



ORDINARY MEETING

AGENDA

28 APRIL 2020

Your attendance is required at an Ordinary meeting of Council to be held at the Pilbeam Theatre, Victoria Parade (corner of Cambridge Street), Rockhampton on 28 April 2020 commencing at 9:00am for transaction of the enclosed business.

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

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

CHIEF EXECUTIVE OFFICER
23 April 2020

Next Meeting Date: 12.05.20

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.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA	1
6	BUSINESS OUTSTANDING	2
	NIL	2
7	PUBLIC FORUMS/DEPUTATIONS	3
	NIL	3
8	PRESENTATION OF PETITIONS.....	4
	NIL	4
9	COUNCILLOR/DELEGATE REPORTS	5
	NIL	5
10	OFFICERS' REPORTS	6
10.1	COMMUNITY ASSISTANCE PROGRAM: ENVIRONMENT AND SUSTAINABILITY SCHEME - MARCH 2020 COMMUNITY INITIATIVES	6
10.2	LGAQ ELECTION OF EXECUTIVE DISTRICT REPRESENTATIVES 2020-2024	17
10.3	SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2020.....	22
10.4	EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY FOR NEW TERM	30
11	NOTICES OF MOTION	61
	NIL	61
12	QUESTIONS ON NOTICE	62
	NIL	62
13	URGENT BUSINESS/QUESTIONS	63
14	CLOSURE OF MEETING.....	64

1 OPENING

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 14 April 2020

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COUNCILLOR/DELEGATE REPORTS

Nil

10 OFFICERS' REPORTS

10.1 COMMUNITY ASSISTANCE PROGRAM: ENVIRONMENT AND SUSTAINABILITY SCHEME - MARCH 2020 COMMUNITY INITIATIVES

File No:	12535
Attachments:	1. Application assessment summary ↓
Authorising Officer:	Alicia Cutler - Acting General Manager Community Services
Author:	Christine Bell - Coordinator Environmental Sustainability

SUMMARY

This report tables the community-based projects submitted for consideration under Council's Community Assistance Program – Environment and Sustainability Scheme, as part of the March 2020 funding round.

OFFICER'S RECOMMENDATION

THAT Council approves funding and support for the following community-led environment and sustainability initiatives (all figures are GST exclusive):

- Access Recreation – *Waste Warriors* (recycling and waste management program), \$250 grant;
- C&K Crescent Lagoon Community Kindergarten – *Hands on learning for sustainability* (worm farm, native bush tucker garden, frog habitat and compost system), \$500 grant;
- Parkhurst State School P&C Association – *Butterfly garden* (garden upgrade, native plants and irrigation), \$2,000 grant;
- Capricornia Catchments – *Revitalising catchment communications* (website upgrade), \$3,000 grant;
- Multicultural Australia - *Tucker Time extended community meals* (enhancing community education activities and sustainable packaging, crockery and utensils), \$3,000 grant;
- Rockhampton Girls Grammar School Board of Trustees – *Agricultural garden area outdoor learning space* (garden upgrade, plants and irrigation), \$3,000 grant;
- Stanwell State School P&C Association – *Let there be water!* (water wise project including repairs to creek pump and an additional water tank), \$3,000 grant.

COMMENTARY

Council's Environment and Sustainability Scheme aims to support community-led environment and sustainability initiatives, and further the objectives of Council's Environmental Sustainability Strategy, by providing funding and support for eligible community organisations.

Eligible projects may include initiatives that:

1. Protect, maintain and enhance our natural environment including:

- Community education and awareness activities that increase the community's understanding and value of our natural environment;
 - Works projects that improve native habitat, riparian corridors and waterways; or
 - Conservation of native flora or fauna species.
-

2. Strengthen our community capacity to live sustainably including:

- Community education and awareness activities that increase the community's understanding of local environmental sustainability issues, impacts and opportunities;
- Capacity-building workshops and events;
- Targeted energy, water or waste efficiency programs; or
- Practical community projects.

Applications closed on 16 March 2020 and were assessed against the following criteria:

- Strategic alignment with Council's Environmental Sustainability Strategy;
- Expected outcomes for the community and the environment;
- Applicant's capacity to deliver the project;
- Applicant's approach to ensuring the project delivers long-term benefits for the community and the environment; and
- Value for money.

Attachment 1 provides a summary of the applications that were received, comments from the assessment panel and recommended funding allocations.

PREVIOUS DECISIONS

The Environment and Sustainability Scheme was established in early 2019. Since this time, the scheme has supported three funding rounds with a total of 9 projects. Both Capricornia Catchments and Multicultural Australia have successfully delivered and acquitted projects under the Scheme and are therefore eligible for consideration in this funding round. For all other applicants, this is their first application under the Scheme.

BUDGET IMPLICATIONS

Council's Environmental Sustainability Unit has allocated funding within the FY2019-20 budget to support community-led environment and sustainability initiatives. The requested funding is within the existing budget allocation.

LEGAL IMPLICATIONS

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

STAFFING IMPLICATIONS

The Environmental Sustainability Unit will support successful projects and liaise with other internal stakeholders where required.

RISK ASSESSMENT

Applicants are fully responsible for project delivery and must provide a final acquittal report outlining any receipts for expenditure, photographs, print media coverage, publications or other forms of documentation. As a result of COVID-19, project acquittal requirements have been extended to June 2021 to minimize the risk of any project delivery pressures.

CORPORATE/OPERATIONAL PLAN

By supporting community-led environment and sustainability initiatives, this report progresses key actions as outlined in the *Corporate Plan 2017-2022, incorporating 2019-2020 Operational Plan activities*:

- 3.1.1 Ensure effective management, protection and future sustainability of the Region through the delivery of the Environmental Sustainability Strategy.
- 3.2.1 Foster sustainable behavior within Council and the community.

- 3.2.1.1 Implement the Environmental Sustainability Strategy to encourage sustainability awareness and action.

This report also directly supports strategic actions outlined within Council's *Environmental Sustainability Strategy*:

- ESS 2.4 Provide support and funding for community-based environment and sustainability initiatives.

CONCLUSION

Council's Environment and Sustainability Scheme is designed to support a range of community-led initiatives within our Region. This report presents Council's fourth round of funding grants since the Scheme was established in February 2019 and reflects a growing diversity of applications being received from across the community. By funding the initiatives identified in this round of the Community Assistance Program, Council is continuing to demonstrate its commitment to environmental sustainability and will be working collaboratively to both strengthen our community's capacity to live sustainably and also protect, maintain and enhance our natural environment.

COMMUNITY ASSISTANCE PROGRAM: ENVIRONMENT AND SUSTAINABILITY SCHEME - MARCH 2020 COMMUNITY INITIATIVES

Application assessment summary

Meeting Date: 28 April 2020

Attachment No: 1

Environment and Sustainability Scheme – Assessment Summary

March 2020 funding round

Applicant	Project description and expected outcomes	Assessment comments
<p>Access Recreation Inc.</p>	<p>Waste Warriors, recycling and waste management program: Access Recreation Inc. is a not-for-profit organisation, offering support to any person with a disability aged from 7-65 years. They currently service over 300 clients across the region and offer a wide range of learning and lifestyle group programs designed to improve their quality of life and foster their independence. This project is designed to introduce program participants to the concept of recycling and standardised waste management.</p> <p>Key expected outcomes:</p> <ul style="list-style-type: none"> • Access Recreation will establish a standardised waste separation system at all three of its program locations (Jardine Street, Berserker Street and Cambridge Street). The system will address 5 waste streams including cardboard/paper, containers for change, soft plastics, general waste and food scraps. • Access Recreation will help participants to learn about waste management. They will develop specialised lesson plans for each of their programs that help participants learn how to avoid, reduce, reuse and recycle. • Access Recreation will assist participants to identify recyclable items, explore ways to sustainably manage their waste products and share this information within their home environment and with their friends and family. • Long term, Access Recreation will continue to reinforce this program by modelling appropriate waste behaviours, creating new social norms around recycling in their centres and providing ongoing education and awareness to their staff and participants. • This project assists members of our community to divert resources from landfill and minimise contamination in Council's yellow-lid recycling bins. <p>Full project costs are estimated at \$600.</p>	<ul style="list-style-type: none"> • This initiative is driven by a community non-for-profit organisation, as part of the services they deliver to some of the most vulnerable members of our community. • The project scope aligns with Council's Environmental Sustainability Strategy and objectives to 'work together to strengthen our community's capacity to live sustainably', by providing community education and awareness activities that increase the community's understanding of local sustainability issues, impacts and opportunities. It also provides capacity building opportunities and both targeted and practical waste management activities. • Expected outcomes support both social and environmental outcomes. • This project is being delivered in conjunction with Access Recreation's staff and program participants and will result in both standardised bin infrastructure and supporting behavioural change. • The project will deliver a long-term resource for the benefit of Access Recreation's current and future participants. <p>RECOMMENDATION: Allocate \$250 to Access Recreation Inc.</p>

Applicant	Project description and expected outcomes	Assessment comments
<p>C&K Crescent Lagoon</p>	<p>Hands on learning for sustainability: C&K Crescent Lagoon Community Kindergarten believes in hands on learning experiences that engage children with their natural environment. This project will help to improve the learning environment and help children to develop sustainable practices in their everyday lives.</p> <p>Key expected outcomes:</p> <ul style="list-style-type: none"> • C&K Crescent Lagoon will establish a worm farm, native bush tucker garden, frog habitat and compost system at the Kindergarten. • C&K Crescent Lagoon's new facilities will help to educate local kids on simple sustainability themes like wildlife habitat, composting, growing your own produce and sustainable watering. • The project will be delivered in conjunction with children and their families. It will be integrated into the kindergarten program, ensuring a lasting legacy at the Centre that helps to increase sustainability awareness and action within the local community both now and in the future. <p>Full project costs are estimated at \$1,700.</p>	<ul style="list-style-type: none"> • C&K Crescent Lagoon are committed to empowering children to engage in sustainable practices which they can take with them as they move through their schooling. • The Staff at C&K Crescent Lagoon have consulted children, families and their Community Advisory Group to formulate ideas to implement within the kindergarten and this project reflects the activities the kindergarten community would like to undertake to be more sustainable. • The project aligns with Council's Environmental Sustainability Strategy and objectives to both 'protect, maintain and enhance our natural environment' and 'work together to strengthen our community's capacity to live sustainably'. • Expected outcomes support both social and environmental outcomes. • It is evident that the Kindergarten is actively working to increase sustainability action within their Centre and the project will deliver a long-term resource for the benefit of the local Kindergarten Community. • In conjunction with support from C&K and local parents, Council's contribution will provide the funding necessary to progress this project. <p>RECOMMENDATION: Allocate \$500 to C&K Crescent Lagoon.</p>

Applicant	Project description and expected outcomes	Assessment comments
<p>Capricornia Catchments</p>	<p>Revitalising Capricornia Catchments website: Capricornia Catchments is a local not-for-profit natural resource management group. This project seeks to provide their website with a much needed upgrade to ensure that their members and the broader community have access to the information and resources they need to be proactive in sustainable natural resource use and management.</p> <p>Key expected outcomes:</p> <ul style="list-style-type: none"> • A new and fully functioning Capricornia Catchments website that provides up-to-date information on current projects, partners and key resources. • Capricornia Catchments staff will be trained on maintaining the website to ensure this project delivers lasting benefits to the local community. <p>Full project costs are estimated at \$14,000.</p>	<ul style="list-style-type: none"> • Clear alignment with Council's Environmental Sustainability Strategy and objectives to both 'protect, maintain and enhance our natural environment' and 'work together to strengthen our community's capacity to live sustainably'. • Expected outcomes support both social and environmental outcomes. • The project will deliver a long-term education and engagement resource for the benefit of both the environment and the community. • Council's contribution will provide the funding necessary for Capricornia Catchments to progress this project. <p>RECOMMENDATION: Allocate \$3,000 to Capricornia Catchments.</p>

Applicant	Project description and expected outcomes	Assessment comments
<p>Multicultural Australia</p>	<p>Tucker Time Extended Community Meals: Multicultural Australia's Tucker Time program works with 2nd Bite and local businesses to collect rescue food that can be turned into meals and distributed to local community organisations. The creation of the meals forms part of the training for participants and uses food that would normally go to waste to help feed vulnerable families in our community. Tucker Time also takes part in workshops and community events as part of the program to help create awareness and build capacity in the community.</p> <p>Key expected outcomes:</p> <ul style="list-style-type: none"> • This grant will assist Multicultural Australia to increase their capacity to support community workshops and events that raise awareness around food waste and using leftover food in practical recipes. • The funding will also assist Multicultural Australia to purchase sustainable packaging, crockery and utensils to ensure that they keep their environmental footprint minimal and lead by example at workshops, presentations and events. • Through Multicultural Australia's continued efforts in food rescue, food donation and community workshops, the community will benefit from shared resources and food whilst also being encouraged to manage their food waste and use leftover food. • This program helps to divert food waste from landfill, whilst supporting some of the most vulnerable members within our community. <p>This project is valued at \$614,000.</p>	<ul style="list-style-type: none"> • Clear alignment with Council's Environmental Sustainability Strategy and objectives to 'work together to strengthen our community's capacity to live sustainably'. • Expected outcomes will deliver both social and environmental outcomes. • Multicultural Australia have proven capacity to deliver a project of this nature and have been delivering the Skilling Queenslanders for Work program for several years. • Multicultural Australia continue to deliver a long-term resource for the community and also provide timely education and awareness opportunities (noting that the program has also secured government funding now until 2021). • The project has the support of Multicultural Australia and its community partners that have a history of working together to maximise community benefit. • Council's support will continue to extend Multicultural Australia's reach and enable them to engage the broader community in the food waste discussion. <p>RECOMMENDATION: Allocate \$3,000 to Multicultural Australia.</p>

Applicant	Project description and expected outcomes	Assessment comments
<p>Parkhurst State School P&C</p>	<p>Butterfly garden: Parkhurst State School has long held focus on environment and sustainability issues as part of the school's Science, Technology, Engineering, Arts, Mathematics and Environment (STEAME) program. Parkhurst State School recognises the vital role that butterflies play in pollinating flowers and fruit. Students already collect eggs and larvae and raise them within the school's 'Butterfly Nursery'. This project will extend on the school's activities by turning an overgrown, unusable garden area into an educational and environmentally responsible butterfly garden.</p> <p>Key expected outcomes:</p> <ul style="list-style-type: none"> • Establishment of a new butterfly garden at the school, through appropriate ground preparations, native plants and irrigation. • Continued delivery of key educational and environmental outcomes for the school that help to engage students in hands-on learning. • Strong links with the Australian Curriculum, that also encourage students to sell host plant seeds to the school community as a fundraiser for the ongoing costs of the garden and butterfly nursery. • Continued education of the broader school community through the School's newsletter, social media platforms, photographs, videos and guest speakers. <p>Full project costs are estimated at \$4,100.</p>	<ul style="list-style-type: none"> • Parkhurst State School's P&C have established environment and sustainability links directly with the curriculum in a fun and engaging way and this project builds on their proven successes. • The project aligns with Council's Environmental Sustainability Strategy and objectives to both 'protect, maintain and enhance our natural environment' and 'work together to strengthen our community's capacity to live sustainably'. • Expected outcomes support both social and environmental outcomes. • Parkhurst State School is actively working to increase sustainability action across their school community. • This project is supported by the School P&C and will be delivered in conjunction with teachers, parents, students, local businesses and volunteers. • The project will deliver a long-term resource for the benefit of the school community. • In conjunction with support from the School's P&C, Council's contribution will provide the funding necessary to progress this project. <p>RECOMMENDATION: Allocate \$2,000 to Parkhurst State School P&C.</p>

Applicant	Project description and expected outcomes	Assessment comments
<p>Rockhampton Girls Grammar School Board of Trustees</p>	<p>Agricultural garden area outdoor learning space: Rockhampton Girls Grammar School would like to develop a new creative learning space for students. The food garden will be used as a core learning area for students who are studying agricultural science and home economics, to enable them to grow and harvest their own fruit, vegetables, herbs and flowers. Students will also benefit from associated activities including cooking with their own produce, marketing opportunities and understanding the value of products. The School also intends to partner with Fitzroy Basin Association to educate students on other aspects of agriculture including soil health, plant nutrition, integrated pest management systems, water runoff and local ecosystems.</p> <p>Key expected outcomes:</p> <ul style="list-style-type: none"> • Establishment of a new outdoor learning space and food garden, including ground preparation, purchase of garden materials, soil, tools, fruit trees and seeds. • This project will help to educate the school community on sustainability through growing their own produce. • The garden will provide students with opportunities to learn about sustainable food production systems that protect natural resources and maintain the agricultural capability of the land into the future. • Project outcomes will be captured and communicated to the wider school community through various communication channels including newsletters and social media. <p>Full project costs are estimated at \$7,200.</p>	<ul style="list-style-type: none"> • The project aligns with Council's Environmental Sustainability Strategy and objectives to both 'protect, maintain and enhance our natural environment' and 'work together to strengthen our community's capacity to live sustainably'. • Expected outcomes support both social and environmental outcomes. • Rockhampton Girls Grammar School is committed to long-term maintenance of the garden and intend for it to form part of the core curriculum delivery across their agricultural science programs. • This project is supported by the School community and will be delivered in conjunction with staff, students and local businesses. • The project will deliver a long-term resource for the benefit of the school community. • In conjunction with support from the School's Board of Trustees, Council's contribution will provide the funding necessary to progress this project in 2020. <p>RECOMMENDATION: Allocate \$3,000 to Rockhampton Girls Grammar School Board of Trustees.</p>

Applicant	Project description and expected outcomes	Assessment comments
<p>Stanwell State School P&C</p>	<p>Let there be water! Stanwell State School is a small school with no permanent water supply. It relies on rainwater tanks and water pumped from nearby Neerkol West Creek to flush toilets and water the school's oval. To build the school's capacity to use its resources wisely and better cope with dry conditions, they require assistance to repair and improve efficiency of the current creek pumping lines and increase the school's water storage infrastructure.</p> <p>Key expected outcomes:</p> <ul style="list-style-type: none"> This project will assist Stanwell State School to repair the polylines from their creek pump and install an additional water tank. The project strengthens the school's capacity to use water wisely, offer a safe and suitable sporting facility for local students and the wider community of Stanwell and also enables the school to progress a number of other sustainability projects that require a reliable water supply (including enhancements to the school's food garden, worm farm and aquaculture area). The school also hopes that the enhanced water storage capacity will provide the school with a secondary water supply that can be utilised in times of disaster, supporting their role as an evacuation centre and water station for the Rural Fire Brigade trucks. This project will also assist the school to up-skill students in sustainable water use, food gardens, healthy cooking and business/entrepreneurial skills. <p>Full project costs are estimated at \$7,200.</p>	<ul style="list-style-type: none"> The project aligns with Council's Environmental Sustainability Strategy and objectives to both 'protect, maintain and enhance our natural environment' and 'work together to strengthen our community's capacity to live sustainably'. Expected outcomes support both social and environmental outcomes. Stanwell State School is committed to long-term maintenance of the infrastructure. This project is supported by the School's Principal, staff, students, parents and local businesses. The School indicates that they have historical permissions to access the water and continue to pay annual fees to access the water source. The school also works with Ergon Energy in maintaining access to the pumping facilities at the water source. The project will deliver a long-term resource for the benefit of the school and broader Stanwell community. In conjunction with support from the School and the P&C, Council's contribution will provide the funding necessary to progress this project in 2020. <p>RECOMMENDATION: Allocate \$3,000 to Stanwell State School.</p>
	<p>Total grant value</p>	<p>\$14,750 GST exclusive</p>

10.2 LGAQ ELECTION OF EXECUTIVE DISTRICT REPRESENTATIVES 2020-2024

File No: 10072
Attachments: 1. Letter from LGAQ [↓](#)
2. Nomination Form [↓](#)
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

Local Government Association of Queensland Inc inviting nominations for election of a representative for District No 6 (Central Queensland) for 2020-2024.

OFFICER'S RECOMMENDATION

THAT Council authorises the Chief Executive Officer to nominate Councillor _____ for election as District No 6 Representative on the Local Government Association of Queensland Inc Executive for 2020-2024.

COMMENTARY

The Local Government Association of Queensland Inc (LGAQ) has written to the Chief Executive Officer (copy of letter attached) inviting nominations for District No 6 (Central Queensland) Representative on the Local Government Association of Queensland Inc Executive for 2020-2024 with nominations closing 5pm on Friday 1 May 2020.

Should a Councillor be interested in the position, it is considered desirable to submit a nomination and campaign in support of the nomination

**LGAQ ELECTION OF EXECUTIVE
DISTRICT REPRESENTATIVES
2020-2024**

Letter from LGAQ

Meeting Date: 28 April 2020

Attachment No: 1



7 April 2020

DISTRICT NO.06 - CENTRAL QUEENSLAND

Mr Evan Pardon
Chief Executive Officer
Rockhampton Regional Council
PO Box 1860
ROCKHAMPTON QLD 4700

CEO@rrc.qld.gov.au

Dear Mr Pardon,

ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2020-2024

In accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2020-2024.

Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District.

If there is more than one nomination per District, an election by postal ballot will apply. If an election is required, the "first past the post" voting system will apply.

Councils within the District:

Banana, Central Highlands, Gladstone, Livingstone, Rockhampton

Please find attached:

Attachment 1A: Policy Executive Members Information Schedule
Attachment 1B: LGAQ Corporate Governance Charter
Attachment 1C: Fees, reimbursements and insurance.

Attachment 2: Nomination Form for your District.

PLEASE NOTE:

- a) Nominations close at 5.00pm, **Friday 1 May 2020** and must be received by the Chief Executive Officer by that time **nominated email address: returning_officer@lgaq.asn.au**.
- b) If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 28 March 2020.
- c) A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2020** and, subject to the Rules, hold office until **June 2024**.

If you have any queries, please do not hesitate to call me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Hallam', with a stylized flourish at the end.

Greg Hallam AM
CHIEF EXECUTIVE OFFICER
7 April 2020

DISTRICT NO.07 - WHITSUNDAY

**LGAQ ELECTION OF EXECUTIVE
DISTRICT REPRESENTATIVES
2020-2024**

Nomination Form

Meeting Date: 28 April 2020

Attachment No: 2

**LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND (LGAQ)
POLICY EXECUTIVE 2020-2024**

NOMINATION FORM

DISTRICTs NO. 3 to 11

The City Council of

Hereby nominates Cr.

To represent District Numbers 3 - 11 on the Association's Policy Executive in accordance with Rule 5.4 of the Constitution and Rules of the Association for the period 2020-2024.

Date at this day of 2020

CHIEF EXECUTIVE OFFICER

I hereby accept this nomination

Elected Member Signature

PLEASE RETURN THIS FORM BY POST WITH THE ENCLOSED REGISTERED ENVELOPE TO THE RETURNING OFFICER BY NO LATER THAN 5.00PM FRIDAY 1 MAY 2020

RETURNING OFFICER: MR GJ HALLAM AM
RETURNING OFFICER
LOCAL GOVERNMENT ASSOCIATION OF QLD LTD
PO BOX 2230
FORTITUDE VALLEY BC QLD 4006

N.B FAXED NOMINATIONS WILL NOT BE ACCEPTED.

EMAILED, REGISTERED POST OR BY HAND ONLY.

Email: returning_officer@lgaq.asn.au

10.3 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2020

File No: 8148
Attachments: 1. [Income Statement - March 2020](#)↓
2. [Key Indicators Graphs - March 2020](#)↓
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Michael Clerc - Acting Chief Financial Officer

SUMMARY

The Acting Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2020.

OFFICER'S RECOMMENDATION

That the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2020 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1 July 2019 to 31 March 2020), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position three-quarters of the way through the 2019/20 financial year. Results should be approximately 75% of the revised budget on an even monthly distribution basis.

Some of the initial financial impacts of COVID-19 started to be felt in March 2020, however there was only a minor influence on results for the financial year to 31 March 2020. The financial impacts of COVID-19 will continue to be assessed in coming weeks and a budget review is expected to be completed prior to the end of financial year.

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

Total Operating Revenue is at 90% of the revised budget. Key components of this result are:

- Net Rates and Utility Charges are 97% of the budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2020 were raised and were due on 26th February 2020.
- Private and recoverable works are behind budget at 68%. The private works schedule is currently being updated and at this point in time there are no more works planned to be completed for the remaining months of this financial year.
- Grants, subsidies and contributions are behind budget at 59%. This is due to the timing of receipt of the Federal Assistance Grant with 50% of the 19/20 Grant being received in the 18/19 financial year. The final result for Grants and Subsidies for 19/20 will be influenced by the timing of payments for the Federal Assistance Grant for the 20/21 financial year.
- Interest revenue is ahead of budget at 88%. Interest revenue is now forecast to finish the financial year ahead of the currently budgeted amount.
- Other income is at 82% of the budget partly due to receipt of unbudgeted insurance proceeds received and airport commissions higher than expected year to date.
- All other revenue items are in proximity to the revised budget.

Total Operating Expenditure is at 72% of the revised budget. Key components of this result are:

- Contractors and consultants are at 65% due to the timing of contract payments across several areas of Council's operations.
- Administrative expenses are at 65% due to the timing of events for facilitated by Advance Rockhampton and Community and Culture Section.
- Other expenses are at 44% of budget. This is partly due to the timing of grants and sponsorships to local community groups.
- All other expenditure items are in proximity to the revised budget.

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

Total Capital Income is at 52% of the revised budget. The majority of capital revenue budgeted to be received in 2019/20 is from grants and subsidies tied to performance obligations. As Council progresses through the year and meets performance milestones, grants will be claimed.

Total Capital Expenditure is at 48% of the revised budget. The capital program saw \$7.2M spent during March and now totals \$62.5M for the financial year. Capital projects will continue to progress over the remaining three months of the financial year, however it is apparent that some of the capital works currently budgeted in this financial year will carry over into next financial year. A budget review will be required to realign Council's capital program.

Total Investments are \$84.8M as at 31st March 2020.

Total Loans are \$102.3M as at 31st March 2020 after the third quarterly loan repayment was made during March.

CONCLUSION

Operational income and expenses are mostly in line with expectations for the 2019/20 financial year to date. The financial impacts of COVID-19 will continue to be assessed and a budget review is expected to be completed prior to the end of financial year.

A portion of capital works currently budgeted in this financial year will carry over into next financial year. A budget review will be required to realign Council's capital program.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2020

Income Statement - March 2020

Meeting Date: 28 April 2020

Attachment No: 1



Income Statement
For Period July 2019 to March 2020
75% of Year Gone

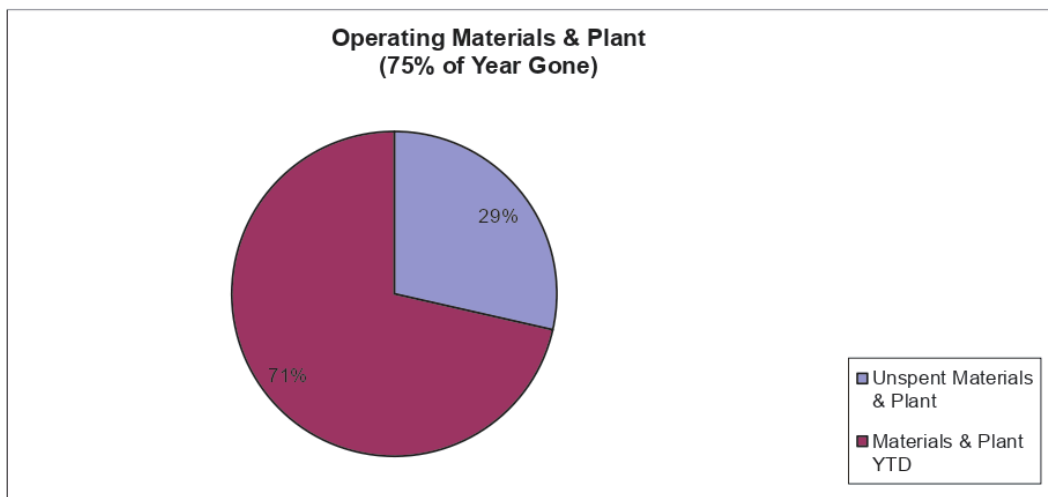
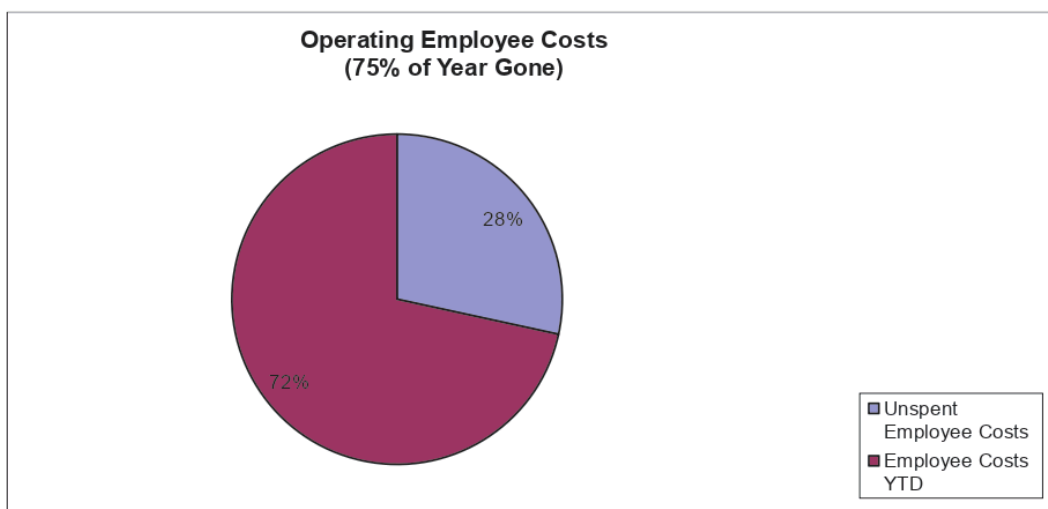
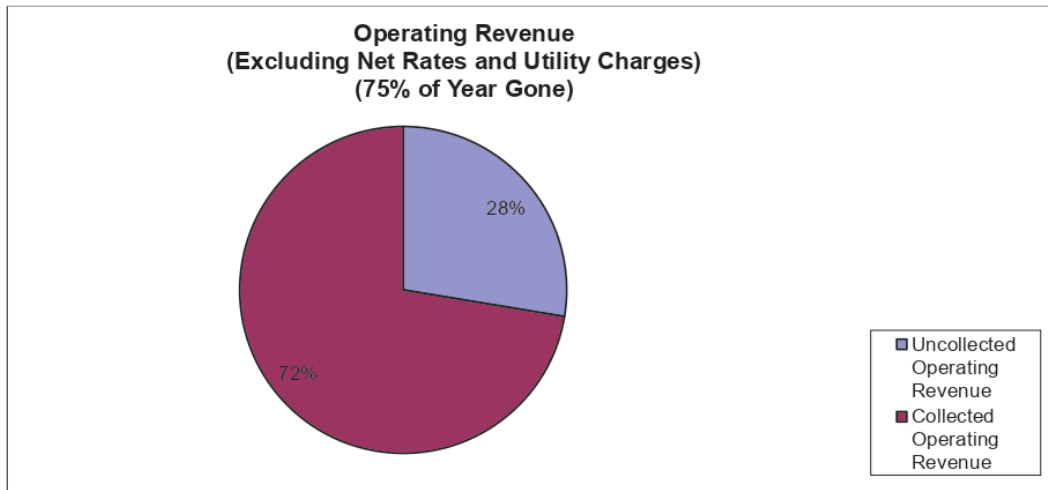
	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
	\$	\$	\$	\$	\$	
OPERATING						
Revenues						
Net rates and utility charges	(149,627,173)	(150,551,151)	(146,265,945)	0	(146,265,945)	97%
Fees and Charges	(26,271,007)	(26,455,465)	(20,092,982)	0	(20,092,982)	76%
Private and recoverable works	(13,292,943)	(7,065,722)	(4,816,666)	0	(4,816,666)	68%
Rent/Lease Revenue	(3,117,903)	(3,117,903)	(2,525,561)	0	(2,525,561)	81%
Grants Subsidies & Contributions	(14,762,254)	(12,875,009)	(7,587,966)	0	(7,587,966)	59%
Interest revenue	(934,000)	(984,000)	(869,146)	0	(869,146)	88%
Other Income	(4,423,646)	(6,586,616)	(5,433,807)	0	(5,433,807)	82%
Total Revenues	(212,428,927)	(207,635,866)	(187,592,073)	0	(187,592,073)	90%
Expenses						
Employee costs	83,397,224	83,536,497	59,806,941	200,675	60,007,617	72%
Contractors & Consultants	17,959,240	17,873,393	11,618,480	7,454,919	19,073,399	65%
Materials & Plant	19,244,295	13,932,008	9,954,035	3,411,653	13,365,688	71%
Asset Operational	25,149,294	25,381,290	18,786,216	2,253,814	21,040,030	74%
Administrative expenses	14,368,947	14,363,871	9,291,369	1,488,721	10,780,090	65%
Depreciation	54,365,738	54,087,810	40,565,858	0	40,565,858	75%
Finance costs	6,046,530	6,046,530	4,422,326	0	4,422,326	73%
Other Expenses	1,247,340	1,773,340	776,080	71,933	848,013	44%
Total Expenses	221,778,608	216,994,739	155,221,306	14,881,715	170,103,021	72%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(9,382,328)	(9,382,327)	(6,808,841)	0	(6,808,841)	73%
Total Transfer / Overhead Allocation	(9,382,328)	(9,382,327)	(6,808,841)	0	(6,808,841)	73%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	(32,647)	(23,455)	(39,179,608)	14,881,715	(24,297,693)	16704.4%
CAPITAL						
Total Developers Contributions Received	(2,262,800)	(2,352,800)	(256,799)	0	(256,799)	11%
Total Capital Grants and Subsidies Received	(63,960,122)	(46,117,906)	(24,966,458)	0	(24,966,458)	54%
Total Proceeds from Sale of Assets	0	0	0	0	0	0%
Total Capital Income	(66,222,922)	(48,470,706)	(25,223,257)	0	(25,223,257)	52%
Total Capital Expenditure	149,316,405	130,149,919	62,454,197	68,647,700	131,101,897	48%
Net Capital Position	83,093,482	81,679,212	37,230,939	68,647,700	105,878,639	46%
TOTAL INVESTMENTS			84,834,384			
TOTAL BORROWINGS			102,319,645			

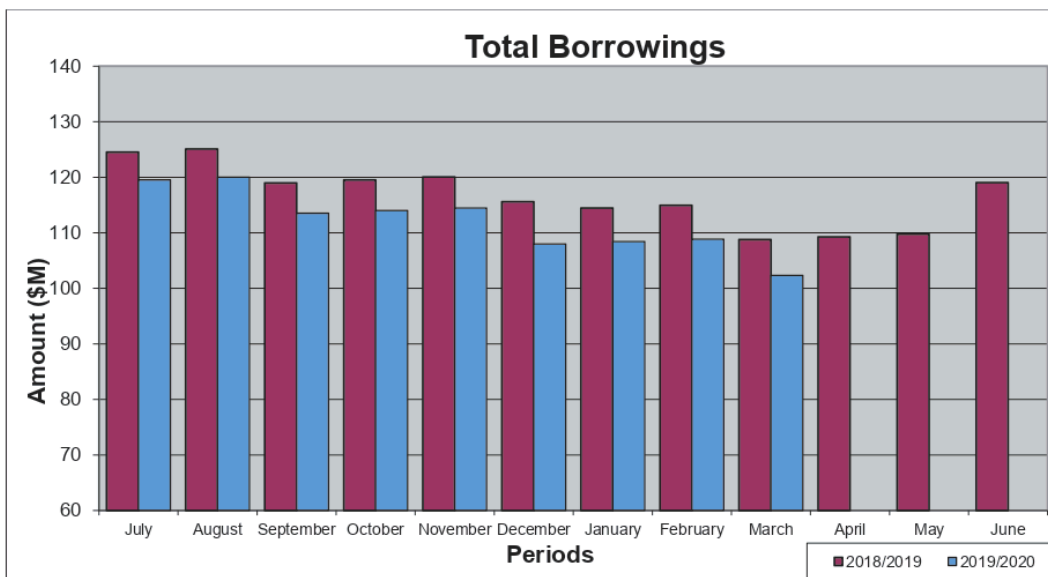
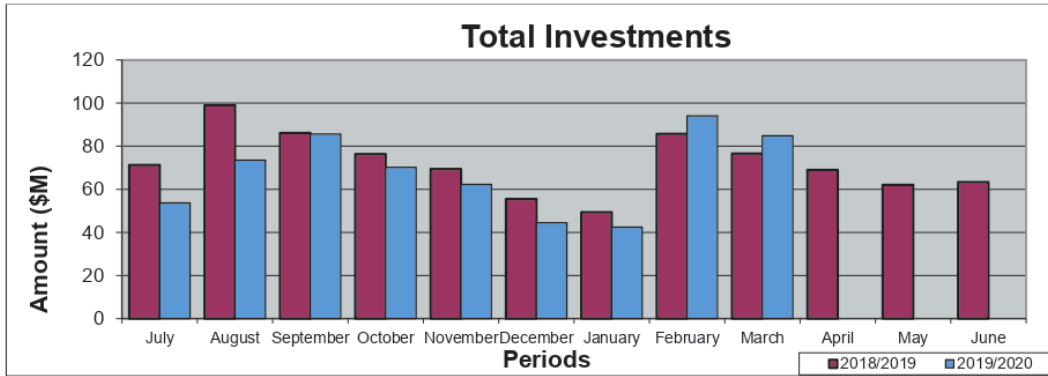
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2020

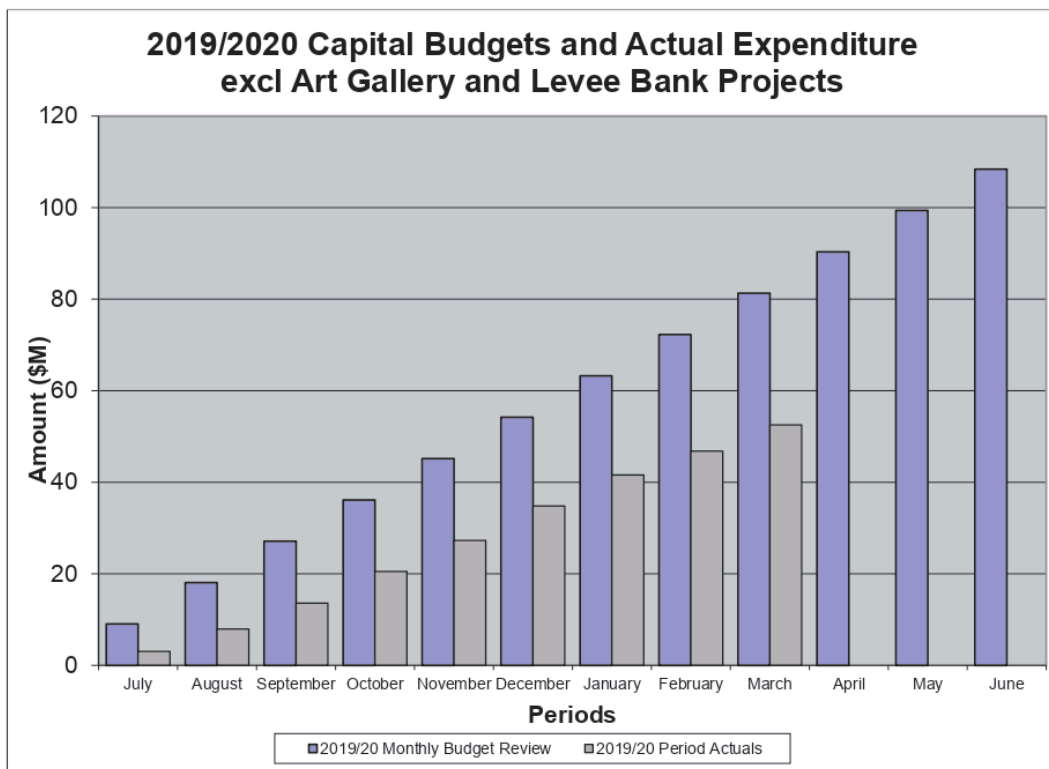
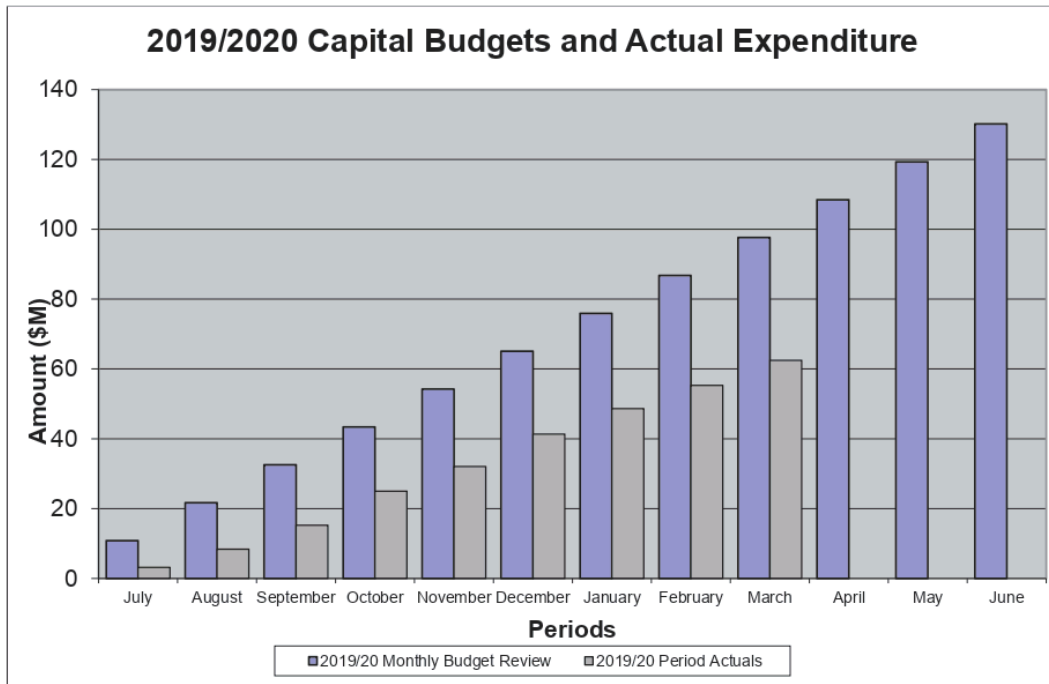
Key Indicators Graphs - March 2020

Meeting Date: 28 April 2020

Attachment No: 2







10.4 EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY FOR NEW TERM**File No:** 11979**Attachments:**

1. **Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy Updated with Cr Feedback 2020 - Clean**[↓](#)
2. **Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy Updated with Cr Feedback 2020 - Tracked**[↓](#)

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

SUMMARY

Council considered the draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy at its meeting on 14 April. Suggested changes have been made and the Policy is now presented for adoption.

OFFICER'S RECOMMENDATION

THAT the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy as attached be adopted.

COMMENTARY

The Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy should be considered following each quadrennial local government election.

BACKGROUND

The draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy was considered at the 14th April Council meeting. At this meeting it was requested that following changes be made.

- Uniform allocation be returned to that of the policy of the previous Council with the Council crest on the blazer.
- Councillor support staff be increased to 2 staff which was more in line with the previous Council's allocation.

In addition an option was sought for the provision of a motor vehicle allowance. To arrive at an appropriate allowance a number of assumptions need to be considered. Based on the cost to Council, a suggested allowance for a 4 cylinder compliant vehicle valued at \$37,000 with a residual value of \$20,000 and 15,000 annual business kilometres would be \$11,500 per annum. This would be taxable income and the applicable marginal tax rates would apply.

The major issue with this application are the assumptions and the significant variation of the business kilometres that occur in reality due to the Division represented. No single assumption is accurate and any allocation would be open to interpretation. Past usage based models have been administratively cumbersome and subjective. Should Council opt to pursue this option the basis is that a Councillor in choosing this option would need to provide their own transportation in a road worthy vehicle and would not be permitted to use a Council vehicle for any purpose. A guideline around it's use would be developed by the Chief Executive Officer. As a consequence it is recommended that a vehicle allowance not be included in the Policy.

Once adopted this is made available for the public via the website or inspection and/or purchase.

PREVIOUS DECISIONS

Suggested changes from the 14th April Council meeting have been included in this report.

BUDGET IMPLICATIONS

The suggested changes have no impact on Council's operating budget. Any significant deviation may have a budget impact.

LEGISLATIVE CONTEXT

This matter is considered pursuant to s249-252 of the *Local Government Regulation 2012*.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Nil

CONCLUSION

It is recommended that the attached Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy be adopted.

**EXPENSES REIMBURSEMENT AND
PROVISION OF FACILITIES FOR
MAYOR AND COUNCILLORS POLICY
FOR NEW TERM**

**Draft Expenses Reimbursement and
Provision of Facilities for Mayor and
Councillors Policy Updated with Cr
Feedback 2020 - Clean**

Meeting Date: 28 April 2020

Attachment No: 1

EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS

STATUTORY POLICY



1 Scope

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

2 Purpose

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

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Income Tax Assessment Act 1997 (Cwth)

Local Government Act 2009

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

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

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 Request Form

4 Definitions

To assist in interpretation, the following definitions apply:

Activity	Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.
----------	---

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 1 of 13

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Business	Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete). 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 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	Includes the following: (a) Entertaining members of the public in order to promote a local government initiative or project; and (b) Providing food or beverages: (i) To a person visiting council in an official capacity; or (ii) For a conference, meeting, training course, seminar, workshop or another forum that is held by Council for its Councillors, employees or other persons.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
GVG	Green Vehicle Guide
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 2 of 13

Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and have 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;
- (b) To be open and transparent, prudent, responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (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 150K(1) of the *Local Government Act 2009*.

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

5.1 Expense Categories

5.1.1 General 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.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 3 of 13

5.1.2 Professional Development

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

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

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

5.1.3 Travel Expenses

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

The following travel expenses must be approved by Council resolution:

- (a) All international travel (excluding New Zealand) 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 Request Form and submitted prior to travel. All travel arrangements must be coordinated with Committee Support.

5.1.3.1 Flights

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

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

5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

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

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 4 of 13

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

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

5.1.3.3 Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. The use of private vehicles for 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.

5.1.3.4 Parking and Associated Fees

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

5.1.3.5 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.

5.1.3.6 Conference Proceedings

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

5.1.3.7 Laundry/Dry Cleaning

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

5.1.3.8 Business Telephone Calls, Facsimiles and Postage

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

5.1.3.9 Personal Telephone Calls and Calls from Mobile Phones

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

5.1.3.10 Meals

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

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 5 of 13

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

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

5.1.3.11 Non Allowable Expenditure

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

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) 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, for example, 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.

5.1.3.12 Other Travel Matters

5.1.3.12.1 Travel Insurance

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 6 of 13

5.1.3.12.2 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.

5.1.3.12.3 Extended Personal Travel

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

5.1.3.12.4 Travel by Family Members

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

5.1.3.12.5 Rewards Programs

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

5.1.3.12.6 Non-Attendance

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

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

5.1.3.12.7 Purchase Cards

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

5.1.3.12.8 Additional Expenses

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

5.1.3.12.9 Claiming and Declaration of Travel Expenses

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

Expenses incurred during travel on 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.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 7 of 13

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.

5.2 Entertainment and Hospitality Expenses

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

Entertainment or hospitality expenses incurred by Councillors must be:

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

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

5.2.1 Approved Entertainment and Hospitality Expenditure

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

5.2.1.1 CEO Approval

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

When approving the claim, the CEO considers the following:

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

5.2.1.2 Expenditure Limit

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

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

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

5.2.1.3 Use of Corporate Purchase Card

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 8 of 13

5.2.1.4 Reporting

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

5.3 Facilities

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

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

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

5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

5.3.1.1 Office Space and Access to Meeting Rooms

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

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

5.3.1.2 Support

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

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

5.3.1.3 Computer

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

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

5.3.1.4 Photocopier and Paper Shredder

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

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

5.3.1.5 Stationery

Councillors are provided stationery for official purposes only.

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

Stationery does not include any form of advertising by Council.

5.3.1.6 Telecommunication Needs

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 9 of 13

5.3.1.7 Publications

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

5.3.1.8 Advertising

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

5.3.1.9 Community Consultation

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

5.3.1.10 Other Equipment

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

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

5.3.1.11 Personal Protective Equipment, Uniforms, Blazer and Name Badge

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

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

5.3.1.12 Maintenance

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

5.3.2 Vehicles**5.3.2.1 Vehicle Allowance**

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

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 10 of 13

5.3.2.2 Greenhouse Gas Emissions

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

5.3.2.3 Private Use

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

Private use of Council vehicles is limited to within 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 \$4232.54 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.

5.3.2.4 Conditions of Use**5.3.2.4.1 Roadworthiness and Appearance**

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

It is a Councillor's responsibility to ensure:

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

5.3.2.4.2 Authorised Drivers

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

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

5.3.2.4.3 Refuelling of Vehicles

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 11 of 13

5.3.2.4.4 Infringements

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

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

5.3.2.4.5 Insurance

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

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

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

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

5.3.2.4.6 Theft of a Council Vehicle

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

5.3.2.4.7 Loss of Drivers Licence

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

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

5.3.2.4.8 Accidents

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

5.4 Legal Costs and Insurance Cover

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

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

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

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their civic functions. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council. Should a Councillor obtain their own legal advice, Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 12 of 13

5.5 Vacation of Office

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

5.6 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking 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.

5.7 Reporting

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

6 Review Timelines

This policy is reviewed when any of the following occur:

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

7 Document Management

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



LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 13 of 13

**EXPENSES REIMBURSEMENT AND
PROVISION OF FACILITIES FOR
MAYOR AND COUNCILLORS POLICY
FOR NEW TERM**

**Draft Expenses Reimbursement and
Provision of Facilities for Mayor and
Councillors Policy Updated with Cr
Feedback 2020 - Tracked**

Meeting Date: 28 April 2020

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

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

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Income Tax Assessment Act 1997 (Cwth)

Local Government Act 2009

Civic Events Policy

[Council Vehicle Incident Procedure](#)

Declaration of Travel Expenses Form

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

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~~ [Request](#) Form

4 Definitions

To assist in interpretation, the following definitions apply:

Activity	Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business.
----------	---

LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 1 of 14

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Business	Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete). 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 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	Includes the following: (a) Entertaining members of the public in order to promote a local government initiative or project; and (b) Providing food or beverages: (i) To a person visiting council in an official capacity; or (ii) For a conference, meeting, training course, seminar, workshop or another forum that is held by Council for its Councillors, employees or other persons.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
GVG	Green Vehicle Guide
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .

LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 2 of 14

Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and have 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;
- (b) To be open and transparent, prudent, responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (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 [250150K\(1\)](#) of the *Local Government Regulation Act 2009*.

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

5.1 Expense Categories

5.1.1 General 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.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 3 of 14

5.1.2 Professional Development

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

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

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

5.1.3 Travel Expenses

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

The following travel expenses must be approved by Council resolution:

- (a) All international travel ([excluding New Zealand](#)) 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~~[Request](#) Form and submitted prior to travel. All travel arrangements must be coordinated with Committee Support.

5.1.3.1 Flights

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

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

5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

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

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 4 of 14

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

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

5.1.3.3 Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. The use of private vehicles for 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.

5.1.3.4 Parking and Associated Fees

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

5.1.3.5 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.

5.1.3.6 Conference Proceedings

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

5.1.3.7 Laundry/Dry Cleaning

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

5.1.3.8 Business Telephone Calls, Facsimiles and Postage

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

5.1.3.9 Personal Telephone Calls and Calls from Mobile Phones

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

5.1.3.10 Meals

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

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 5 of 14

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

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

5.1.3.11 Non Allowable Expenditure

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

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) 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, for example, 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.

5.1.3.12 Other Travel Matters

5.1.3.12.1 Travel Insurance

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

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 6 of 14

5.1.3.12.2 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.

5.1.3.12.3 Extended Personal Travel

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

5.1.3.12.4 Travel by Family Members

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

5.1.3.12.5 Rewards Programs

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

5.1.3.12.6 Non-Attendance

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

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

5.1.3.12.7 Purchase Cards

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

5.1.3.12.8 Additional Expenses

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

5.1.3.12.9 Claiming and Declaration of Travel Expenses

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

Expenses incurred during travel on 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.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 7 of 14

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.

5.2 Entertainment and Hospitality Expenses

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

Entertainment or hospitality expenses incurred by Councillors must be:

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

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

5.2.1 Approved Entertainment and Hospitality Expenditure

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

5.2.1.1 CEO Approval

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

When approving the claim, the CEO considers the following:

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

5.2.1.2 Expenditure Limit

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

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

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

5.2.1.3 Use of Corporate Purchase Card

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 8 of 14

5.2.1.4 Reporting

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

5.3 Facilities

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

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

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

5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

5.3.1.1 Office Space and Access to Meeting Rooms

The Mayor ~~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.

5.3.1.2 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 two-thirds~~ two shared administrative support officers as determined by the CEO.

5.3.1.3 Computer

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.

5.3.1.4 Photocopier and Paper Shredder

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

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

5.3.1.5 Stationery

Councillors are provided stationery for official purposes only.

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

Stationery does not include any form of advertising by Council.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 9 of 14

5.3.1.6 Telecommunication Needs

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

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

5.3.1.7 Publications

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

5.3.1.8 Advertising

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

5.3.1.9 Community Consultation

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

5.3.1.10 Other Equipment

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

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

5.3.1.11 Personal Protective Equipment, Uniforms, [Blazer](#) and Name Badge

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

Councillors may be provided with corporate uniforms comprising five items, a blazer [with Council Crest](#) and a name badge if required.

5.3.1.12 Maintenance

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

5.3.2 Vehicles**5.3.2.1 Vehicle Allowance**

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official business use, up to Council's fleet purchase price of ~~\$35,000~~[\\$37,500](#) (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 10 of 14

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~~69,500 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

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

5.3.2.2 Greenhouse Gas Emissions

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

5.3.2.3 Private Use

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

Private use of Council vehicles is limited to within 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 \$ ~~4232.54~~ 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.

5.3.2.4 Conditions of Use

5.3.2.4.1 Roadworthiness and Appearance

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

It is a Councillor's responsibility to ensure:

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 11 of 14

5.3.2.4.2 Authorised Drivers

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

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

5.3.2.4.3 Refuelling of Vehicles

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

5.3.2.4.4 Infringements

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

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

5.3.2.4.5 Insurance

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

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

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

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

5.3.2.4.6 Theft of a Council Vehicle

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

5.3.2.4.7 Loss of Drivers Licence

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

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

5.3.2.4.8 Accidents

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 12 of 14

5.4 Legal Costs and Insurance Cover

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

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

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

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their civic functions. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council. Should a Councillor obtain their own legal advice, Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

5.5 Vacation of Office

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

5.6 Payment of Expenses

Councillors who require reimbursement of personal expenses incurred whilst undertaking 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.

5.7 Reporting

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

6 Review Timelines

This policy is reviewed when any of the following occur:

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 13 of 14

7 Document Management

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



LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 15 January 2019 DRAFT	Department:	Office of the CEO
Version:	10	Section:	Office of the Mayor
Reviewed Date:		Page No:	Page 14 of 14

11 NOTICES OF MOTION

Nil

12 QUESTIONS ON NOTICE

Nil

13 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting.

14 CLOSURE OF MEETING