



ORDINARY MEETING

MINUTES

12 JUNE 2018

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**REPORT OF THE ORDINARY MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 12 JUNE 2018 COMMENCING AT 9.05AM**

1 OPENING

The opening prayer presented by Pastor David Alley from Peace Apostolic Ministries.

2 PRESENT

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor S J Schwarten
Councillor A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – Deputy Chief Executive Officer
Mr P Kofod – General Manager Regional Services
Ms C Worthy – General Manager Community Services
Mr T Cullen – General Manager Aviation Services
Ms A Cutler – Chief Financial Officer
Ms T Sweeney – Manager Workforce and Strategy
Mr D Stevenson – Manager Corporate and Technology Services
Mr S Gatt – Manager Planning and Regulatory Services
Mr C Ireland – Manager Regional Development and Promotions
Ms N Brownless – Acting Manager Communities
Ms A Brennan – Coordinator Corporate Improvement and Strategy
Mr D Morrison – Executive Coordinator to the Mayor
Mr M Mansfield – Coordinator Media and Communications
Ms A Bartlett – Tourism Coordinator
Mr T Gardiner – Senior Planning Officer
Ms R Phelan – Project Officer
Ms J Chavasse – Business Administration Trainee
Ms L Leeder – Senior Governance Support Officer
Ms K Walsh – Governance Support Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting held on 29 May 2018 be taken as read and adopted as a correct record.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 DRAFT LOCAL LAWS FOR DISCUSSION, AMENDMENT AND ADOPTION

File No: 11698

Attachments:

1. **Aerodromes (Amendment) Local Law (No.1) 2018**
2. **Use of a Vehicle on an Airside Area (Amendment) Subordinate Local Law (No.1) 2018**
3. **Animal Management (Amendment) Subordinate Local Law (No.1) 2018**

Authorising Officer: Colleen Worthy - General Manager Community Services

Author: Steven Gatt - Manager Planning and Regulatory Services

SUMMARY

This report is to provide the Council with the draft Local Laws for discussion, amendment and adoption.

COUNCIL RESOLUTION

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

- (a) Local Law No. 7 (Aerodromes) 2011
- (b) Subordinate Local Law No. 1.18 (Use of a Vehicle on an Airside Area) 2011
- (c) Subordinate Local Law No. 2 (Animal Management) 2011. With an amendment to Schedule 8 Column 2 Item 4 (a) to read Constructed of materials which may include invisible electric dog fence systems, which are of sufficient strength to prevent the animal from escaping over, under or through the fence.

Moved by: Mayor Strelow

Seconded by: Councillor Smith

MOTION CARRIED

11.2 ANTI-COMPETITIVE TESTING OF PROPOSED LOCAL LAWS AND SUBORDINATE LOCAL LAWS

File No: 11698
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Steven Gatt - Manager Planning and Regulatory Services

SUMMARY

As part of the local law making process, Council is required to test possible anti-competitive provisions identified in the proposed local law and subordinate local laws.

Council is able to delegate to its Chief Executive Officer the power to decide how the public interest testing of the proposed local laws and subordinate local laws should be undertaken.

COUNCIL RESOLUTION

THAT Council resolves pursuant to section 257 of the *Local Government Act 2009* ("the Act"), to delegate to the Chief Executive Officer of Council its powers under section 38 of the Act and section 15 of the *Local Government Regulation 2012* to decide—

- (a) how the public interest test of the local laws and subordinate local laws particularised in the schedule is to be conducted; and
- (b) the matters with which the public interest test report in relation to the local laws and subordinate local laws particularised in the schedule must deal; and
- (c) the consultation process for the public interest test and how the process is to be used in the public interest test.

Moved by: Mayor Strelow
Seconded by: Councillor Rutherford
MOTION CARRIED

11.3 ACCREDITATION CAPRICORN SPIRE VISITOR INFORMATION CENTRE

File No: 9288
Attachments: Nil
Authorising Officer: Chris Ireland - Acting General Manager Advance Rockhampton
Author: Aimee Bartlett - Coordinator Marketing and Events

SUMMARY

Rockhampton Regional Council has taken a more active role in Tourism over the past twelve months to engage the industry and increase visitation to the region. The Capricorn Spire Visitor Information Centre is a vital part of the equation and being an accredited VIC opens the door to further opportunities and support options to help increase the tourism potential for the region.

COUNCIL RESOLUTION

THAT Rockhampton Regional Council applies for accreditation for the Capricorn Spire Visitor Information Centre.

Moved by: Councillor Swadling
Seconded by: Councillor Rutherford

MOTION CARRIED UNANIMOUSLY

11.4 COMMUNITY ASSISTANCE PROGRAM

File No: 12535
Attachments: Nil
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Naomi Brownless - Acting Manager Communities

SUMMARY

An application from the Central Queensland Motor Sporting Club Inc for Major Sponsorship assistance towards the Goldrush Hillsprint event is presented for Council consideration.

COUNCIL RESOLUTION

THAT Council approves the Major Sponsorship application from Central Queensland Motor Sporting Club Inc for funding to assist with the staging of the Goldrush Hillsprint to be held on 14 July 2018 and approves an amount of \$25,000.00 in sponsorship.

Moved by: Mayor Strelow
Seconded by: Councillor Rutherford
MOTION CARRIED UNANIMOUSLY

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

File No: 5883
Attachments: 1. Revised Draft Purchasing Policy
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Drew Stevenson - Manager Corporate and Technology Services

SUMMARY

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

COUNCIL RESOLUTION

THAT the revised draft Purchasing Policy – Acquisition of Goods and Services as attached to this report be adopted.

Moved by: Councillor Fisher
Seconded by: Councillor Wickerson

MOTION CARRIED

11.6 SOLE SOURCE APPROVAL - ALKIRA SOFTWARE PROPOSAL – FULLY INCLUSIVE WEB / ON-LINE CONTENT COMMUNICATION TOOL FOR THE SIGHT AND DEXTERITY IMPAIRED**File No:** 5883**Attachments:**

1. Alkira Software Product Overview (In Closed Session)
2. Alkira Proposal to Voice Enable the Rockhampton Community (In Closed Session)

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer**Author:** Drew Stevenson - Manager Corporate and Technology Services

SUMMARY

This report introduces the Alkira Software solution which provides an inclusive web content communication tool for the sight and dexterity impaired. This report also seeks approval to engage Alkira Software Pty Ltd under Div 3 s235(a) of the LG Regulation (Other Exception – Sole Supplier).

COUNCIL RESOLUTION

THAT Council approves the engagement of Alkira Software Pty Ltd under Division 3 s235(a) of the Local Government Regulation (Other Exception) for reasons noted in this report.

Moved by: Councillor Swadling**Seconded by:** Councillor Smith**MOTION CARRIED**

11.7 SOLE SOURCE SUPPLIER - EMERGENCY SERVICES DAY

File No: 11715
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Sam Williams - Coordinator Disaster Management and Strategic Mapping

SUMMARY

Each year Council participates in Emergency Services Day and pays for advertising of the event. The company used for advertising is a sponsor of Emergency Services Day, and provides their services at a greatly reduced price. Council approval is required to engage the firm.

COUNCIL RESOLUTION

THAT Council approve the use of Southern Cross Media for an advertising package for Emergency Services Day 2018, in accordance with s235(a) of the *Local Government Regulation 2012*.

Moved by: Councillor Swadling

Seconded by: Councillor Williams

MOTION CARRIED

11.8 PROPOSED FEES AND CHARGES 2018-2019

File No: 7816
Attachments: 1. Proposed Fees and Charges 2018-2019
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The intention of this report is to submit Council's reviewed Fees and Charges Schedule for the 2018 – 2019 financial year.

COUNCIL RESOLUTION

THAT in accordance with the requirements of the *Local Government Act 2009*, Council adopts the Fees and Charges schedule for the 2018-2019 financial year.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher

MOTION CARRIED

11.9 FINANCE POLICIES FOR REVIEW

File No:	5237
Attachments:	<ol style="list-style-type: none">1. Rates Concession Policy2. Rates Concession Policy (Track Changes)3. Refund, Exemption and Reduction of Fees and Charges of Fees and Charges Policy4. Refund, Exemption and Reduction of Fees and Charges of Fees and Charges Policy (Track Changes)5. CEO Financial Delegation6. CEO Financial Delegation (Track Changes)
Authorising Officer:	Ross Cheesman - Deputy Chief Executive Officer
Author:	Alicia Cutler - Chief Financial Officer

SUMMARY

Chief Financial Officer presenting reviewed finance policies and CEO's financial delegation to Council for adoption.

COUNCIL RESOLUTION

THAT the following policies as detailed in the report be adopted:

- Rates Concession Policy
- Refund, Exemption and Reduction of Fees and Charges of Fees and Charges Policy

THAT Council resolves as per section 257 of the *Local Government Act 2009* to delegate to the CEO the exercise of powers contained within attachment 5 Financial Delegation.

Moved by: Councillor Rutherford

Seconded by: Councillor Swadling

MOTION CARRIED

10 COUNCILLOR/DELEGATE REPORTS**10.1 COUNCILLOR DISCRETIONARY FUND APPLICATION ST MATTHEW'S COTTAGES \$4,200.00**

File No: 8295
Attachments: 1. Letter from St Matthew's Cottages
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Shane Turner - Strategic Process Officer

SUMMARY

Councillor Discretionary Fund Application received from St Matthew's Cottages for assistance in defraying costs of unforeseen painting of numerous cottages.

COUNCIL RESOLUTION

THAT Council approve the Councillor Discretionary Fund Application for St Matthew's Cottages for the amount of \$4,200 to come from Councillor Schwarten's discretionary fund.

Moved by: Councillor Schwarten

Seconded by: Councillor Swadling

MOTION CARRIED

10:05AM Mr Thomas Gardiner, a Senior Planning Officer with Council, was recently presented with a national award, recognising him as Australia's Young Planner of the Year.

Mayor Strelow, Councillors and staff congratulated Tom and acknowledged his achievement in winning this Planning Institute of Australia award.

10:07AM Mayor Strelow declared a 30 minute recess.

10:36AM The meeting resumed

Members Present:

The Mayor, Councillor M F Strelow (Chairperson)
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor S J Schwarten
Councillor A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr R Cheesman – Deputy Chief Executive Officer
Mr P Kofod – General Manager Regional Services
Ms C Worthy – General Manager Community Services
Mr T Cullen – General Manager Aviation Services
Ms A Cutler – Chief Financial Officer
Ms T Sweeney – Manager Workforce and Strategy
Mr D Morrison – Executive Coordinator to the Mayor
Mr M Mansfield – Coordinator Media and Communications
Ms L Leeder – Senior Governance Support Officer
Ms K Walsh – Governance Support Officer

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS QUESTIONS

14.1 TRAVEL FOR EAST WEST FLIGHT DISCUSSIONS

File No: 8308

Responsible Officer: Evan Pardon - Chief Executive Officer

SUMMARY

Council Neil Fisher seeking approval to travel to Canberra to participate in East West flight discussions on 18 and 19 June 2018.

COUNCIL RESOLUTION

THAT Council receives Councillor Fisher's verbal report and endorses the contents of same, and subsequently endorses the travel arrangements exclusively for the purpose of discussing East West flights.

Moved by: Mayor Strelow

Seconded by: Councillor Swadling

MOTION CARRIED

14.2 COMMITMENTS WITH EXTERNAL BODY

File No 11044

Responsible Officer Evan Pardon Chief Executive Officer

SUMMARY

Mayor Strelow raised a matter that she wished to discuss regarding Council's commitment to an external body in closed session.

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.

COUNCIL RESOLUTION

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 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.

16.2 Commitments with an External Body

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains 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.

Moved by: Mayor Strelow

Seconded by: Councillor Smith

MOTION CARRIED

COUNCIL RESOLUTION

10:50AM

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

Moved by: Councillor Smith

Seconded by: Councillor Swadling

MOTION CARRIED

11:03AM Councillor Schwarten left the meeting

COUNCIL RESOLUTION

11:26AM

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

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

16 CONFIDENTIAL REPORTS

16.1 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.

SUMMARY

The Chief Executive Officer is seeking Council consideration of the organisational structure to meet Council's operational needs.

COUNCIL RESOLUTION

THAT Council adopt the Organisational Structure as presented at the meeting.

Moved by: Mayor Strelow
Seconded by: Councillor Fisher
MOTION CARRIED UNANIMOUSLY

16.2 COMMITMENT TO AN EXTERNAL BODY -**File No** 11044**Authorising Author** Evan Pardon Chief Executive Officer

SUMMARY

The table agreed to discuss in closed session a matter of participation in an external body.

COUNCIL RESOLUTION

THAT Council receives the verbal report.

Moved by: Councillor Swadling

Seconded by: Councillor Smith

MOTION CARRIED

17 CLOSURE OF MEETING

There being no further business the meeting closed at 11:29am.

SIGNATURE

CHAIRPERSON

DATE