be provided to Councillors.~~

~~Additional staffing will be provided as deemed to be warranted by the CEO.~~

### **5.5.2.3 Computer and Printer**

Councillors ~~will beare~~ provided with a laptop computer ~~(similar standard that is available to Council managers) and printer~~ for Council business use.

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

### **5.5.2.4 Photocopier and pPaper sShredder**

Councillors ~~will beare~~ entitled to access photocopiers and paper shredders for business use at the various Council offices.

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

### **5.5.2.5 Stationery**

Councillors ~~will beare~~ provided stationery for official purposes only, ~~including, but not limited to:~~

~~Pens and pen sets~~

~~Paper~~

~~Note paper~~

~~Letterhead~~

~~Business cards~~

~~Envelopes~~

~~Briefcase~~

~~'With Compliments' slips~~

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

Stationery does not include any form of advertising by Council.

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### **5.5.2.6 Telecommunication nNeeds**

Councillors ~~will beare~~ provided with a ~~smartphone mobile telephone/personal digital assistantPDA or hand held device~~ as designated by the CEO.

~~Council will pay~~ for costs associated with the business use ~~of the device. The p,~~ including using the mobile phone/PDA as a personal hot spot device for Council laptop use at the Councillor's home office for business use.

~~Personal calls use of Council provided devices must be kept to a minimum as determined by the CEO,made by the Councillor should be reimbursed to Council.~~

~~It is recognised that community obligations and demands on the Mayor and Deputy Mayor are such that generally all mobile phone/PDA charges are deemed to be Council business. Therefore, the Mayor and Deputy Mayor will beare entitled to have the full cost of Council business related mobile phone/personal digital assistantPDA charges paid by Council.~~

~~Personal home or mobile telephone plans will are not be reimbursable, however Councillors may claim up to ten dollars\$10.00 per month for cCouncil related telephone calls made from their personal home or mobile telephone.~~

### **5.5.2.7 -**

#### **Publications**

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

#### **Other Administrative Necessities**

~~Subject to Council resolution, Councillors may be provided with any other administrative necessities to meet the business needs of Council.~~

### **5.5.2.8 Advertising**

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

### **5.5.2.9 Community Consultation**

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

### **10.25.5.2.10 — Home Other EquipmentOffice**

Councillors may be provided with home office equipment (in addition to a laptop computer ~~and printer~~ as identified in ~~section 10.1 paragraph 5.5.2.3~~) comprising of a:

(a) Laptop docking station;

(b) Printer;

~~(a)~~

~~(b)~~ Computer screen;

(c)

~~(e)~~ Lockable filing cabinet;

(d)

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~~(d)~~ Desk and chair; and

~~(e)~~

~~(e)~~(f) Internet access for business use only.

~~Where Councillors elect to establish a home office, it is the responsibility of each Councillor to ensure that work health and safety legislative requirements are met (Council's Safety unit can provide assistance if required).~~

### 5.5.2.11 10.3 ~~Personal Protective Equipment, Uniforms Name Badge and Name Badge Uniforms~~

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

Councillors may be provided with corporate uniforms comprising five items, a blazer and a name badge if required.

### 5.5.2.12 10.4 ~~Maintenance~~

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

### 11.5.3 ~~Vehicles~~

#### 5.5.3.1 Vehicle Allowance

Councillors, with the exception of the Mayor, ~~will be~~are provided with a Council vehicle for official business use, up to Council's fleet purchase price of \$35,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

~~It is recognised that~~As a result of the community expectations and demands on the Mayor, ~~are such that generally~~ all vehicle use by the Mayor is deemed to be Council business. ~~Therefore, the~~ Mayor ~~will be~~is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$65,000 (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.

#### 11.15.5.3.2 ~~Criteria Greenhouse Gas Emissions~~

~~Council provided vehicles must meet the requirements of the Fleet Vehicle Greenhouse Gas Emissions Reduction Policy. is committed to the reduction of greenhouse gas emissions from its vehicle fleet to lessen the project impact of climate change and global warming. The Department of Infrastructure, and Regional Development and Cities maintains an interactive website called the Green Vehicle Guide (GVG) which provides GVG greenhouse ratings for all new vehicles (up to 3.5 tonnes gross vehicle mass) sold in Australia. The GVG greenhouse ratings provide a robust means of quantifying and comparing the environmental performance of vehicles. The higher lower the rating (on a scale from 1 to 10), the lower the CO<sub>2</sub> emissions of the vehicle.~~

~~Councillors may choose from the following vehicles:~~

~~A maximum combined GVG CO<sub>2</sub> rating of 185g/km. A minimum GVG greenhouse rating of 6.0 for passenger vehicles; or~~

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~~A maximum combined GVG CO<sub>2</sub> rating of 230g/km A minimum GVG greenhouse rating of 5.0 for light commercial vehicles.~~

~~Vehicles that do not comply with the minimum maximum GVG CO<sub>2</sub> ratings greenhouse ratings will have their emissions offset under a carbon offset program. Council will use calculations guided by the National Carbon Accounting toolbox to direct costs from the Councillor's unit to be used to offset or further fund Council's tree planting programs.~~

#### **5.5.3.411.2 Private Use**

Councillors may elect to have limited private use of a Council vehicle, however ~~will be~~ 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 100km of the Region's boundaries. Any private use outside of these boundaries ~~will~~ requires a record to be kept and advice provided to the CEO within 30 days of the use. The CEO ~~will~~ invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use ~~will be~~ are required to reimburse Council an annual amount of \$~~3,988.00~~ 153.43 plus yearly council plant hire increases.

Reimbursement is not required for any business travel.

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

#### **5.5.3.411.3 Conditions of Use**

##### **5.5.3.4.1 Roadworthiness and Appearance**

It is the Councillor's responsibility to ensure ~~that~~ 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 ~~that~~:

~~(a)~~ Servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;

~~(a)~~

~~(b)~~ The vehicle is clean and maintained at a high standard ~~so as~~ to promote a positive image of Council;

~~(b)~~

~~(c)~~ Regular maintenance including fluid and tyre pressure checks are carried out; and

~~(c)~~

(d) Obvious tyre, windscreen or other wear or abnormal noises are reported ed to Fleet Services.

##### **5.5.3.4.2 Authorised Drivers**

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

~~(a)~~ The Councillor allocated to that vehicle;

~~(a)~~

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- (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 work related travel.

#### **5.5.3.4.3 Refuelling of Vehicles**

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

#### **5.5.3.4.4 Infringements**

Council ~~will be~~ is not ~~be~~ 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 ~~will reside~~ s with the offender. If the actual driver cannot be determined, the Councillor may be held liable for the penalties involved.

#### **5.5.3.4.5 Insurance**

Council vehicles are insured under a comprehensive policy.

This insurance policy ~~will become~~ s null and void if the driver is:

(a) Not in possession of a current driver's licence;

~~(a)~~

(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.

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#### **5.5.3.4.6 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.

#### **5.5.3.4.7 Loss of Drivers Licence**

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

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

#### **11.45.5.3.4.8 Accidents**

In the event of an accident, Councillors must comply with the ~~the~~ Council Vehicle Incident Procedure. ~~following must be followed:~~

~~Obtain necessary details from the other driver:~~

- ~~(a) Name;~~
- ~~(b) Address;~~
- ~~(c) Telephone numbers;~~
- ~~(d) Licence number;~~
- ~~(e) Names of witnesses, if any;~~
- ~~(f) Location details (street, suburb, town);~~
- ~~(g) Vehicle details, registration, make and model; and~~
- ~~(h) Insurance details (if available).~~

~~The driver of the vehicle must not admit responsibility for the accident or sign any acknowledgment in this regard.~~

~~Repairs to a vehicle must not be authorised by a Councillor.~~

~~Accidents must be reported to the Executive Support unit and an Insurance Claim Request Form, Incident Report Form and Insurance Form — Motor Vehicle must be completed.~~

~~If an injury has been sustained it must be reported to the Insurance and Safety units within 24 hours.~~

~~If the accident is outside the Region, a towing contractor authorised by the nominated roadside assistance company should be used and the Insurance unit advised of the location to which the vehicle has been taken.~~

#### **125.4.4 Legal Costs and Insurance Cover**

Councillors ~~will be~~ covered under Council insurance policies when discharging civic duties. Insurance cover ~~will be~~ provided for:

- ~~(a) Public liability;~~
- ~~(a)~~
- ~~(b) Professional indemnity;~~
- ~~(b)~~
- ~~(c) Personal accident and/or workers compensation; and~~

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(c)

(d) International and domestic travel insurance.

Any claims over and above the stated ~~will~~ requires the approval of a Council resolution.

Liability of legal costs incurred while discharging a Councillors civic duty ~~will~~ also transfers to Council upon approval via a Council resolution.

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#### **135.4.5 — 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.

#### **145.4.6 — Payment of Expenses**

Councillors who require reimbursement of personal expenses incurred whilst undertaking Council duties, must submit original receipts to their Executive Support Officer to be approved by the CEO. Receipts must be submitted no later than ~~14th~~ 30 June ~~or 14th December~~ of that year. Reimbursements must be made in the financial year they were incurred.

#### **5.4.7 Reporting**

Council's Annual Report must contain information on Councillor expenses reimbursement and provision of facilities as stipulated in the ~~Local Government Act 2009 and~~ Local Government Regulation 2012.

#### **166 Review Timelines:**

This policy ~~will be~~ is reviewed when any of the following occur:

~~6.1~~ As required by legislation;

6.1

~~6.2~~ The related information is amended or replaced; or

6.2

~~6.3~~ Other circumstances as determined from time to time by the Council.

#### **17 Responsibilities:**

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	<del>Chief Executive Officer</del> <u>Executive Coordinator to the Mayor</u> <u>Manager Governance Support</u>
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON  
CHIEF EXECUTIVE OFFICER**

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# **EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY**

## **Revised Policy - Final Version**

**Meeting Date: 26 April 2018**

**Attachment No: 2**



## 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:

To ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by the Councillors.

### 3 Related Documents:

#### Primary

*Local Government Regulation 2012*

#### Secondary

*Income Tax Assessment Act 1997 (Cwth)*

*Local Government Act 2009*

*Local Government Regulation 2012*

Civic Events Policy

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Guideline

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Notice of Incident – Insurance Purposes (Internal)

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel and Conference Proposal Form

### 4 Definitions:

To assist in interpretation, the following definitions shall apply:

Activity	Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.
CEO	<i>Chief Executive Officer</i> A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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> decided by a Council resolution.
Council	Rockhampton Regional Council
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 area (for example opening a school fete).</p> <p>Council business also includes where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council (for example official Council meetings, Councillor forums and workshops, committees/boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments).</p> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business.</p>
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> .
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Entertainment or Hospitality Expense	The expense to Council of providing an entertainment or hospitality service.
Entertainment or Hospitality Service	<p>Includes the following:</p> <p>(a) entertaining members of the public in order to promote a local government initiative or project;</p> <p>(b) providing food or beverages:</p> <p>(i) to a person visiting council in an official capacity; or</p> <p>(ii) for a conference, meeting, training course, seminar, workshop or another forum that is held by Council for its Councillors, employees or other persons.</p>
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	The Mayor is an elected member of Council, also referred to as a Councillor, with additional responsibilities as outline in section 12(4) of the <i>Local Government Act 2009</i> .
Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

Region	Area defined by the electoral boundaries of Council.
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:

### 5.1 General

Council is committed to ensuring Councillors are provided with facilities and have Council business expenses paid or reimbursed to enable them to perform their duties.

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

In accordance with statutory requirements;(a)

To be open and transparent, prudent, responsible;(b)

Acceptable to the community;(c)

Based on ensuring economy and efficiency; and(d)

(e) Subject to budget provisions.

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

This policy is deemed to be a "procedure" for the purposes of section 176(4) 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.

### 5.2 Expense Categories

#### 5.2.1 General Council Business

Council pays or reimburses expenses incurred in undertaking Council business which includes:

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

#### 5.2.2 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:

Mayor	No limit
Deputy Mayor	\$10,000 per year
Committee Chairs	\$7,500 per year



Councillors \$5,000 per year

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

### **5.2.3 Travel Expenses**

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

The following travel expenses must be approved by Council resolution:

- (a) All international travel and associated costs; and
- (b) Expenses incurred outside of current budget allocation.

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

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

#### **5.2.3.1 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.

#### **5.2.3.2 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 costs, convenience and hotel services is considered when booking accommodation. When practical and available, accommodation is arranged within close proximity to the event venue.

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

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

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

#### **5.2.3.3 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 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 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 to attend an activity, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

#### **5.2.3.4 Parking and Associated Fees**

Council reimburses parking costs where a vehicle has incurred fees (excluding infringement notices) whilst attending an activity.

#### **5.2.3.5 Public Transport/Taxi Fares**

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

#### **5.2.3.6 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.

#### **5.2.3.7 Laundry/Dry Cleaning**

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

#### **5.2.3.8 Business Telephone Calls, Facsimiles and Postage**

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

#### **5.2.3.9 Personal Telephone Calls and Calls from Mobile Phones**

Council recognises the personal sacrifice of travelling for 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.

#### **5.2.3.10 Meals**

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

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

Breakfast	\$50.00
Lunch	\$50.00
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.

#### **5.2.4 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 (i.e. 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) Travel costs not applicable to the approved activity;
- (m) In-flight and in-house movies;
- (n) In-house or external entertainment not directly related to the approved activity;
- (o) Personal gifts, goods or services purchased;
- (p) Costs incurred for family members (partners and children):
  - (i) Meals;
  - (ii) Travel;
  - (iii) Incidentals, e.g. laundry, in-house video hire;
  - (iv) Partner's programme; and
- (q) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

### **5.2.5 Other Matters**

#### **5.2.5.1 Travel Insurance**

Councillors are covered by Council insurance while travelling on authorised Council business. Details of cover may be obtained from 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.

#### **5.2.5.2 Local Government Workcare**

Councillors engaged in travel on authorised 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.

#### **5.2.5.3 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.

#### **5.2.5.4 Travel by Family Members**

A Councillor may choose to have a companion travel with them to an activity. The Councillor is responsible for charges over and above the standard Council

rate for one adult travelling, i.e. standard room as opposed to larger room to accommodate a family or car hire to accommodate a family.

#### **5.2.5.5 Rewards Programs**

Councillors must not accumulate reward points for airlines or accommodation for personal gain as a result of travel in the course of their duties.

#### **5.2.5.6 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.

#### **5.2.5.7 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.

#### **5.2.5.8 Additional Expenses**

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

### **5.3 Claiming Expenses**

#### **5.3.1 Declaration of Expenses**

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

Expenses incurred during travel on 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.

### **5.4 Entertainment and Hospitality Expenses**

#### **5.4.1 General**

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

Entertainment or hospitality expenses incurred by Councillors must be:

for official purposes;(a)

properly documented with the purpose identified;(b)

available for scrutiny by both internal and external audit;(c)

be appropriate and responsible and withstand the public defensibility test; and(d)

(e) in accordance with the adopted budget.

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

#### **5.4.2 Approved Entertainment and Hospitality Expenditure**

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

##### **5.4.2.1 CEO Approval**

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

When approving the claim, the CEO considers the following:

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

##### **5.4.2.2 Expenditure Limit**

Provided entertainment and hospitality expenses are incurred in accordance with the requirements of this policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:

\$6,000 per annum for the Mayor; and(a)

(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.

##### **5.4.2.3 Accepting Hospitality**

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

A Councillor may accept hospitality if it complies with all of the following principles:

Refusal would offend the organisation, official or individual; (a)

It conforms to normal business practice or other cultural practices of the giver;(b)

It does not influence a Councillor in such a way as to compromise impartiality or create a conflict of interest; and(c)

(d) It is received in the course of duty in respect of work area responsibilities, or prior approval has been received.

Any hospitality accepted by a Councillor, regardless of its value, must be reported on the Receipt of Gift Form and documented in the gift register held by the Office of the CEO.

##### **5.4.2.4 Use of Corporate Purchase Card**

A Councillor issued with a corporate purchase card in the name of Council may use this card to pay for entertainment and hospitality expenses subject to the terms and conditions of the card.

#### **5.4.2.5 Reporting**

Entertainment and hospitality expenses are charged to specified accounts as per the Entertainment and Hospitality General Ledger Expense Allocation Guideline to ensure compliance with tax obligations relating to Goods and Services Tax and Fringe Benefits Tax.

### **5.5 Facilities**

#### **5.5.1 General**

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.

#### **5.5.2 Administrative Tools and Office Amenities**

Council provides Councillors with the facilities listed below:

##### **5.5.2.1 Office Space and Access to Meeting Rooms**

The Mayor and Deputy Mayor are 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.

##### **5.5.2.2 Support**

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

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

##### **5.5.2.3 Computer and Printer**

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

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

##### **5.5.2.4 Photocopier and Paper Shredder**

Councillors are entitled to access photocopiers and paper shredders for business use at the various Council offices.

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

##### **5.5.2.5 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.

##### **5.5.2.6 Telecommunication Needs**

Councillors are provided with a smartphone as designated by the CEO. Council pays for costs associated with the business use of the device. The personal use

of Council provided devices must be kept to a minimum as determined by the CEO.

#### **5.5.2.7 Publications**

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

#### **5.5.2.8 Advertising**

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

#### **5.5.2.9 Community Consultation**

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

#### **5.5.2.10 Other Equipment**

Councillors may be provided with home office equipment (in addition to a laptop computer as identified in paragraph 5.5.2.3) comprising of a:

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

#### **5.5.2.11 Personal Protective Equipment, Uniforms and Name Badge**

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

Councillors may be provided with corporate uniforms comprising five items, a blazer and a name badge if required.

#### **5.5.2.12 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.

### **5.5.3 Vehicles**

#### **5.5.3.1 Vehicle Allowance**

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official business use, up to Council's fleet purchase price of \$35,000 (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 Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$65,000 (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.

#### **5.5.3.2 Greenhouse Gas Emissions**

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

#### **5.5.3.3 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 100km of the Region's boundaries. Any private use outside of these boundaries requires 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 \$4153.43 plus yearly council plant hire increases.

Reimbursement is not required for any business travel.

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

#### **5.5.3.4 Conditions of Use**

##### **5.5.3.4.1 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:

Servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;(a)

The vehicle is clean and maintained at a high standard to promote a positive image of Council;(b)

Regular maintenance including fluid and tyre pressure checks are carried out; and(c)

(d) Obvious tyre, windscreen or other wear or abnormal noises are reported to Fleet Services.

##### **5.5.3.4.2 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 work related travel.

##### **5.5.3.4.3 Refuelling of Vehicles**

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

##### **5.5.3.4.4 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.

#### **5.5.3.4.5 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.

#### **5.5.3.4.6 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.

#### **5.5.3.4.7 Loss of Drivers Licence**

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

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

#### **5.5.3.4.8 Accidents**

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

### **5.4.4 Legal Costs and Insurance Cover**

Councillors are covered under Council insurance policies when discharging civic duties. Insurance cover is provided for:

Public liability; (a)

Professional indemnity; (b)

Personal accident and/or workers compensation; and (c)

(d) International and domestic travel insurance.

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

Liability of legal costs incurred while discharging a Councillors civic duty also transfers to Council upon approval via a Council resolution.

### **5.4.5 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.

### **5.4.6 Payment of Expenses**

Councillors who require reimbursement of personal expenses incurred whilst undertaking Council duties, 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.

#### **5.4.7 Reporting**

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

### **6 Review Timelines:**

This policy is reviewed when any of the following occur:

As required by legislation;**6.1**

The related information is amended or replaced; or**6.2**

**6.3** Other circumstances as determined from time to time by the Council.

### **7 Responsibilities:**

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Executive Coordinator to the Mayor
Policy Quality Control	Corporate Improvement and Strategy

**EVAN PARDON  
CHIEF EXECUTIVE OFFICER**

**11.7 COUNCIL DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER**

<b>File No:</b>	<b>12660</b>
<b>Attachments:</b>	<b>1. <a href="#">Financial Delegation</a></b>
<b>Authorising Officer:</b>	<b>Tracy Sweeney - Manager Workforce and Strategy</b>
<b>Author:</b>	<b>Allysa Brennan - Coordinator Corporate Improvement and Strategy</b>

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**SUMMARY**

*This report seeks Council's approval for the amendment of the Chief Executive Officer's financial delegations.*

**OFFICER'S RECOMMENDATION**

THAT the Chief Executive Officer's amended financial delegation, as detailed within the report and as contained within attachment 1 to the report, be adopted.

**COMMENTARY**

This report details an amendment to item (e) of the CEO's financial delegation to allow for an increase in the waiver of debt from \$1000.00 to \$3000.00 and the requirement for a report to be presented to Council at the next available meeting on each occasion a debt has been waived.

After exercising all steps in Council's adopted Debt Recovery Policy it may be considered impractical to pursue a particular debt any further. Item (e) in the CEO's Financial Delegation allows the CEO to waive debts which are seen to be unrecoverable up to and including a value of \$3000.00. Debts \$3000.00 or more are referred to Council for approval to waive.

**BACKGROUND**

Without powers being delegated to the CEO and subsequent sub-delegated to relevant positions, Council operations would be impeded significantly as separate resolutions would be required to allow decisions to be made for a vast number of operational activities that are undertaken on a daily basis.

**PREVIOUS DECISIONS**

The CEO's financial delegations have been previously presented to Council and adopted at various Council meetings. In accordance with section 257(4) of the *Local Government Act 2009* the CEO's delegations must be reviewed annually by Council. The CEO's financial delegations were last reviewed by Council on 27 September 2017 and last adopted by Council on 8 September 2015.

**LEGISLATIVE CONTEXT**

Section 257 of the *Local Government Act 2009* allows Council to delegate its powers to one or more individuals or standing committees, including to the CEO. Pursuant to section 257(4) of the *Local Government Act 2009* a delegation to the CEO must be reviewed annually by Council.

To further streamline the decision making process, section 259 of the *Local Government Act 2009* allows the CEO to sub-delegate the powers (including those delegated to him by Council) to another Council position where appropriate.

**LEGAL IMPLICATIONS**

Important legal principles which apply to the delegation proposal set out in this report are:

- Council at all times retains power to revoke the delegation. Accordingly, Council retains ultimate control.

- Council, as delegator, has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to impose checks and balances on its delegations. However, the delegated power cannot be unduly fettered.
- The delegate must exercise a delegated power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.

**CONCLUSION**

For the reasons stated within the report, it is recommended that the CEO's financial delegations, including proposed amendments, be endorsed and implemented.

# **COUNCIL DELEGATIONS TO THE CHIEF EXECUTIVE OFFICER**

## **Financial Delegation**

**Meeting Date: 26 April 2018**

**Attachment No: 1**

**ATTACHMENT 1****FINANCIAL DELEGATION**

- (a) Formally approve any operating expenditure within budget, with the following limitation:

Where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget.

- (b) Formally approve any capital expenditure within budget, with the following limitation:

Where a natural disaster and/or extraordinary emergent event has been declared in the local government area, the CEO can exercise the delegation to formally approve expenditure necessary which does not cause a variation of greater than 5% from budget.

- (c) Formally approve the investment or borrowing of money in accordance with Council's approved policy.

- (d) Formally approve Act of Grace payments, on a case-by-case basis, as an equitable remedy to persons who may have been unintentionally disadvantaged by the effects of Council legislation, actions or omissions and who have no other viable means of redress, to the value of not more than \$2,000.

- (e) Formally approve the waiver of debt where all practical means to recover the debt have been exhausted and such debt is less than \$3000. The Chief Executive Officer must provide a report of debts that have been waived to be presented to Council at the next available meeting.

- (f) Formally approve the refund of fees and charges, on a case by case basis, to the value of not more than \$5,000 unless other wise specified within Council's various Fees and Charges Refund Policies.

**12 NOTICES OF MOTION**

Nil

**13 QUESTIONS ON NOTICE**

Nil



**14 URGENT BUSINESS/QUESTIONS**

*Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.*

## 15 CLOSED SESSION

In accordance with the provisions of section 275 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 275 of the *Local Government Regulation 2012*, for the reasons indicated.

#### 16.1 Legal Matters Report - January to March 2018

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

#### 16.2 Chief Executive Officer Monthly Report

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

#### 16.3 Organisational Structure

This report is considered confidential in accordance with section 275(1)(a) (h), of the *Local Government Regulation 2012*, as it contains information relating to the appointment, dismissal or discipline of employees; AND other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

## 16 CONFIDENTIAL REPORTS

### 16.1 LEGAL MATTERS REPORT - JANUARY TO MARCH 2018

**File No:** 1392

**Attachments:** 1. Legal Matters Report as at 31 March 2018

**Authorising Officer:** Tracy Sweeney - Manager Workforce and Strategy

**Author:** Allysa Brennan - Coordinator Corporate Improvement and Strategy

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

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#### SUMMARY

*Presenting an update of current legal matters that Council is involved in as at 31 March 2018.*

**16.2 CHIEF EXECUTIVE OFFICER MONTHLY REPORT**

**File No:** 1830  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*Chief Executive Officer presenting monthly report for the period ending 16 April 2018.*

**16.3 ORGANISATIONAL STRUCTURE**

**File No:** 289  
**Attachments:** Nil  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

This report is considered confidential in accordance with section 275(1)(a) (h), of the *Local Government Regulation 2012*, as it contains information relating to the appointment, dismissal or discipline of employees; AND other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**SUMMARY**

*The Chief Executive Officer is seeking Council consideration of the organisational structure to meet Council's operational needs.*

**17 CLOSURE OF MEETING**