



# ORDINARY MEETING

## AGENDA

**26 APRIL 2022**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 26 April 2022 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 be livestreamed online.*

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

**CHIEF EXECUTIVE OFFICER**  
22 April 2022

Next Meeting Date: 10.05.22

**Please note:**

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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**1 OPENING**

1.1 Acknowledgement of Country

**2 PRESENT**

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Ordinary Meeting held 12 April 2022

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

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 PRESENTATION OF PETITIONS**

Nil

## 9 COUNCILLOR/DELEGATE REPORTS

### 9.1 COUNCILLOR DISCRETIONARY FUND APPLICATION - COUNCILLOR CHERIE RUTHERFORD - RIDGELANDS & DISTRICT SPORTING & AGRICULTURAL ASSOCIATION INCORPORATED

**File No:** 8295  
**Attachments:** Nil  
**Authorising Officer:** Emma Brodel - Senior Executive Assistant to the Mayor  
Damon Morrison - Manager Office of the Mayor  
**Author:** Nicole Semfel - Executive Support Officer

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#### SUMMARY

*Councillor Cherie Rutherford is seeking approval from Council to donate \$800.00 from her Councillor Discretionary Fund to Ridgeland & District Sporting & Agricultural Association Incorporated towards printing programs for the Ridgeland Show on 28 May 2022.*

#### OFFICER'S RECOMMENDATION

THAT Council approve a donation of \$800.00 from Councillor Cherie Rutherford's Councillor Discretionary Fund to Ridgeland & District Sporting & Agricultural Association Incorporated.

#### BACKGROUND

The Ridgeland & District Sporting & Agricultural Association Incorporated has requested \$800 in financial assistance from Councillor Cherie Rutherford towards the printing of programs for the Ridgeland Show on 28 May 2022.

As they have received \$10,000 in sponsorship through the Community Assistance Program, Council approval is required for this additional donation from the relevant Councillor Discretionary Fund.

## 10 OFFICERS' REPORTS

### 10.1 DEVELOPMENT ASSESSMENT DECISIONS UNDER DELEGATION - MARCH 2022

<b>File No:</b>	<b>7028</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Jamie McCaul - Acting Manager Planning and Regulatory Services Alicia Cutler - General Manager Community Services</b>
<b>Author:</b>	<b>Tarnya Fitzgibbon - Coordinator Development Assessment</b>

#### SUMMARY

*This report outlines the properly made development applications received in March 2022 and whether they will be decided under delegation or decided by Council.*

#### OFFICER'S RECOMMENDATION

THAT the report be received.

#### BACKGROUND

Matters are referred to Council for decision where:

- Refusals;
- The development is inconsistent with the intent of the zone; or
- Submissions are received during the notification period.

The following properly made applications were received in March 2022. They will be decided in the following manner:

<b>Application type</b>	<b>Applicant</b>	<b>Address</b>	<b>Decision</b>
D/20-2022 – MCU for Child Care Centre and Operational Works for advertising device	Property Projects Australia Pty Ltd	7 and 11 Murray Street and 25 Gillespie Street, Wandal	Delegation
D/21-2022 – MCU for two Food and Drink Outlets and Operational Works for advertising device	Puget Sound Pty Ltd Tte	87 and 93 Fitzroy Street, Rockhampton City	Delegation
D/22-2022 – MCU for Dwelling House	K Donoghue	Lot 60 Grey Street, Mount Morgan	Already decided under delegation
D/23-2022 – Operational Works for road work, stormwater and earthworks. The primary approval is MCU for Battery Storage	Bouldercombe Battery Project Co Pty Ltd	52949 Burnett Highway, Bouldercombe	Delegation

<b>Application type</b>	<b>Applicant</b>	<b>Address</b>	<b>Decision</b>
D/24-2022 – Operational Works for road works, stormwater, water infrastructure and earthworks. The primary approval is MCU for Warehouses	McMurtrie Consulting Engineers	46 Macquarie Street, Gracemere	Delegation
D/25-2022 – ROL boundary realignment (two lots into two lots)	DT and KL Bull	55 and 63 Stewart Park Road, Alton Downs	Delegation
D/26-2022 – Operational Works for stormwater and earthworks. The primary approval is not stated in Pathway	Dileigh Consulting Engineers Pty Ltd	16 and 18 Lawrie Street, Gracemere	Delegation
D/27-2022 – ROL (one lot into two lots)	A & C Headland Investments Pty Ltd Tte	155 Hyde Street, Frenchville	Delegation
D/28-2022 – Building Works Assessable Against the Planning Scheme – shed (12m x 9m)	JF Sharpe	21 Old Gracemere Road, Fairy Bower	Already decided under delegation
D/29-2022 – ROL (one lot into 39 lots)	Gracemere Springs 2 Pty Ltd	104 Washpool Road, Gracemere	Delegation
D/30-2022 – ROL (one lot into 43 lots)	Gracemere Springs 2 Pty Ltd	104 Washpool Road, Gracemere	Delegation
D/31-2022 – ROL (one lot into 40 lots)	Gracemere Springs Pty Ltd	104 Washpool Road, Gracemere	Delegation
D/32-2022 – Operational Works for advertising devices (2 ground signs)	The Trust Company Ltd	245 Victoria Place, Berserker	Delegation
D/33-2022 –MCU for Educational Establishment (extension to existing college)	Roman Catholic Trust Corp for the Diocese of Rockhampton	362 Yaamba Road, Norman Gardens	Delegation
D/34-2022 – MCU for Telecommunication Facility and Building Works Assessable Against the Planning Scheme	Stilmark Holdings Pty Ltd	652-664 Norman Road, Norman Gardens	Impact assessable so may go to Council
D/35-2022 – MCU for Home Based Business	BE and CJ Ryan	148 Glenmore Road, Park Avenue	Delegation

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<b>Application type</b>	<b>Applicant</b>	<b>Address</b>	<b>Decision</b>
D/36-2022 – Operational Works for road work, stormwater, sewerage, drainage, access and parking, earthworks and landscaping. The primary approval is MCU for Multiple Dwellings (18 units).	McMurtrie Consulting Engineers	99 and 101 Pennycuick Street, West Rockhampton	Delegation
D/38-2022 – Prescribed Tidal Works	Catchment Solutions	312 Bowlin Road, Port Curtis	Delegation

For some matters it is not possible to determine if they will go to Council until the notification period ends. If there have been submissions the application will go to Council to be decided.

### **CONCLUSION**

This report outlines the applications received in March 2022 and the manner in which they will be decided.

**10.2 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD ENDING MARCH 2022**

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

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**SUMMARY**

*Deputy Chief Executive Officer presenting the first Whole of Council Corporate Performance Report for period ending 31 March 2022 for Councillors' information.*

**OFFICER'S RECOMMENDATION**

THAT the Whole of Council Corporate Performance Report for period ending 31 March 2022 be 'received'.

**COMMENTARY**

The attached report is the inaugural Whole of Council (WOC) Corporate Performance Report. As such, Councillors' views in regard to its format and presentation will be sought. There is no doubt it will mature as we progress and as some areas collect better data to include in this report.

**BACKGROUND**

The purpose of the report is to provide Council with an overview of its performance across all departments in one report, with the intent to provide an improved framework for information sharing for Councillors.

The focus is primarily on operational matters that impact the service to the community or ability to do so. This is different to the quarterly Operational Plan report which is a more generalised outline of the activities and actions Council undertakes in a financial year in accordance with its budget.

**PREVIOUS DECISIONS**

During Council's consideration of the current Committee structure it was agreed that a Corporate Performance Report would be presented for Council to consider each month.

**BUDGET IMPLICATIONS**

There are no budget implications applicable.

**LEGISLATIVE CONTEXT**

There is no relevant legislation applicable.

**LEGAL IMPLICATIONS**

There are no legal implications applicable.

**STAFFING IMPLICATIONS**

No staffing implications for this matter.

**RISK ASSESSMENT**

Nil

**CORPORATE/OPERATIONAL PLAN**

Nil

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**CONCLUSION**

In conclusion, it is intended that this report provide information for Council to review the operations of Council that impact the service to the community or the ability to do so.

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

**Corporate Performance Report  
March 2022**

**Meeting Date: 26 April 2022**

**Attachment No: 1**



Whole of Council



# Corporate Performance Report

01 March 2022 - 31 March 2022

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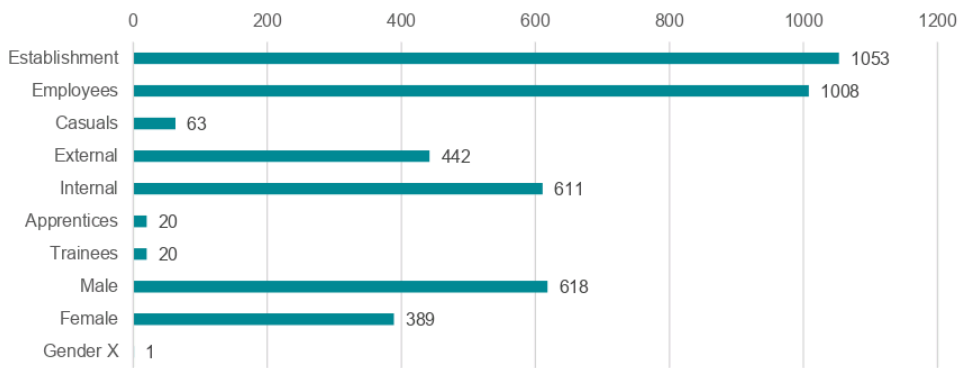
**CORPORATE SERVICES**  
Human Resources

**WORKFORCE**



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

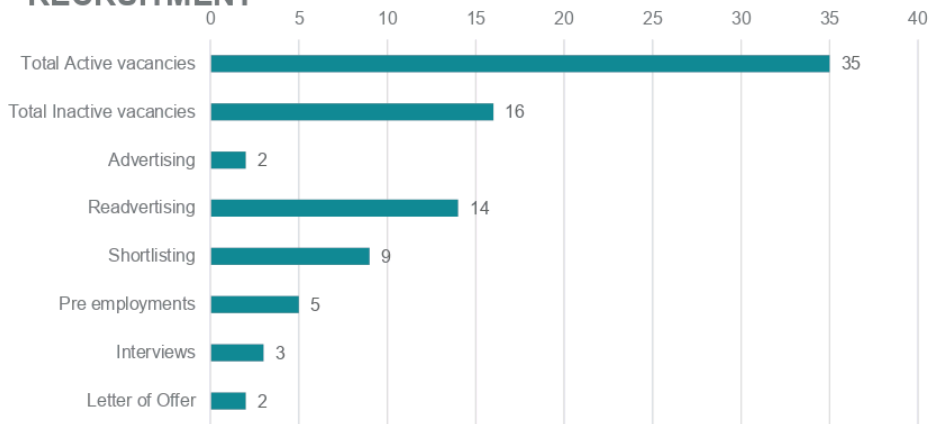
**WORKFORCE BREAKDOWN**



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

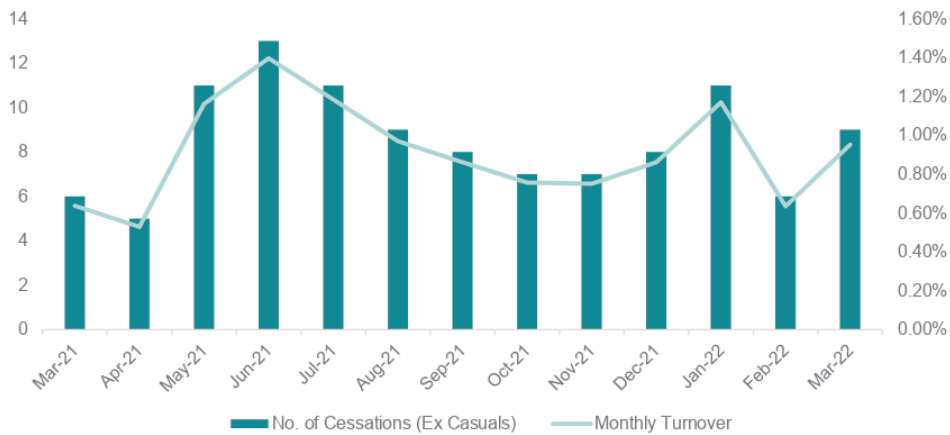
Corporate Performance Report | 01 March 2022 – 31 March 2022

**RECRUITMENT**



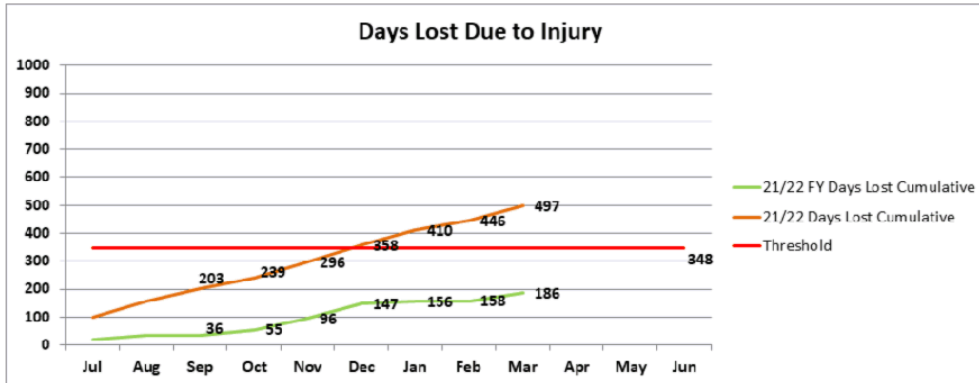
**Commentary:** Active vacancies are those positions currently being recruited. Inactive vacancies are positions that are currently under review or on hold.

**STAFF TURNOVER - 11.23%**

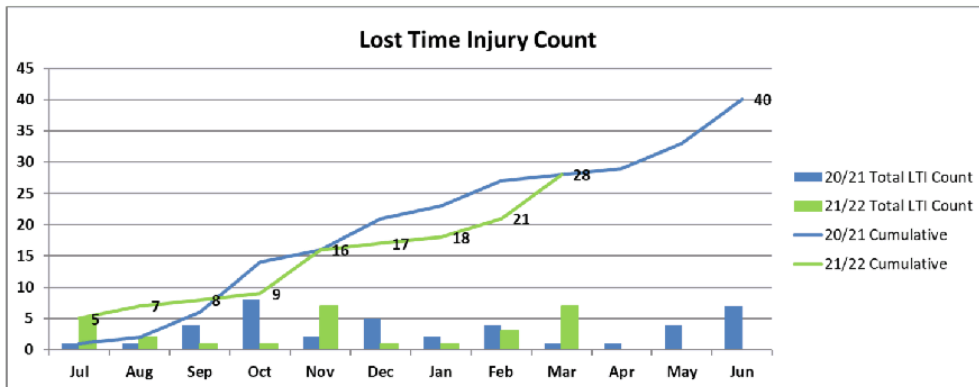
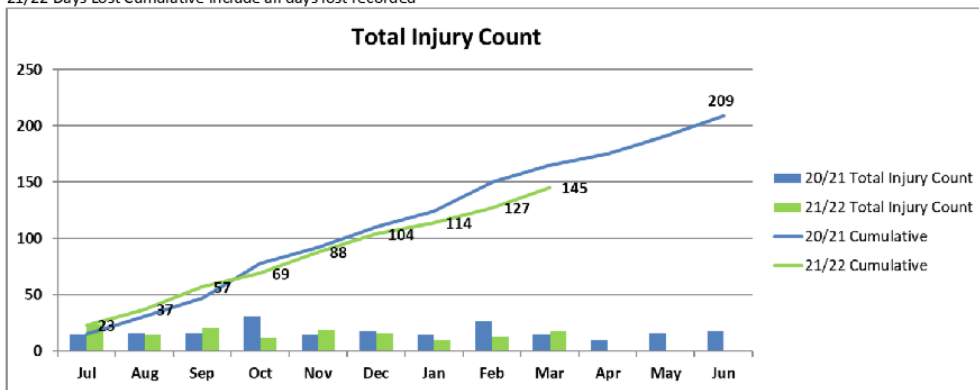


**Commentary:** Staff turnover for the previous 12 months is 11.23%. This is considered to be an acceptable level of employee turnover. Casual employees are excluded from staff turnover calculations.

**Safety**



21/22 FY Days Lost Cumulative include lost days from injuries incurred since 01.07.2021 only  
 21/22 Days Lost Cumulative include all days lost recorded

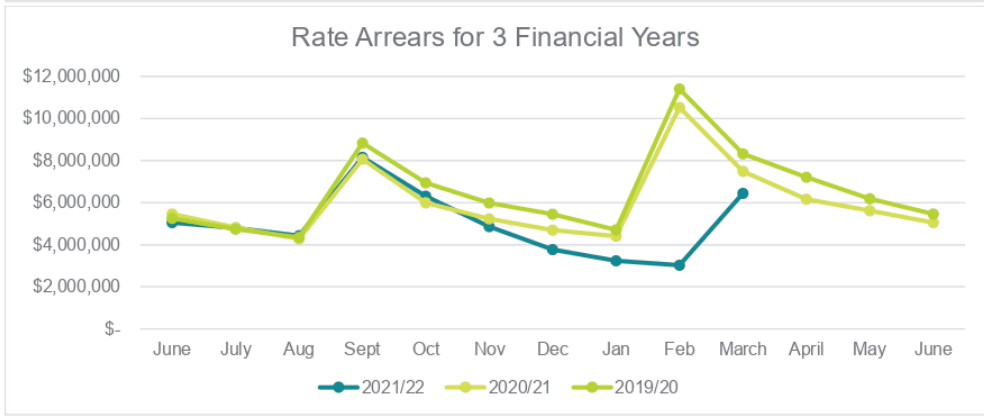
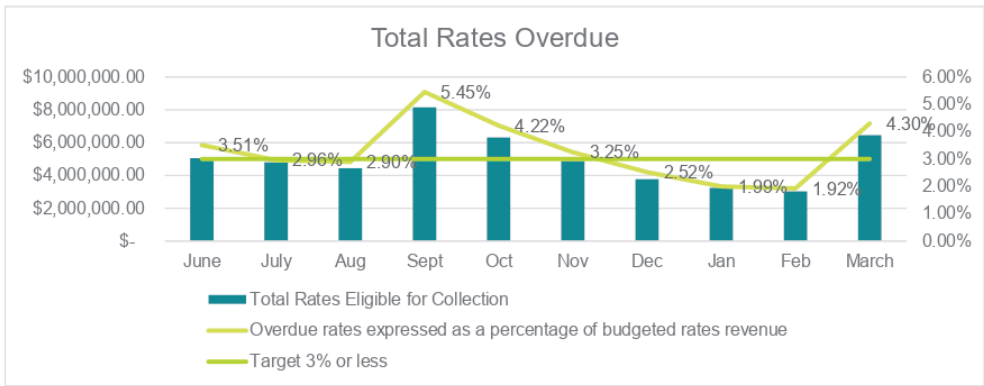


Corporate Performance Report | 01 March 2022 – 31 March 2022

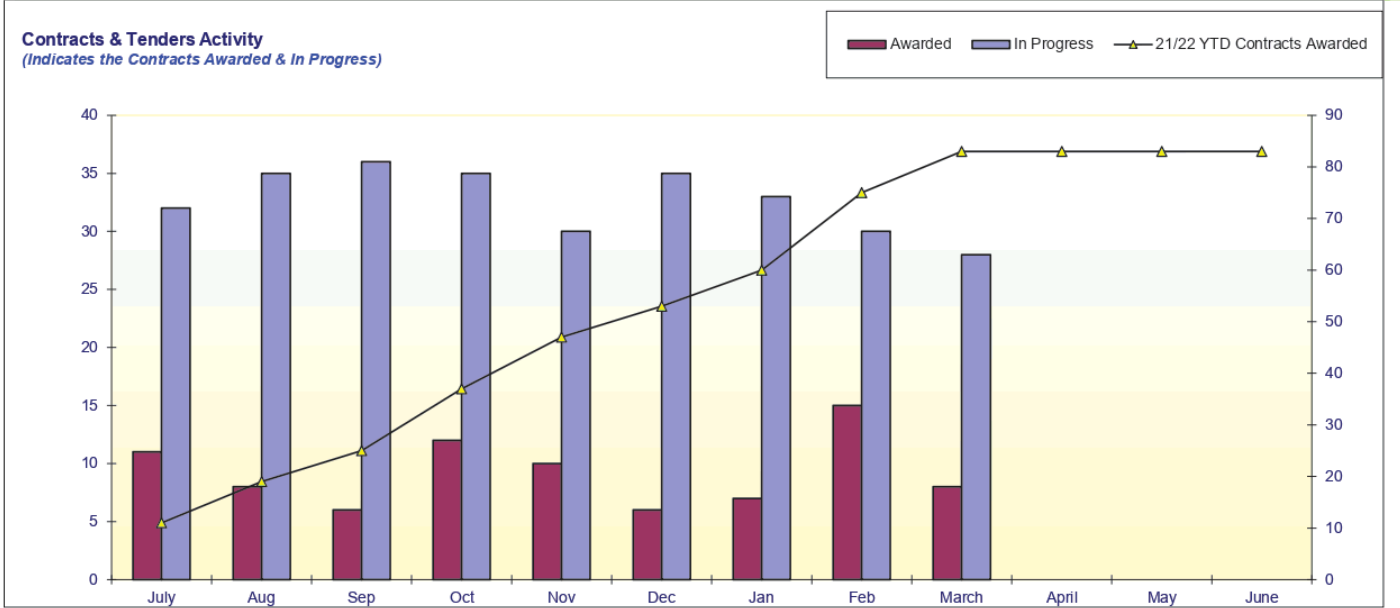
Service Level Statistics

Service Level	Target	Current Performance
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	70%	94%
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	91%
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%

Rates



Procurement & Logistics



**Contracts Awarded: 8**

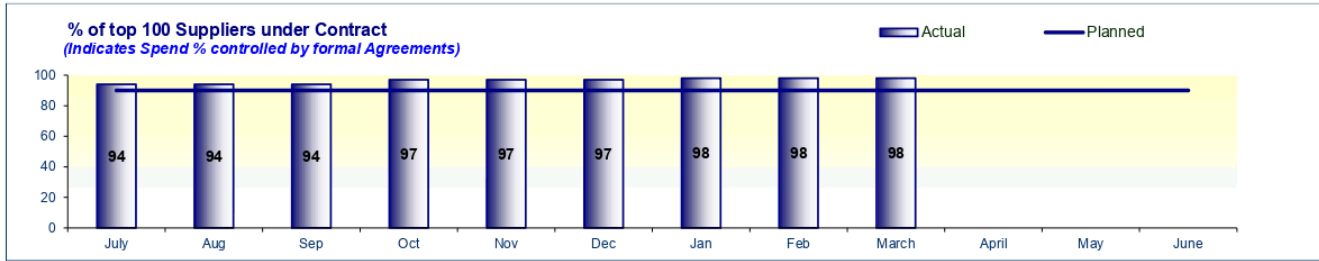
- TEN14337 - Upgrade of North Rockhampton Sewage Treatment Plant - Haslin Constructions Pty Ltd - \$45,152,937
- TEN14770 - Gracemere Depot Workshop Extension - GT Jeffreys Developments Pty Ltd - \$292,361
- QUO14841 - Gas Bottle and Fire Extinguisher Disposal Services - Nationwide Oil Pty Ltd T/A Cleanaway - SOR
- TEN14855 - Slurry Seal Program - Dower EDI Works Pty Ltd - \$933,165
- QUO14866 - Maintenance of Water Fountains and Waterfalls - Steve and Tracy Doherty Pty Ltd - SOR
- QUO14871 - Sale by Quote for Goats and Sheep - Emma West (Goats - \$750) - Taryn Price (Sheep - \$450)
- QUO14876 - Repairs to Shelters at Victoria Park - Ezy Projects Pty Ltd - \$19,314
- TEN14877 - Repairs to Various Hail Damaged Buildings - Johns Lyng (Qld) Central Pty Ltd - \$227,081

**Contracts in Progress: 28**

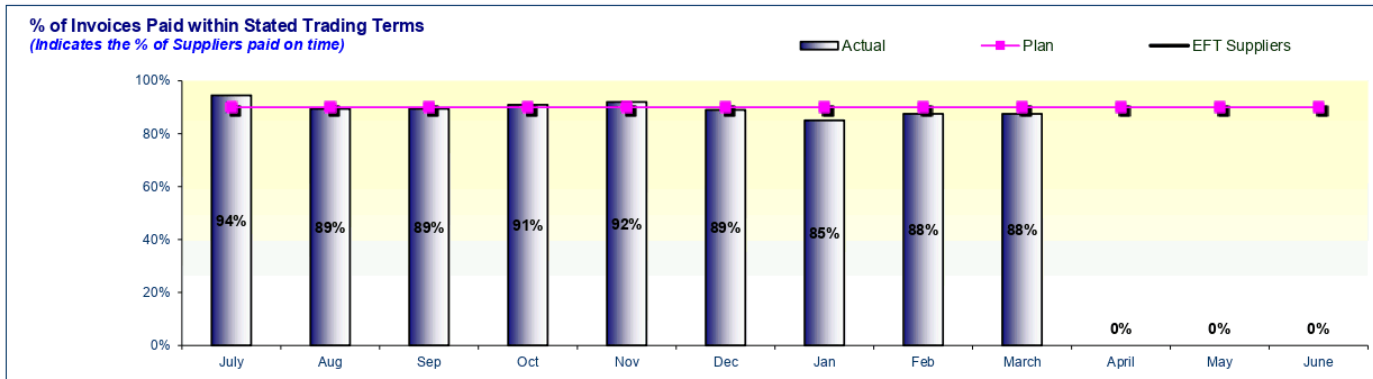
TENXXXX - RPQS Landscaping, Irrigation and Turf - Document Development  
TEN14623 - Temporary Labour Hire Services - Closed 16 Mar - Under Evaluation  
TEN14676 - Lease of Land for the Purposes of Fuel Supply Rockhampton Airport - Closed 20 Oct - Under Evaluation  
TEN14684 - Provision of Security Services - Document Development  
TEN14786 - RPQS General Civil Construction Services - Closed 15 Dec - Under Evaluation  
TEN14797 - Frenchmans and Thozets Creeks Flood Study - Document Development  
TEN14845 - PSA Printing & Delivery Corporate Stationery - Closed 9 Mar - Under Evaluation  
TEN14865 - Hire of Impact Crusher - Closes 16 Feb - Under Evaluation  
TEN14867 - PSA for the Supply and Delivery of Personal Protective Equipment - Closes 2 Mar  
TEN14893 - Corporate Salary Packaging Service - Closed 23 March - Under Evaluation  
QUO14901 - Circular Economy Discussion Paper - Closed 9 March - Under Evaluation  
TEN14906 - Hire of a Package Water Treatment Plant for Mount Morgan Drinking Water Supply - Closed 23 March - Under Evaluation  
TEN14907 - Construction of Gracemere Waste Transfer Station - Closed 23 March - Under Evaluation  
TEN14914 - Supply of Fuel at Mt Morgan - Closes 6 April  
TEN14917 - RPQS for Asbestos Removal Disposals - Closes 27 April 2022  
TEN14918 - Maintenance of Backflow Prevention Devices - Document Development  
TEN14919 - RPQS Supply and Delivery of Bulk Diesel to Council Sites - Document Development  
TEN14920 - RPQS for Engineering Maintenance and Manufacturing - Closes 27 April 2022  
TEN14921 - Roof Replacements 152 Lakes Creek Road - Closes 6 April  
TEN14922 - Dewatering of Sludge Lagoons at Three Existing Sewage Treatment Plants - Closes 6 April  
TEN14923 - RPQS for Supply of Safety Footwear - Closes 13 April  
QUO14928 - Replacement of Hail Damaged Igloo Roofs - Closed 22 March - Under Evaluation  
QUO14930 - S&D of Aluminium Chlorohydrate to Glenmore Water Treatment Plant - Closed 30 March - Under Evaluation  
TEN14938 - Demolition & Removal of Various Council Assets - Document Development  
TEN14944 - Mt Morgan Pool Redevelopment Concept Design Development & Independent Verification - Closes 27 April  
QUO14946 - Mt Morgan Pool Site Survey - Closes 13 April  
QUO14949 - Geotechnical Investigation for Mt Morgan Pool Replacement - Closes 13 April  
QUO14947 - Supply & Delivery of Gaseous Chlorine - Document Development



Corporate Performance Report | 01 March 2022 – 31 March 2022



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



For this month, 88% of supplier invoices were paid within the Supplier's agreed payment terms (Op Target - 90% of Suppliers paid on time). Unfortunately this target has not been met due to staff shortages since December, however it is improving with the addition of two new AP Officers that commenced with the team in late February. The number of suppliers being paid by electronic funds transfer (EFT) is currently at 99% (target 90%).

Customer Request Statistics

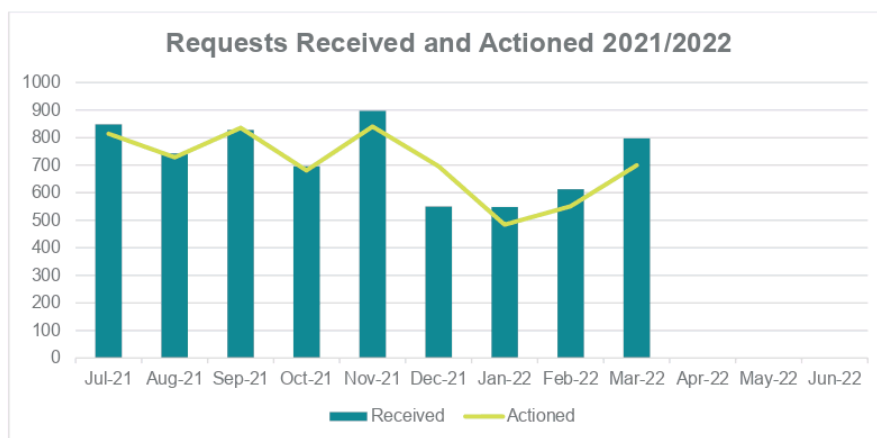
Customer Requests Completed Monthly & Top 5 Customer Requests													
	July	August	September	October	November	December	January	February	March	April	May	June	
Requests Logged	3486	4028	3869	3648	4338	3408	3603	4075	4499				
Same month Completed	2715	3270	3150	2883	3233	2694	2612	3074	3473				
% completed same month	79%	81%	81%	79%	74%	79%	72%	75%	77%				
Completed Total for Month	4490	4415	4357	3857	4515	3871	3592	4339	4873				
Total Pending	2952	2713	2656	2539	2814	2583	2846	2907	2832				
Top 5 Requests for Month	Water Meter Replacement Financial Rate Search Assets & Facilities Management Duty Planner Enquiry Wandering & Retrieved For Collection	Water Meter Replacement Financial Rate Search Assets & Facilities Management Duty Planner Enquiry Water Leak	Financial Rate Search Water Meter Replacement Assets & Facilities Management Duty Planner Water Leak	Financial Rate Search Assets & Facilities Management Water Meter Replacement Wandering & Retrieved For Collection Duty Planner	Financial Rate Search Assets & Facilities Management Water Meter Replacement Tree Trimming Wandering & Retrieved For Collection	Financial Rate Search Assets & Facilities Management Overgrown Lot, Accumulation Of Materials Assets & Facilities Management Water Leak Water Meter Replacement	Financial Rate Search Assets & Facilities Management Overgrown Lot, Accumulation Of Materials Water Leak Tree Trimming - Request	Financial Rate Search Assets & Facilities Management Water Meter Replacement Water Leak Tree Trimming - Request	Financial Rate Search Assets & Facilities Management Water Meter Replacement Water Leak Tree Trimming - Request	Financial Rate Search Assets & Facilities Management Water Leak Tree Trimming - Request Other Mixed General Bin Service			
Total outstanding customer requests up to 3 months old:					1528		Current Under Investigation Long Term up to 3 months old:					269	
Total outstanding customer requests between 3 to 6 months old:					238		Current Under Investigation Long Term between 3 to 6 months old:					38	
Total outstanding customer requests greater than 6 months old:					1066		Current Under Investigation Long Term greater than 6 months old:					882	

Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.  
 Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.  
 Investigation Long Term: Requested task, action or complaint assigned to internal or external investigation, may include, but not limited to: Insurance, Planning, Legal, Civil or Domestic matter

**COMMUNITY SERVICES**  
 Community Assets & Facilities

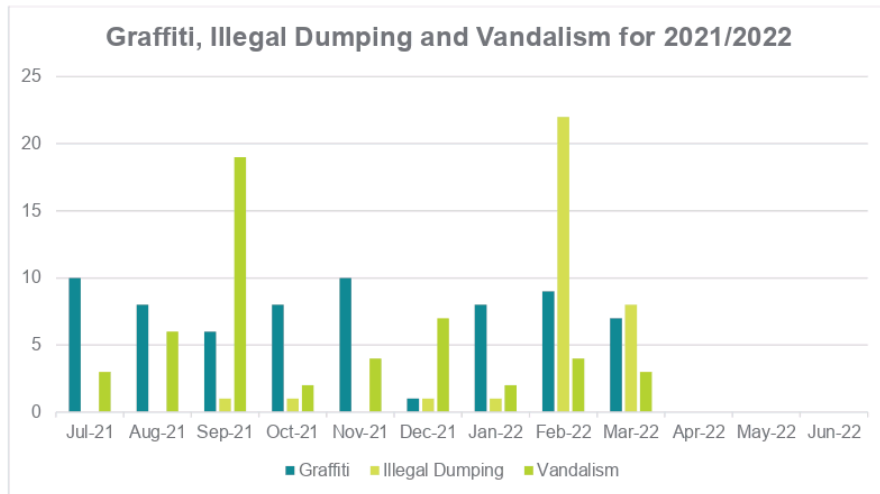
**POINTS OF INTEREST**

- Nil injuries
- Portable CCTV units have arrived
  - 1 installed at Cedric Archer Park, Gracemere
  - 1 trailer unit being prepared for use at RockyNats
- Recruitment for critical roles is ongoing:
  - 1 x Electrician role filled in March
- Vandalism is remaining steady however there were some large value events during March
  - \$69,000 worth of damage to Kershaw Gardens caused by E-Scooters

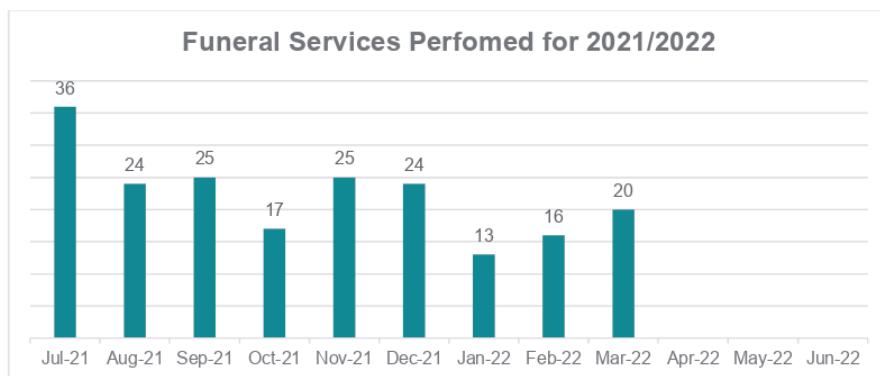


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Received</b>	848	743	828	696	897	550	548	613	797				6520
<b>Actioned</b>	814	728	835	681	840	696	484	551	699				6328

Corporate Performance Report | 01 March 2022 – 31 March 2022

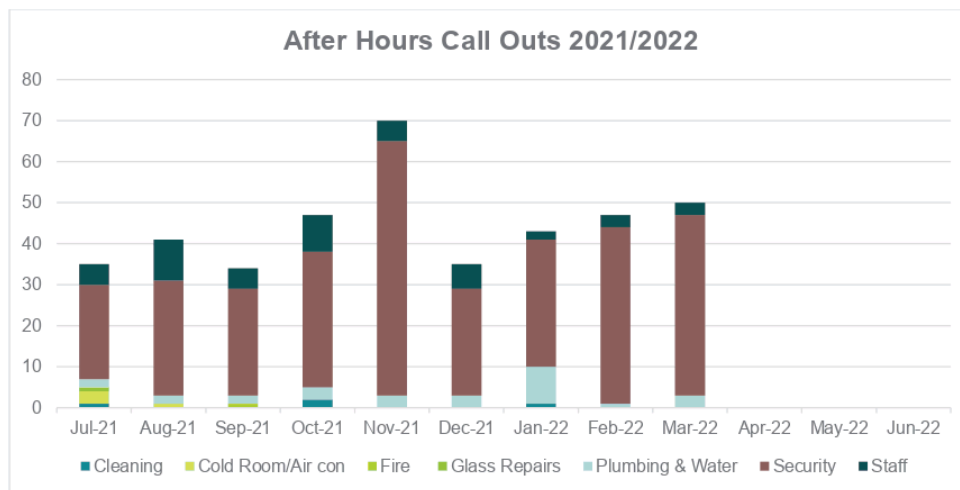


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Graffiti</b>	10	8	6	8	10	1	8	9	7				67
<b>Illegal Dumping</b>	0	0	1	1	0	1	1	22	8				34
<b>Vandalism</b>	3	6	19	2	4	7	2	4	3				50



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

Corporate Performance Report | 01 March 2022 – 31 March 2022

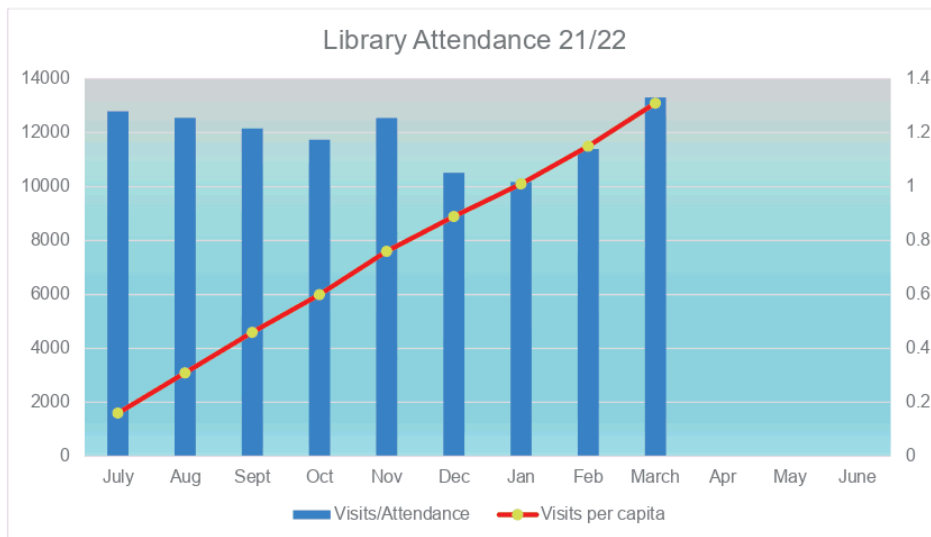


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
<b>Cleaning</b>	1			2			1						4
<b>Air Con</b>	3	1											4
<b>Fire</b>			1										1
<b>Glass</b>	1												1
<b>Plumbing</b>	2	2	2	3	3	3	9	1	3				28
<b>Security</b>	23	28	26	33	62	26	31	43	44				316
<b>Staff</b>	5	10	5	9	5	6	2	3	3				48

**Communities & Culture**

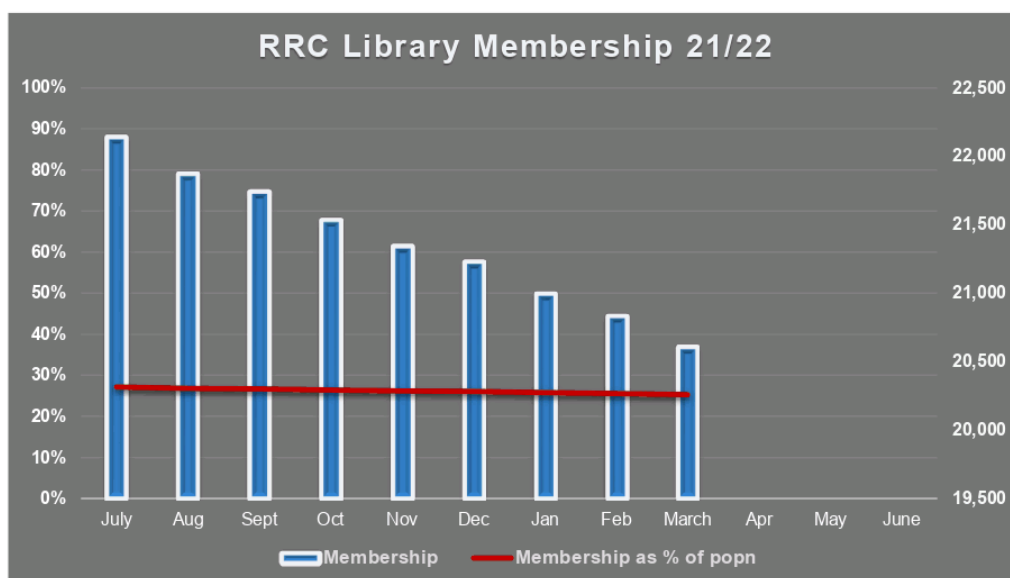
**PONITS OF INTEREST**

- Libraries
  - WA author Shirley Eldridge launched her new fictionalised biography 'Edwin – Flamboyant Australian pioneer' at Southside Library in March. Based on the author's 19 century ancestor, Rockhampton businessman Edwin Macaree, the book includes information sourced from the Local History Centre. The launch event included a tour of the Centre, as well as information about writing and publishing.
  - Northside library was closed for 2.5 days due to power outages caused by electrical overloads. Installation of new energy-efficient lighting throughout the library has significantly lowered the energy draw required.
- Majors Venues
  - Presented its Major community Musical – Jersey Boys which opened to strong audiences and much acclaim. Unfortunately the second week of performances was cancelled due to COVID infections amongst the cast and crew.
  - The Rockhampton Showgrounds began hosting regular markets such as the finch and parrot sale, Bush to bay markets, the Rockhampton Jobs fair as well as host the Heart of Australia bus.
  - The Walter Reid Cultural centre – reopened its Theatre and Art Gallery and saw the return of regular favourite – Rocky Flix.
  - 62 Victoria Parade continues to be a popular meeting space for internal council bookings, with continued use from variety of council areas.



**VISIT per CAPITA TARGET: 4.8**

Library	YTD	20 / 21	19 / 20	Population
Attendance	107,151	123,157	183,604	81,512
as % of population	1.31	1.51	2.26	



**MEMBERSHIP TARGET % of Population: 44%**

Library	YTD	20 / 21	19 / 20	SLQ Target
Membership	20,836	22,340	25,601	
Membership as % of popn	25.56%	27.41%	31.58%	44%

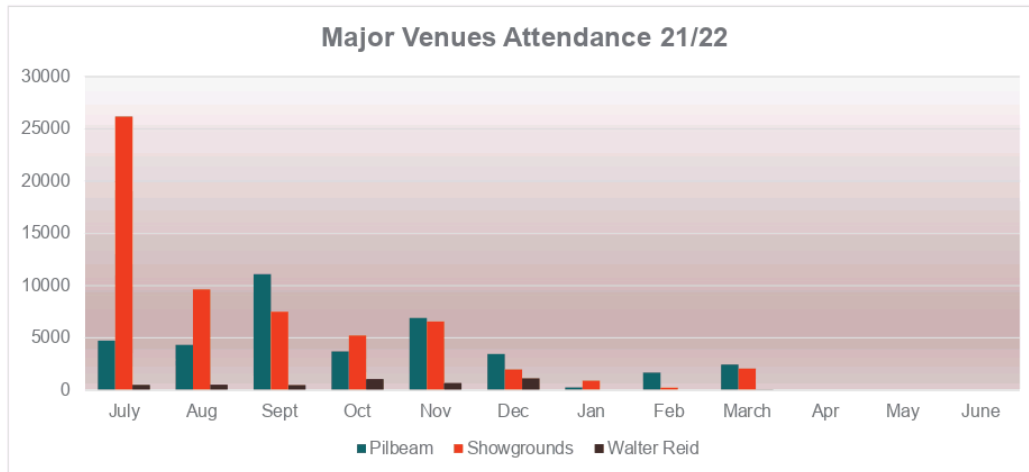
**HISTORY CENTRE ATTENDANCE 21 / 22**

19/20	20/21	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	YTD
1,820	1,557	170	151	147	127	105	101	123	155	181				1260

Corporate Performance Report | 01 March 2022 – 31 March 2022

**CHILDCARE STATISTICS UTILISATION % 21/22 TABLE**

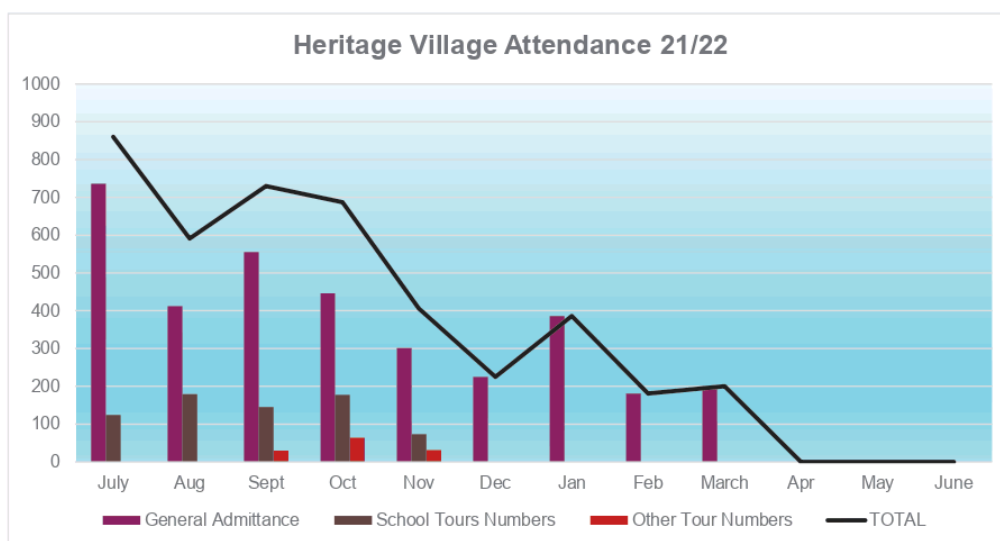
20/21	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
95%	97%	96%	98%	99%	98%	98%	94%	93%	91%			



Venue Attendance	YTD	20/21	Venue Days in Use	YTD	20/21	19/20
Pilbeam	38,617	28,131	Pilbeam	178	469	240
Showgrounds	60,315	301,660	Showgrounds	174	251	235
Walter Reid	4,448	5,100	Walter Reid	208	281	185
62 Victoria Parade	211	N/a	62 Victoria Parade	36	N/a	N/a



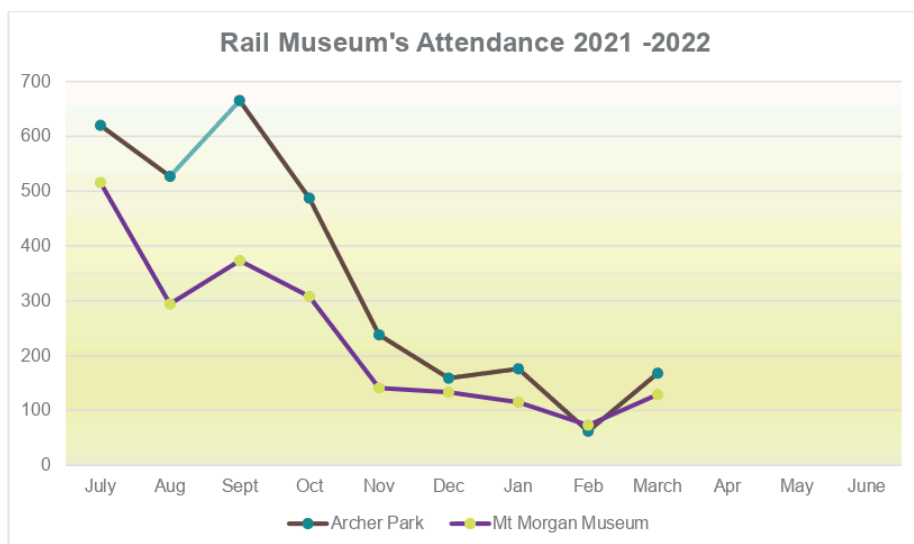
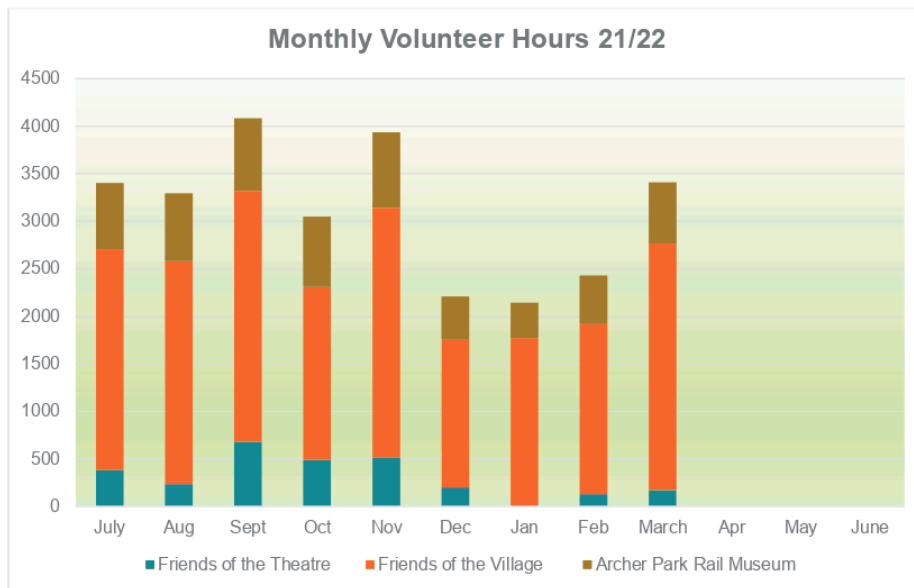
Corporate Performance Report | 01 March 2022 – 31 March 2022



Heritage Village Visitor Types	2018/19	2019/20	2020/21	YTD
General Admittance	3,492	2,365	Closed	3442
School Tours Numbers	1,741	1,747	Closed	698
Other Tour Numbers	655	277	Closed	126
<b>TOTAL</b>	<b>5888</b>	<b>4389</b>		<b>4266</b>

Heritage Village Events and Markets	2018/19	2019/20	2020/21	YTD
School Holiday Activities July– 6 day period	1,876	1,520	Closed	1,801
School Holiday Activities Sept – 6 day period	523	797	Closed	803
Cultural Festival	2,419	N/a	Closed	1,570
Markets	14,074	5,596	Closed	
Emergency Service Day, Halloween, Cultural Festival, Heritage Festival.	10,532	1,241	Closed	
<b>TOTAL</b>	<b>29424</b>	<b>9154</b>		<b>4174</b>

Corporate Performance Report | 01 March 2022 – 31 March 2022

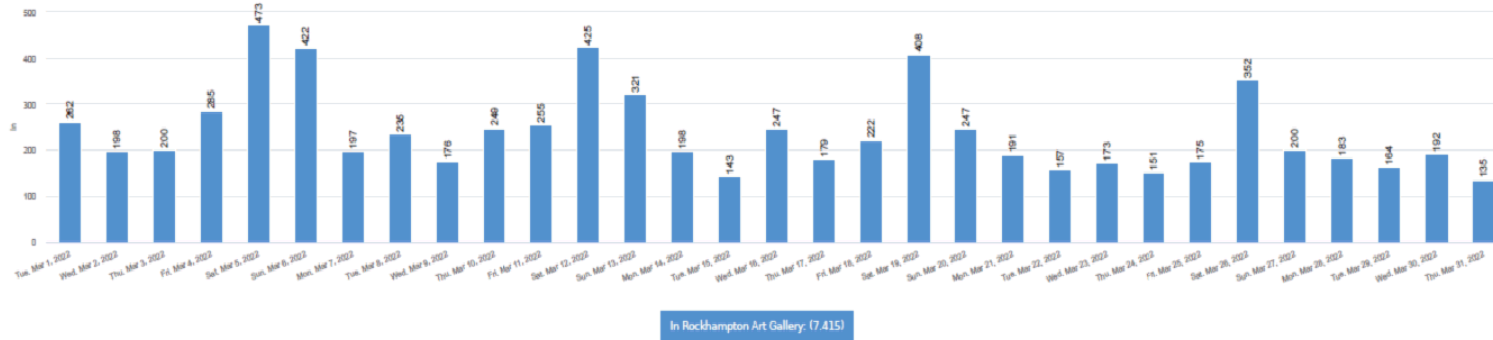


Museum Attendance	YTD	20/21	19/20
Archer Park	3102	4,072	5,211
Mount Morgan	2082	4,350	1,686

Rockhampton Museum of Art

RAG Traffic - Last Month

Opening hours 08:00 - 20:00  
Period Mar 1, 2022 - Mar 31, 2022



## Corporate Performance Report | 01 March 2022 – 31 March 2022

**HOME ASSIST****State Funding 1 January to 31 March 2022**

No of clients who received Information & Referral Services	1658
Output Hours Delivered by Program Staff Information & Referrals	394 hrs
Subsidised Home Maintenance	1771 jobs in 953 homes
Output Hours Delivered by program staff in repairs	529 hrs
Output Hours Delivered by contractors in repairs	1,411 Hrs

**CHSP – Federal Funding**

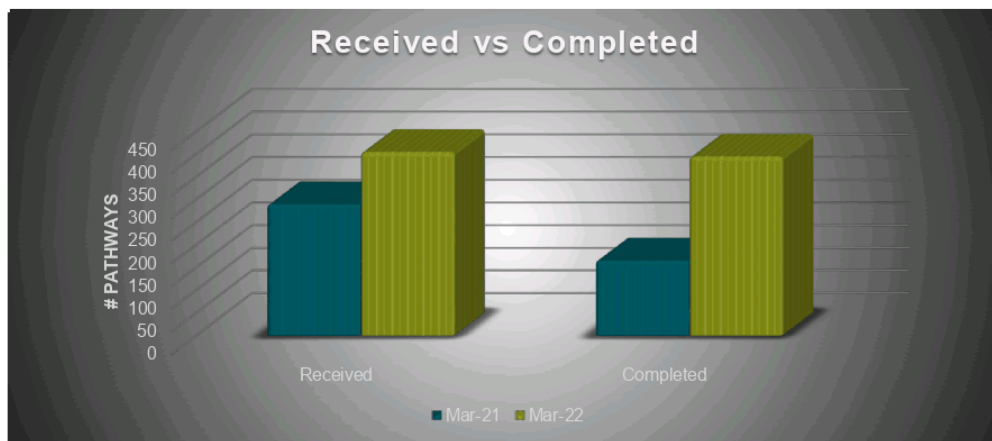
<b>Activity</b>	<b>Hours</b>	<b>Clients</b>
Garden Maintenance	636	636
Major Home Maintenance	571	842
Minor Home Maintenance	390	285
Simple Mods	140	191
Complex Mods – Ramps, paths, bathrooms		\$75,025

**Parks**

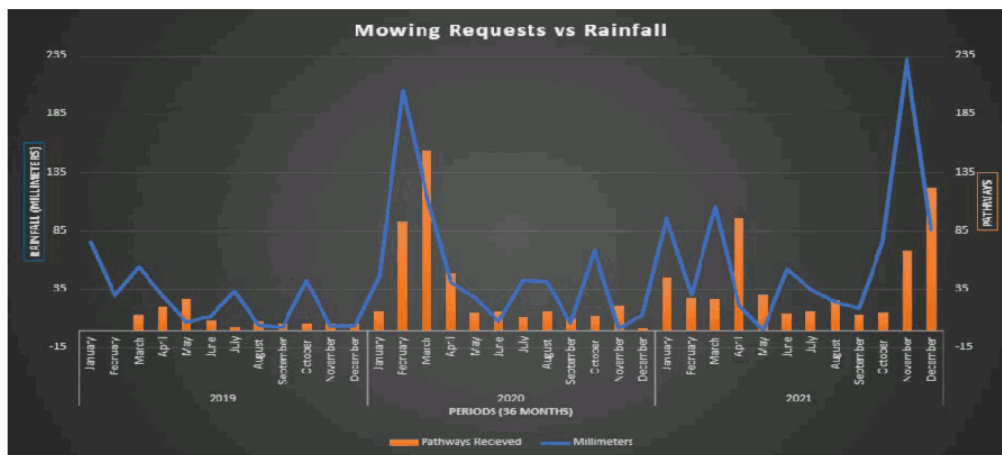
**POINTS OF INTEREST**

- Customer requests for the month have increased by almost 40% compared to March 2021
- The completion rate of requests for the month compared to the previous year have far exceeded last year's figure by 139%
- Out of all Customer requests, tree requests make up 56% with the Parks Arboriculture and Streetscapes crews increasing their completion rate by a very impressive 215% in comparison to the previous March period.
- 30 Zoo encounters have generated \$8,100 in revenue for the month.

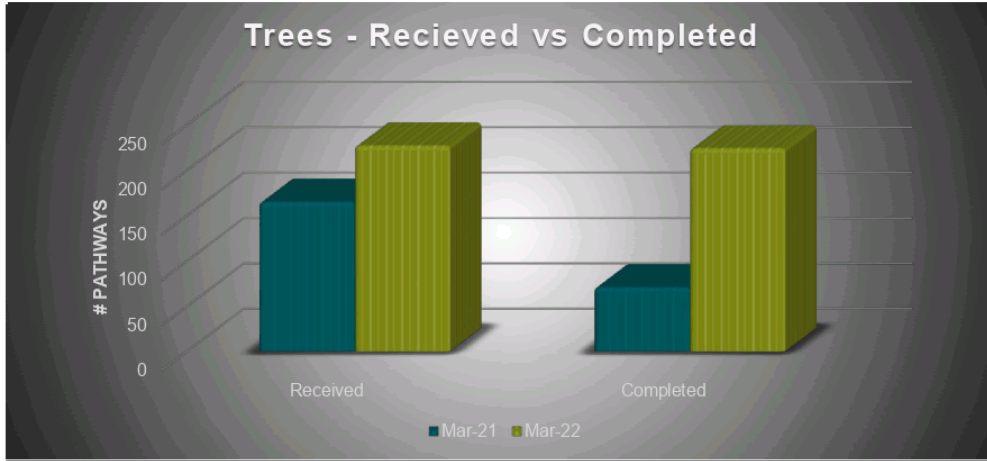
**PARKS CUSTOMER SERVICE REQUESTS**



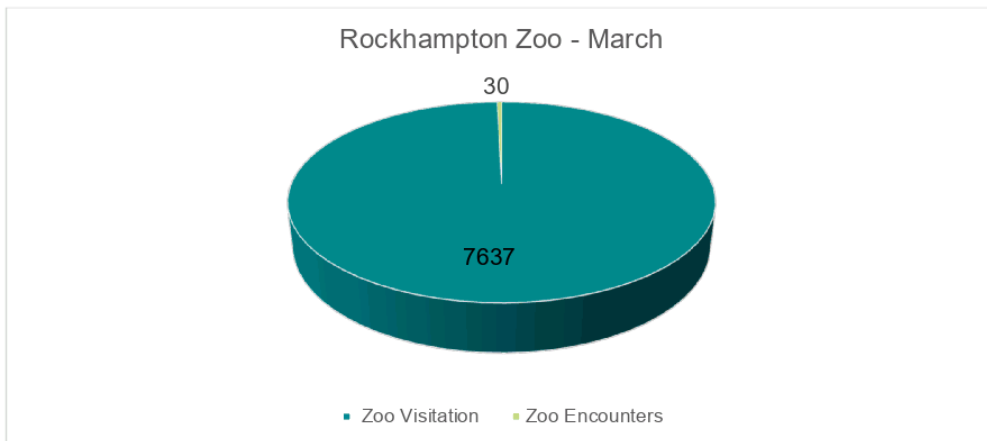
**CUSTOMER MOWING REQUESTS -v RAINFALL – Rolling 3 year comparison**



**CUSTOMER TREE REQUESTS**



**ROCKHAMPTON ZOO ATTENDANCE**

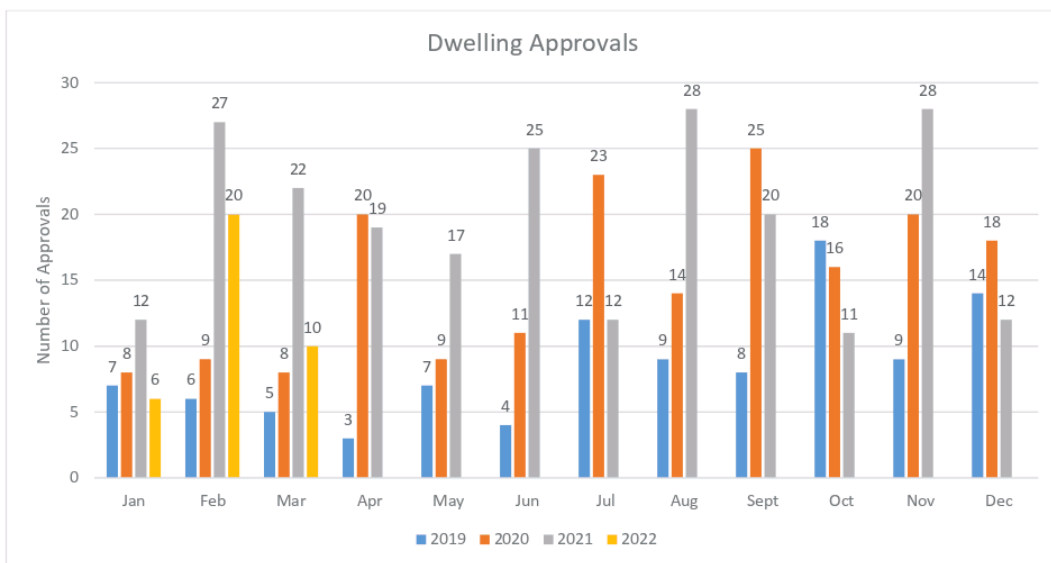
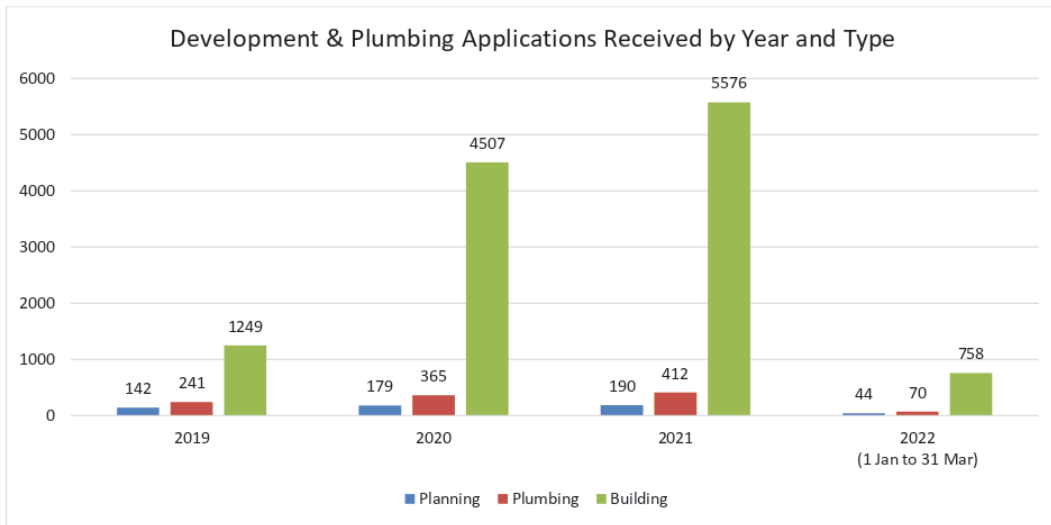


## Planning & Regulatory Services

### CUSTOMER REQUESTS RECEIVED

<i>Planning &amp; Regulatory Services</i>		
Customer requests received and completed to 31 March 2022		
Type of enquiry	Received FYTD	Completed FYTD
<b>Animal enquiries</b> including animal complaints, cat trap lending, wandering, dog attack, barking dogs etc.	2718	1710
<b>Development enquiries</b> including building complaints, searches, compliance complaints, duty planner, plumbing matters.	4617	4160
<b>Environmental Activity</b> including dust, light, noise, odour, water pollution/contamination.	97	68
<b>Health enquiries</b> including complaints, premise enquiry, food poisoning, public health.	231	223
<b>Local Law enquiries</b> including infringements, illegal camping, safety hazards, nuisances, parking, illegal dumping, overgrown allotments.	2651	1615
<b>Engineering enquiries</b> including building over sewer, development dust, noise or road, urban addressing.	137	120
<b>Weed/Pest plant enquiries</b> including traps, plants, spray hire.	247	150
<b>Vector enquiries</b> including midges, misting, mosquitoes, insects, vermin.	475	426

Corporate Performance Report | 01 March 2022 – 31 March 2022



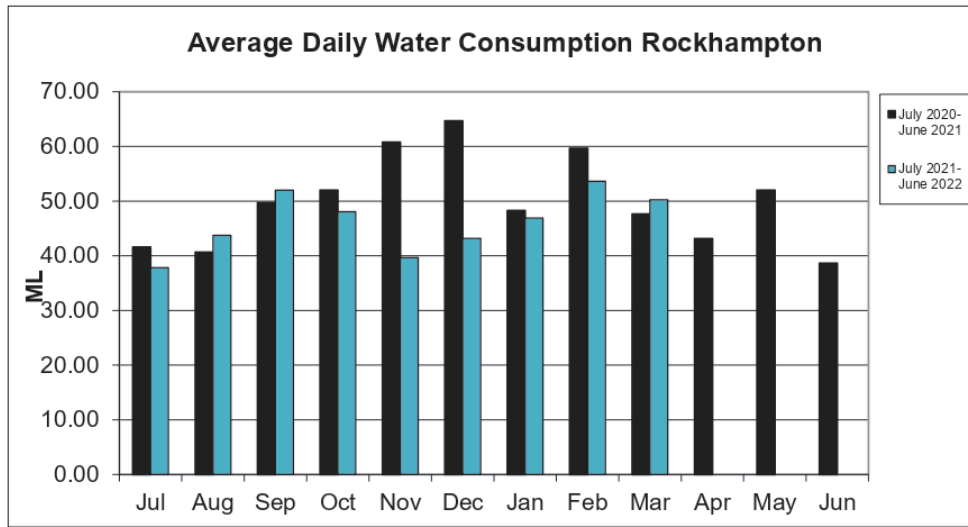


**REGIONAL SERVICES**  
**Fitzroy River Water**

**Drinking Water Supplied**

Data is presented in graphs for each water year.

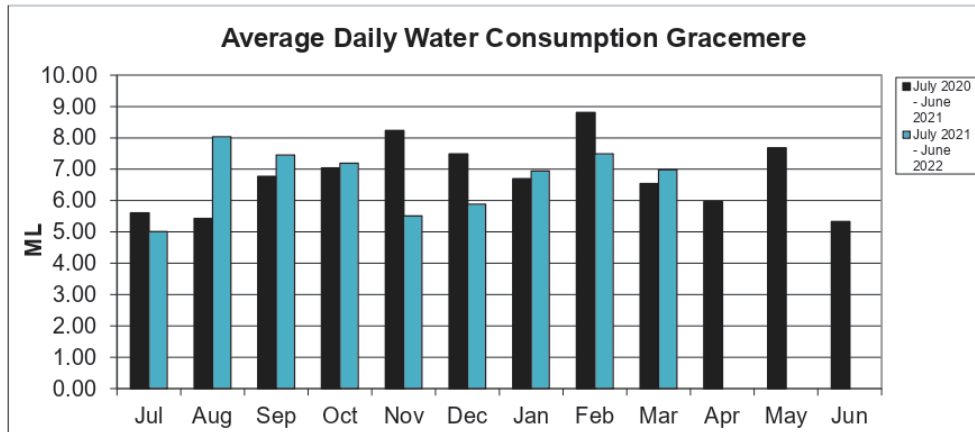
**Rockhampton**



Average daily water consumption during February (53.62 ML per day) and March (50.24 ML per day) has increased since January. Consumption in February 2022 decreased compared to the same period last year, while consumption in March 2022 has increased slightly compared to the same period last year.

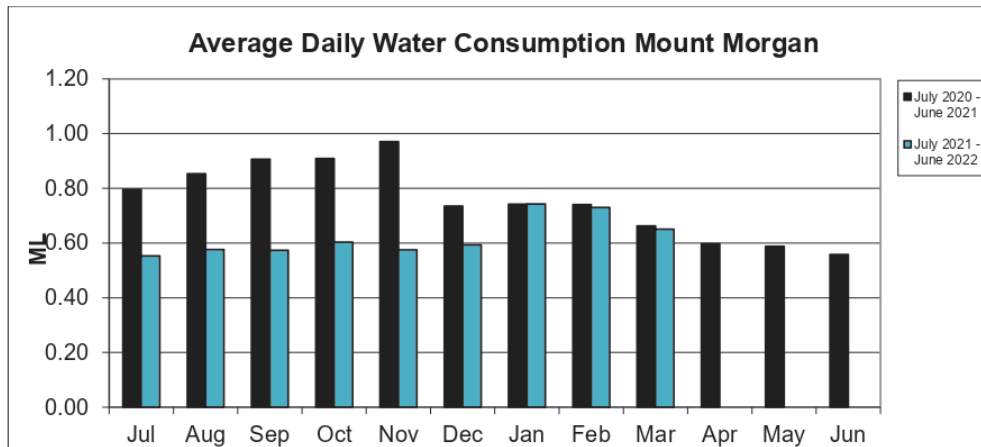
The Fitzroy Barrage Storage is currently at 97.9% of accessible storage volume.

**Gracemere**



Average daily water consumption during February (7.49 ML per day) and March (6.97 ML per day) has increased since January. Consumption in February 2022 decreased compared to the same period last year, while consumption in March 2022 has increased slightly compared to the same period last year.

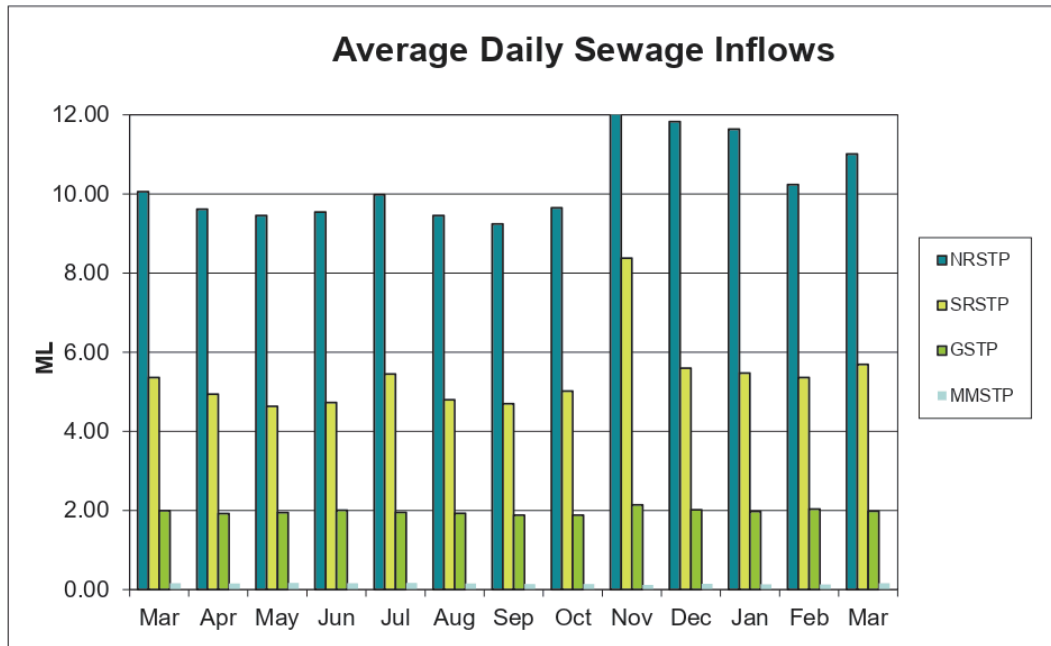
**Mount Morgan**



Average daily water consumption during March (0.64 ML per day) has decreased slightly since January and February. Consumption in February and March 2022 was very similar to the same period last year.

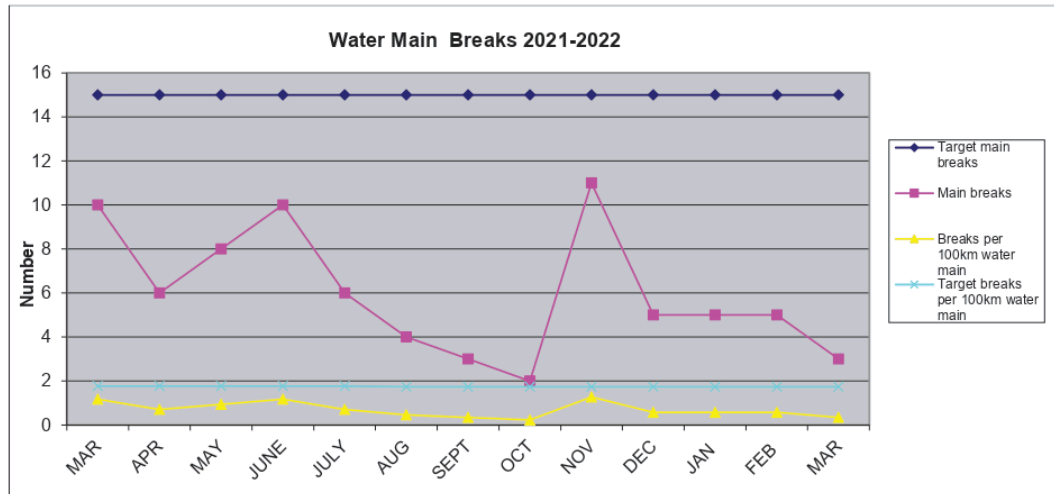
Mount Morgan remains on Level 6 Water Restrictions. Mount Morgan No. 7 Dam storage is currently 14.8%, and water continues to be trucked to the township daily.

**Sewage Inflows to Treatment Plants**



Average daily sewage inflows during February and March have decreased slightly from January. Inflows in March 2022 were slightly higher than those recorded for March 2021.

**Regional Water Main Breaks**



**Performance**

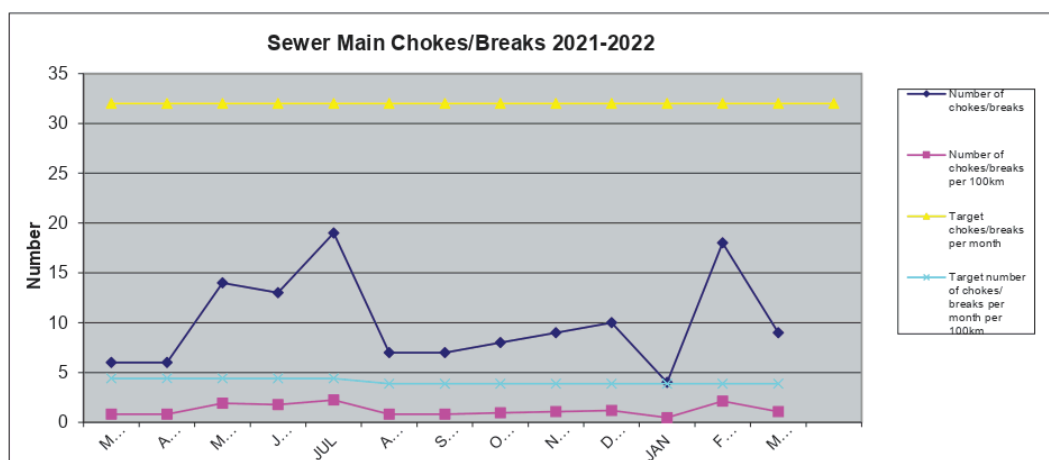
Target achieved with a further decrease in breaks this month. These mains will be assessed for inclusion in future capital refurbishment programs.

**Response to Issues**

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

	Number of Main Breaks	Target Main Breaks	Breaks per 100 km	Target Breaks per 100 km	Rolling average per 100 km
March	3	15	.35	1.77	.57

**Rockhampton Regional Sewer Main Chokes/Breaks**



**Performance**

Target achieved. Mainline sewer blockages are continuing to trend down and remain at an acceptable level in line with capital sewer refurbishment programs.

**Response to Issues**

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

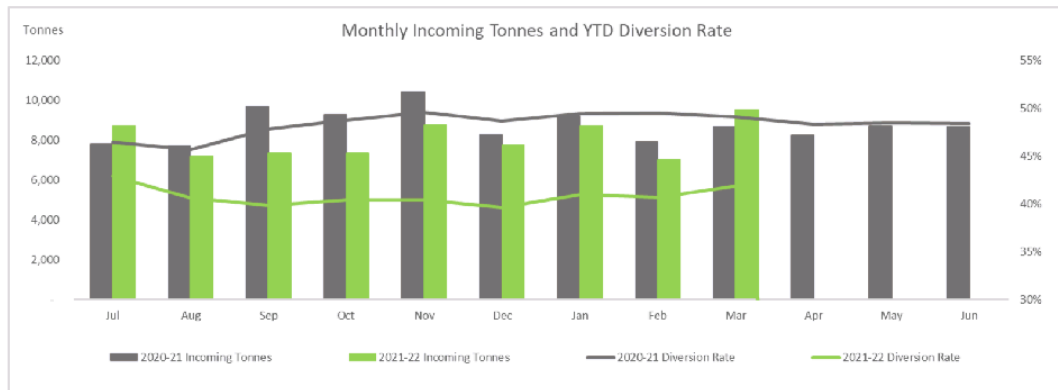
	Number of chokes/breaks	Target chokes/breaks per month	Number of chokes/breaks per 100 km	Target number of chokes / breaks per month per 100km	Rolling 12 month average per 100 km chokes / breaks
March	9	32	1.1	4.40	1.19

**Water Meter Replacement**

	Completed March 2022	FY to date totals
Planned Replacements	0	343
Reactive Replacements	99	1,169
<b>Regional Total</b>	<b>99</b>	<b>1,512</b>

**Rockhampton Regional Waste and Recycling**

**Total Incoming Tonnes**



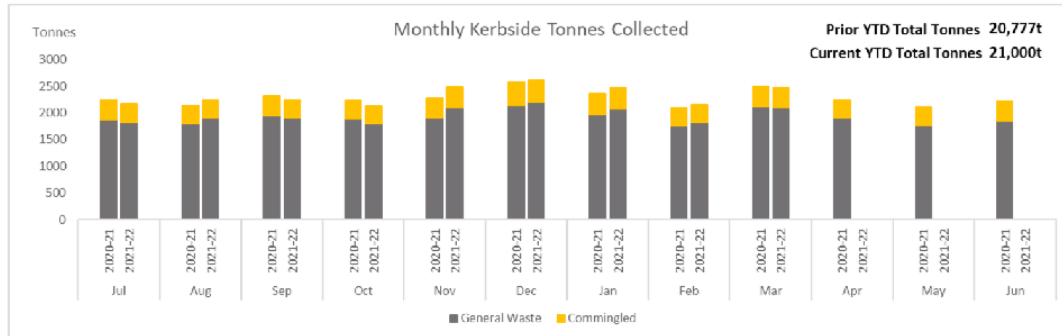
**Reading this Chart**

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

**Current Commentary**

Current YTD diversion rate is 42%. Whilst we have achieved a diversion rate of 48% in the previous two years, this year has seen a drop. This is being driven by two changes in our waste composition. Since the start of the pandemic, there has been an increase in incoming mixed waste going to landfill from both commercial and domestic sources. Since August 2021, the introduction of gate fees has seen a 20% drop in quantity of incoming green waste. Whilst RRWR have put in place several important strategies, they have to date been targeting relatively low tonnage waste streams such as solar panels and polystyrene.

**Kerbside Tonnes**



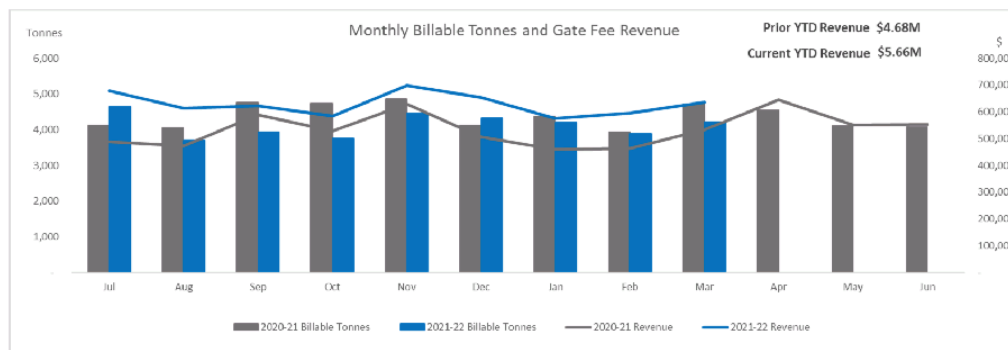
**Reading this Chart**

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

**Current Commentary**

Whilst there is not a lot of difference in monthly trends, we continue to see overall waste presented at kerbside increasing. YTD we have a 223 tonne increase on same time last year. More importantly, this is made up of a 351 tonne increase in general waste and a 128 decrease in commingled, thus increasing demand on landfill and reducing our diversion rate. A community wide "Recycle Right" campaign is currently in planning, to be rolled out between May and August this year, to be followed by participation in a State Government "Get it Sorted" pilot program scheduled for the spring.

**Billable Tonnes**



**Reading this Chart**

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

**Current Commentary**




Total billable tonnes has seen a net fall so far this year of 2,500 tonnes, comprising of a 3,000 tonnes loss in green waste, offset by an increase of 500 tonnes increase in other waste streams, principally in commercial waste. This has resulted in an increase in YTD revenue of \$1.0M against last year, being the \$280K of new revenue from green waste charging, along with increased commercial revenues on construction waste and commercial mixed waste streams. Domestic waste has also seen an increase on last year, but less dramatic, adding approximately \$80K of the total increase.






Civil Operations – Operational Projects

Progress as at 31 March 2022

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

 on track
  generally on track, with minor issues
  off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Approved Monthly Budget Review	YTD actual (incl committals)
Rural	1 July 2021	30 June 2022		67% - Progress as expected	\$8,305,400	\$5,578,250
Urban Central	1 July 2021	30 June 2022		57% - Progress has been hampered by staff shortages	\$22,721,500	\$13,010,600
Urban West	1 July 2021	30 June 2022		14%- Work programmed for later part of Financial year	\$1,022,200	\$141,000

## ADVANCE ROCKHAMPTON

### Events

#### EVENTS

- Rare Spares Rockynats 02 | 15-17 April 2022 - Operations planning complete, sponsors secured (\$180K cash, \$107K in-kind), PR Plan executed, worksafe and safety documents developed, internal Staff confirmed and processing through HR, both Stockland car meets hugely successful with large turnout and interest around the event, Gold Ticket sale executed and continued improvement in ticket sales.
2. ANZAC Day | 25 April 2022 - 2<sup>nd</sup> Committee well attended, preparations completed, Dawn Service rehearsal Saturday 23.
  3. 7 Rocky River Run | 22 May 2022 - operations and marketing underway, medals and shirts ordered, ticket sales are strong with great initial numbers, amendment to event area due to riverside boardwalk construction works.
  4. Rockhampton Agricultural Show | 8-10 June 2022 - Committee meeting booked for April, Tender Consideration Plan approved, program complete (except horses to be finalized), sponsorships secured (Mr Real Estate, The Capricornian), key entertainment locked in, entertainment sponsors secured (The Frenchville, Qld Bank), 20+ competition & section sponsors, Rocky Show website active, media release & program finalized.
  5. CapriCon | 27 August 2022 - TEQ funding secured for \$10,000, program planning commenced.

### Infrastructure

#### ASMTI

- Estimated Project Cost \$1 billion
- 122/202 work packages awarded
- Workers Onsite: 502 October 2021
- Completion expected mid 2024

#### Rookwood Weir

- Project Cost: \$367 million
- Completion expected mid 2023

#### Boulder Creek Wind Farm

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

#### Bravus Carmichael Mine & Rail

- 2000+ employees
- \$1.5 billion in contracts awarded
- First Coal: December 2021

## Tourism

### TOURISM

	Hotels		Flights	
	Average Occupancy	Average Daily Rate	Inbound	Outbound
<b>TY</b>	61.3%	\$167.81	18,491	18,977
<b>LY</b>	68.9%	\$160.29	18,678	18,454
<b>VAR</b>	-7.6%	+\$7.52	-187	+523

March 2022 compared to March 2021

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

## Tourism Positioning

### ADVERTISING

#### Billboards

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

#### Social

- Curb your caravan in Rockhampton (SEQ, NSW, VIC) - 19.7K REACH
- Easter school holiday blog (4hr drive) - 7.7K REACH
- Events Capital video (4hr drive, SEQ, FNQ) - 22.8K REACH
- Rockynats (4hr drive) - 5.6K REACH
- Fishing the Fitzroy Big Barra (4hr drive) - 31.5K REACH

#### SEM (Search Engine Marketing)

- Winter Nomads Campaign {since 28 March} (SEQ, NSW, VIC) – 300 REACH
- Major Events Campaign (QLD) - 4.9K REACH
- Rockynats (QLD) - 800 REACH

**TOTAL REACH: 141.8K REACH**

## Socials

### @ExploreRockhampton

	Facebook			Instagram		
	Reach	Views	Followers	Impressions	Engagement	Followers
<b>TM</b>	192.9K	473	10.1K	46.1K	1.2K	2,306
<b>LM</b>	316.4K	1K	9.9K	56.1K	884	2,221
<b>VAR</b>	-123.5K	-538	+132	-10K	+357	+85

March 2022 compared to February 2022

**NB:** Facebook reach lower this month due to TEQ's Great QLD Getaway 2.0 campaign ending, however reach is still significantly higher than most months due to the number of other paid social ads in market. Facebook followers also hit 10,000K+ this month which is a fantastic achievement for a young brand.

### @MyRockhampton

	Facebook				
	Reach	Views	Likes	Impressions	Engagements
<b>TM</b>	140K	455	14.1K	74.7K	3.5K
<b>LM</b>	214K	674	14.1K	120.6K	10.6K
<b>VAR</b>	-74K	-219	+6	-45.9K	-7.1K

March 2022 compared to last period (February 2022)

**NB:** Decrease in reach, impressions and engagements this month due to no paid advertising in market.

### @AdvanceRockhampton

	Linkedin			
	Impressions	Engagements	Post Clicks	Followers
<b>TM</b>	15.6K	1.3K	844	1.3K
<b>LM</b>	13.1K	1.0K	620	1.3K
<b>VAR</b>	+2.5K	+300	+244	+58

February 2022 compared to last period (January 2022)

**NB:** Increase in impressions, engagements and post clicks this month due to a number of exciting campaign launches and award wins. Increase in followers remains consistent.

**@FishingTheFitzroy**

	Facebook		
	Reach	Views	Likes
<b>TM</b>	210.9K	1,113	23.4K
<b>LM</b>	270.9K	806	23.2K
<b>VAR</b>	-60K	+307	+202

March 2022 compared to February 2022

**NB:** Slight decrease in reach this month due to lower budget behind paid ads, however the reach is still a great result meaning our organic posts are extremely high performing. Increase in page views and followers indicating consumers are seeking information from this page and resonating with the content.

**@RockynatsFestival**

	Facebook Page			
	Fans	Impressions	Engagements	Engagement Rate
<b>TM</b>	23,625	918,637	28,932	3.1%
<b>LM</b>	23,216	647,439	14,674	2.3%
<b>VAR</b>	+1.8%	+42%	+97%	+0.8%

**NB:** March 2022 compared to last period (February 2022).

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**10.3 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2022**

**File No:** 8148  
**Attachments:** 1. [Income Statement - March 2022](#)↓  
2. [Key Indicator Graphs - March 2022](#)↓  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Marnie Taylor - Chief Financial Officer

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**SUMMARY**

*The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2022.*

**OFFICER'S RECOMMENDATION**

THAT Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2022 be received.

**COMMENTARY**

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

1. Income Statement (Actuals and Budget for the period 1 July 2021 to 31 March 2022), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after nine months of the 2021/22 financial year. Results should be approximately 75% of budget.

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

Total Operating Revenue is at 89% of the monthly budget review. Key components of this result are:

- Net Rates and Utility Charges are at 95% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2022 have been raised and were due on 9 March 2022.
- Grants, subsidies and contributions are behind budget at 62%. This is partly due to the Rookwood Weir Landholders Grant Program budgeted as a Grant and the receipt of funds recognised as Other Income. Half of the Federal Assistance Grant allocation for 22/23 financial year is forecast for receipt in June 2022.
- Interest revenue is ahead of budget at 81% due to higher than forecast cash holdings.
- Other income is at 90% of the revised budget. This is mostly due to receipt of funds from Sunwater for Rookwood Weir Landholders Grant Program. A budget amendment is required to transfer the related budget amount from Grants and Subsidies to Other Income.
- All other revenue items are in proximity to budget.

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Total Operating Expenditure is at 71% of the monthly budget review. Key components of this result are:

- Employee costs are below budget at 70% partly due to a number of employee vacancies. Project Delivery wages are now costed directly to Capital projects via Works Order system whereas previously these wages were costed to Capital projects via Internal Transfer. A budget transfer is required between Employee Costs and Internal Transfers to reflect the change in process.
- Contractors and consultants are at 60%. Professional consultancies and other contractors are below budget due to the timing of works planned during the year. It is expected that as the year progresses these works will be completed and paid.
- Materials and Plant expenses are at 85% due to the increased level of Recoverable Works. There is an offsetting increase to Recoverable Works revenue. In addition, there have been increased chemicals costs for FRW Glenmore Water Treatment Plant as a result of high turbidity.
- Asset operational is at 70%. This is due to electricity, cleaning and security costs being below budget year to date. This is mostly due to the timing of billing.
- Administrative expenses are at 57% due to the timing of payments for pool management, IT equipment and software support.
- All other expenditure items are in proximity to budget.

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

Total Capital Income is at 59% of the monthly budget review. The timing of receipt of some grants will likely be deferred in line with the timing of capital expenditure for related projects.

Total Capital Expenditure is at 36% of the monthly budget review with some major projects yet to fully ramp up. The timing of delivery of these projects will be reassessed in upcoming budget reviews.

Total Investments are \$106.2M as at 31 March 2022.

Total Loans are \$125.8M as at 31 March 2022.

## **CONCLUSION**

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

The capital program saw \$11.7M spent during March and overall, a total of \$59.6M has been expended to the end of March. The timing for delivery of a number of major projects will be reassessed in upcoming budget reviews.

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2022**

## **Income Statement - March 2022**

**Meeting Date: 26 April 2022**

**Attachment No: 1**





**Income Statement**  
**For Period July 2021 to March 2022**  
**75% of Year Gone**

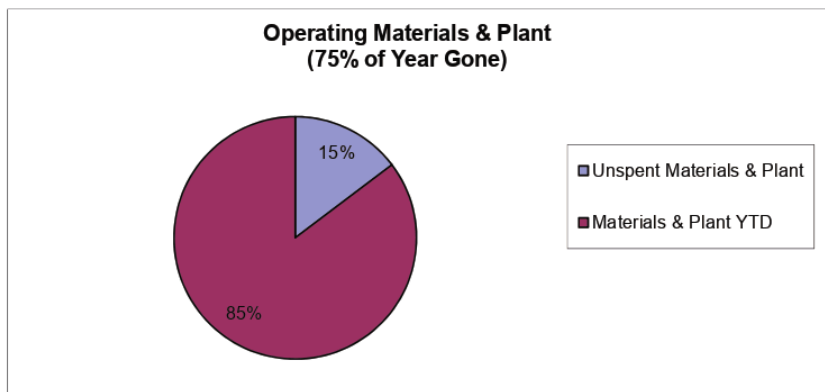
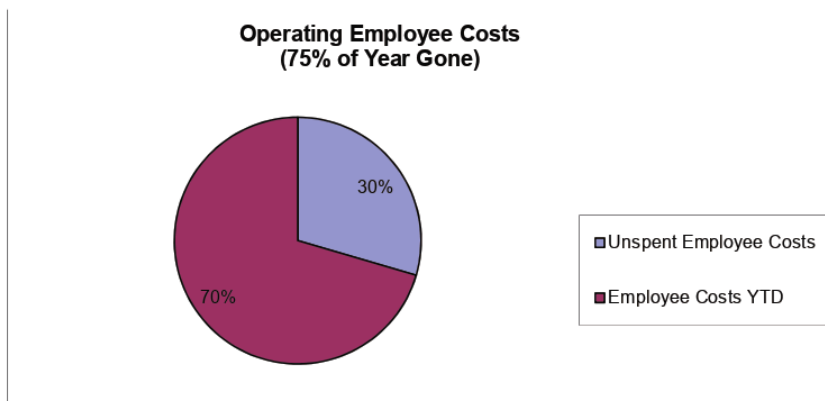
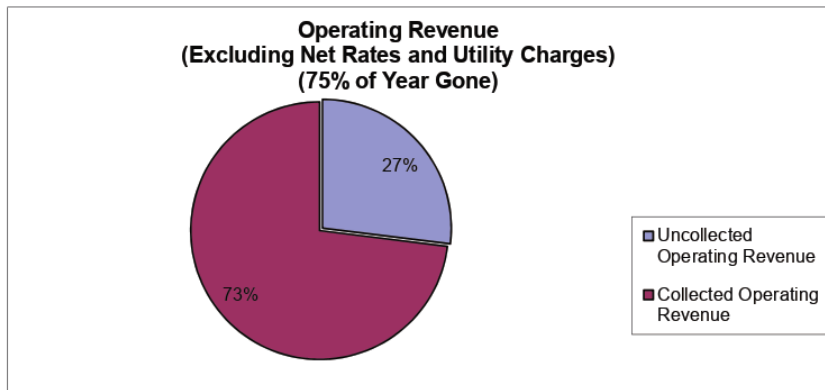
	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% Monthly Budget Review
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(100,931,373)	(100,931,373)	(153,121,843)	0	(153,121,843)	95%
Fees and Charges	(27,088,335)	(27,474,145)	(20,254,882)	0	(20,254,882)	74%
Private and recoverable works	(6,292,810)	(6,068,521)	(5,237,397)	0	(5,237,397)	79%
Rent/Lease Revenue	(3,331,723)	(3,331,723)	(2,529,088)	0	(2,529,088)	76%
Grants Subsidies & Contributions	(13,907,572)	(17,116,265)	(10,546,571)	0	(10,546,571)	62%
Interest revenue	(508,000)	(508,000)	(411,372)	0	(411,372)	81%
Other Income	(7,197,133)	(7,367,375)	(6,652,005)	0	(6,652,005)	90%
<b>Total Revenues</b>	<b>(219,856,946)</b>	<b>(223,397,402)</b>	<b>(198,753,137)</b>	<b>0</b>	<b>(198,753,137)</b>	<b>89%</b>
<b>Expenses</b>						
Employee Costs	89,494,925	89,589,884	83,126,764	239,516	83,366,280	70%
Contractors & Consultants	22,639,536	21,309,925	12,680,200	10,807,548	23,487,748	60%
Materials & Plant	13,684,577	18,182,124	15,510,082	3,754,213	19,264,295	85%
Asset Operational	28,072,816	28,072,500	19,630,906	2,463,556	22,094,462	70%
Administrative expenses	14,536,811	14,948,206	8,529,292	2,537,978	11,067,270	57%
Depreciation	56,812,137	56,812,136	42,622,233	0	42,622,233	75%
Finance costs	4,582,740	4,582,740	3,401,975	0	3,401,975	74%
Other Expenses	1,334,865	1,334,865	727,812	35,885	763,697	55%
<b>Total Expenses</b>	<b>231,158,406</b>	<b>234,830,380</b>	<b>166,229,265</b>	<b>19,838,694</b>	<b>186,067,959</b>	<b>71%</b>
<b>Transfer / Overhead Allocation</b>						
Transfer / Overhead Allocation	(9,170,179)	(9,280,179)	(6,025,141)	0	(6,025,141)	65%
<b>Total Transfer / Overhead Allocation</b>	<b>(9,170,179)</b>	<b>(9,280,179)</b>	<b>(6,025,141)</b>	<b>0</b>	<b>(6,025,141)</b>	<b>65%</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>2,131,281</b>	<b>2,152,799</b>	<b>(38,549,014)</b>	<b>19,838,694</b>	<b>(18,710,320)</b>	<b>-1791%</b>
<b>CAPITAL</b>						
	Carry over Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
<b>Total Developers Contributions Received</b>	(5,345,400)	(5,345,400)	(2,603,326)	0	(2,603,326)	49%
<b>Total Capital Grants and Subsidies Received</b>	(55,825,260)	(62,366,607)	(40,764,891)	0	(40,764,891)	65%
<b>Total Proceeds from Sale of Assets</b>	(7,275,000)	(8,314,000)	(1,178,831)	0	(1,178,831)	14%
<b>Total Capital Income</b>	<b>(68,445,660)</b>	<b>(76,026,007)</b>	<b>(44,547,048)</b>	<b>0</b>	<b>(44,547,048)</b>	<b>59%</b>
<b>Total Capital Expenditure</b>	<b>158,315,399</b>	<b>165,934,906</b>	<b>59,633,266</b>	<b>104,299,609</b>	<b>163,932,875</b>	<b>36%</b>
<b>Net Capital Position</b>	<b>89,869,740</b>	<b>89,908,899</b>	<b>15,086,218</b>	<b>104,299,609</b>	<b>119,385,827</b>	<b>17%</b>
<b>TOTAL INVESTMENTS</b>			106,248,368			
<b>TOTAL BORROWINGS</b>			125,801,439			

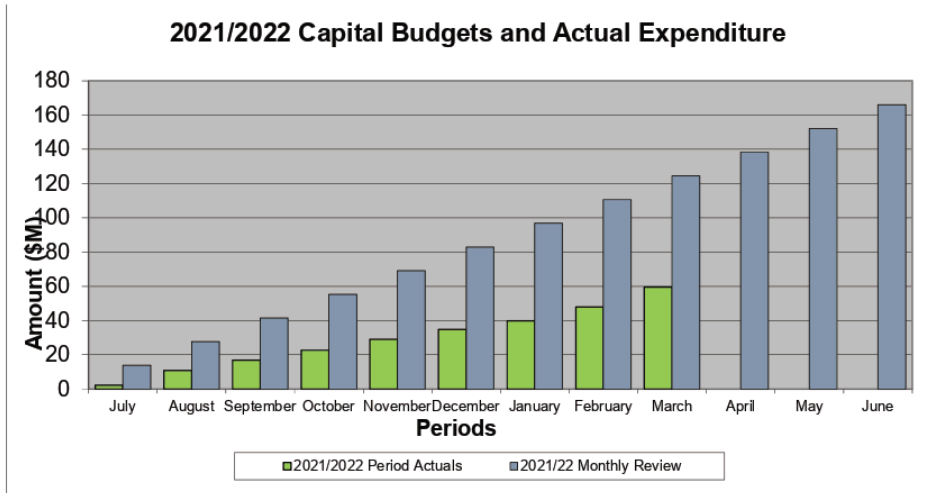
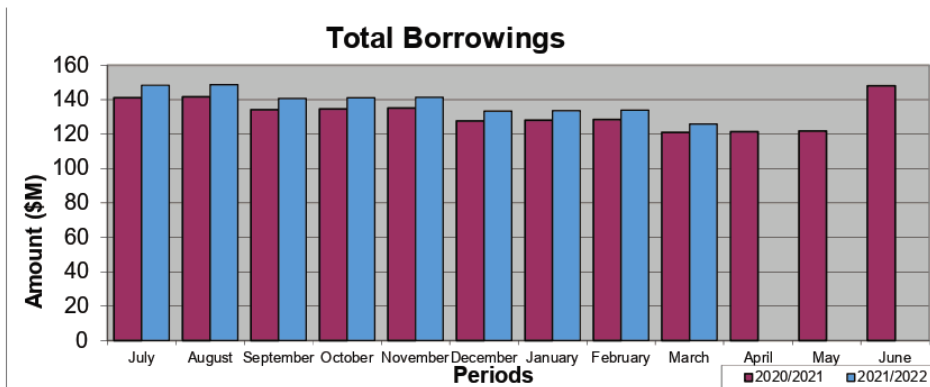
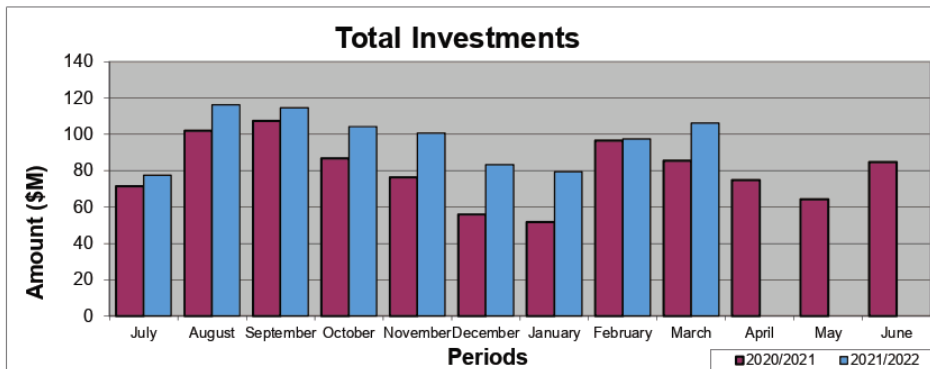
# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2022**

## **Key Indicator Graphs - March 2022**

**Meeting Date: 26 April 2022**

**Attachment No: 2**





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

<b>File No:</b>	<b>11979</b>
<b>Attachments:</b>	<b>1. Expenses Reimbursement and Provision of Facilities for Mayor and Councillors - Clean Version</b> <a href="#">↓</a> <b>2. Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Tracked Changes</b> <a href="#">↓</a>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Damon Morrison - Manager Office of the Mayor</b>

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**SUMMARY**

*The purpose of this report is to present to Council for consideration and adoption minor amendments to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors for Council's consideration and adoption.*

**OFFICER'S RECOMMENDATION**

THAT Council adopts the amended Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

**COMMENTARY**

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

Post-adoption of these most recent amendments it has been identified that additional amendments are recommended to ensure certainty with the intent of previously resolved amendments by Council.

The proposed amendments relate to section 5.1.3 of the policy to confirm that:

- the reimbursement expenses and associated costs incurred by Councillors for travel within the CQROC Local Government Areas do not require pre-approval provided the expenses are deemed necessary for undertaking official Council business or professional development;
- for any Councillor travel outside of the CQROC Local Government Areas (regardless of budget allocation) pre-approval for the travel and the incurring of expenses or associated costs is required by way of Council resolution;
- CEO pre-approval for travel outside of the CQROC Local Government Areas is available in circumstances where Councillors are unable to obtain prior Council approval by way of resolution; and
- any travel outside of the relevant budget allocation, regardless of the location of the travel requires approval by Council resolution.

**PREVIOUS DECISIONS**

Council adopted the latest amendments to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy at its Ordinary Meeting of 22 March 2022.

**BUDGET IMPLICATIONS**

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

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**LEGISLATIVE CONTEXT**

Section 250(1) of the *Local Government Regulation 2012* requires that a Local Government must adopt an expenses reimbursement policy.

**S250(1) Requirement to adopt expenses reimbursement policy or amendment**

- (1) A local government must adopt an expenses reimbursement policy.
- (2) A local government may, by resolution, amend its expenses reimbursement policy at any time.

Once adopted the local government must ensure a copy of the policy is made available for the public via the website or inspection and/or purchase.

**LEGAL IMPLICATIONS**

There are no legal implications relevant to this matter.

**STAFFING IMPLICATIONS**

There will be no implications to Council permanent staffing levels if Council adopts the proposed recommendation.

**RISK ASSESSMENT**

There are no notable risks which have been identified.

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan 2017-2022 – Strong leadership that provides quality governance to support and service the community.

**CONCLUSION**

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

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

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

**Meeting Date: 26 April 2022**

**Attachment No: 1**

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

### STATUTORY POLICY



#### 1 Scope

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

#### 2 Purpose

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

#### 3 Related Documents

##### 3.1 Primary

*Local Government Regulation 2012*

##### 3.2 Secondary

*Income Tax Assessment Act 1997 (Cwth)*

*Local Government Act 2009*

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

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

Entertainment and Hospitality Policy

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

#### 4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
CQROC	Central Queensland Regional Organisation of Councils
CQROC Local Government Areas	The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council and Rockhampton Regional Council.
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
GVG	Green Vehicle Guide
Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Official Council meetings, Councillor forums and workshops,</li> <li>(b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation;</li> <li>(c) Attendance at prescribed Local Government training/workshops and conferences;</li> <li>(d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties;</li> <li>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor;</li> <li>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</li> <li>(g) Attending private meetings with constituents about Council strategies, programs or initiatives; and/or</li> <li>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</li> </ul> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>
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> .

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

## 5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and that reasonable expenses incurred while undertaking official Council business are paid or reimbursed to enable them to perform their duties.

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

- (a) In accordance with statutory requirements;
- (b) To be open and transparent, prudent, responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (e) Subject to allocated and approved budget.

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

This policy is deemed to be a "procedure" for the purposes of section 150K(1) of the *Local Government Act 2009*.

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

### 5.1 Expense Categories

#### 5.1.1 Official Council Business

Council pays or reimburses expenses incurred in undertaking official Council business.

#### 5.1.2 Professional Development

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

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

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

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**5.1.3 Travel Expenses**

If in line with budget allocation, Council pays or reimburses expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy for travel undertaken within the CQROC Local Government Areas provided the expenses are deemed necessary for undertaking official Council business or professional development.

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

Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel.

Councillors must take the following into consideration prior to requesting attendance:

- (a) The value and benefit to Council; and
- (b) Alternate methods of engagement or attendance, for example virtual participation.

Requests for approval must include supporting documentation and justification demonstrating the value to Council and the Region.

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

**5.1.3.1 Flights**

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

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

**5.1.3.2 Accommodation**

All Councillor accommodation should be selected having regard to:

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

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

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

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

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

**5.1.3.3 Private Vehicle Use**

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. The use of private vehicles for official Council business is only acceptable where every effort to use Council vehicles has been explored in advance of its required need.

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Council insurance does not cover private vehicles used for official Council business.

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

Where a Councillor utilises their own vehicle in the undertaking of official Council business, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

#### 5.1.3.4 Parking and Associated Fees

Council reimburses parking costs where a vehicle has incurred fees and fees and charges incurred from travel on Queensland toll roads (excluding infringement notices, or administration fees/overdue fees from non-payment of toll charges within prescribed timeframes) whilst undertaking official Council business.

#### 5.1.3.5 Public Transport/Taxi Fares

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

#### 5.1.3.6 Conference Proceedings

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

#### 5.1.3.7 Laundry/Dry Cleaning

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

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

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

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

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

#### 5.1.3.10 Meals

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

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

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

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

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

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**5.1.3.11 Non Allowable Expenditure**

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

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) Fees and charges associated with personal travel on Queensland tolls charges;
- (m) Travel costs not applicable to the official Council business;
- (n) In-flight and in-house movies;
- (o) In-house or external entertainment not directly related to the official Council business;
- (p) Personal gifts, goods or services purchased;
- (q) Costs incurred for family members (partners and children):
  - (i) Meals;
  - (ii) Travel;
  - (iii) Incidentals, for example, laundry, in-house video hire;
  - (iv) Partner's programme; and/or
- (r) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

**5.1.3.12 Other Travel Matters****5.1.3.12.1 Travel Insurance**

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

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

**5.1.3.12.2 Local Government WorkCare**

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

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Cover is extended to Councillors for the full duration of the Councillor's absence from the normal place of work, but excludes personal/recreational activities of a high-risk nature outside the normal course of employment.

#### 5.1.3.12.3 Extended Personal Travel

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

#### 5.1.3.12.4 Travel by Family Members

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

#### 5.1.3.12.5 Rewards Programs

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

#### 5.1.3.12.6 Non-Attendance

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

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

#### 5.1.3.12.7 Purchase Cards

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

#### 5.1.3.12.8 Additional Expenses

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

#### 5.1.3.12.9 Claiming and Declaration of Travel Expenses

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

Expenses incurred during travel on official Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards. The original itemised tax invoice/receipt must be submitted with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

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All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel for processing and payment. Council approval is required for any claim for travel expenses not returned with the Declaration of Travel Expenses Form within 14 days of completion of travel. Committee Support arranges reimbursement in accordance with this policy.

**5.2 Entertainment and Hospitality**

**5.2.1 Expenditure**

Provided entertainment and hospitality expenses are incurred in accordance with the Entertainment and Hospitality Policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:

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

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

**5.3 Facilities**

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

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

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

**5.3.1 Administrative Tools and Office Amenities**

Council provides Councillors with the facilities listed below:

**5.3.1.1 Office Space and Access to Meeting Rooms**

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

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

**5.3.1.2 Support**

The Mayor is provided with a senior officer and an administration officer.

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

**5.3.1.3 Computer**

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

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

**5.3.1.4 Photocopier and Paper Shredder**

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

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

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**5.3.1.5 Stationery**

Councillors are provided stationery for official purposes only.

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

Stationery does not include any form of advertising by Council.

**5.3.1.6 Telecommunication Needs**

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

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

**5.3.1.7 Publications**

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

**5.3.1.8 Advertising**

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

**5.3.1.9 Community Consultation**

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

**5.3.1.10 Other Equipment**

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

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

**5.3.1.11 Personal Protective Equipment, Uniforms, Blazer and Name Badge**

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

Councillors may be provided with corporate uniforms comprising five items, with or without Council's corporate logo, a blazer with Council's Crest or corporate logo and a name badge if required.

**5.3.1.12 Maintenance**

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

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**5.3.2 Vehicles**

**5.3.2.1 Vehicle Allowance**

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

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

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

**5.3.2.2 Greenhouse Gas Emissions**

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

**5.3.2.3 Private Use**

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

Private use of Council vehicles is limited to within the State of Queensland. Any private use outside of this boundary will require a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4232.54 plus yearly Council plant hire increases.

Reimbursement is not required for any travel associated with official Council business.

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

**5.3.2.4 Conditions of Use**

**5.3.2.4.1 Roadworthiness and Appearance**

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

It is a Councillor's responsibility to ensure:

- (a) Servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;
- (b) The vehicle is clean and maintained at a high standard to promote a positive image of Council;
- (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.

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**5.3.2.4.2 Authorised Drivers**

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

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

**5.3.2.4.3 Refuelling of Vehicles**

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

**5.3.2.4.4 Infringements**

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

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

**5.3.2.4.5 Insurance**

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

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

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

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

**5.3.2.4.6 Theft of a Council Vehicle**

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

**5.3.2.4.7 Loss of Drivers Licence**

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

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

**5.3.2.4.8 Accidents**

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

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**5.4 Legal Costs and Insurance Cover**

Councillors are covered under Council insurance policies in the course of official Council business. Insurance cover is provided for:

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

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

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their legislative obligations. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council.

Should a Councillor obtain their own legal advice the CEO must be informed. Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

**5.5 Vacation of Office**

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

**5.6 Payment of Expenses**

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

**5.7 Reporting**

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

**6 Review Timelines**

This policy is reviewed when any of the following occur:

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

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**7 Document Management**

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Office of the Mayor
Policy Quality Control	Legal and Governance



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

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

**Meeting Date: 26 April 2022**

**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 Whole of Council Work Instruction

Entertainment and Hospitality Policy

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

#### 4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
CQROC	Central Queensland Regional Organisation of Councils
CQROC Local Government Areas	The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council and Rockhampton Regional Council.
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
GVG	Green Vehicle Guide
Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Official Council meetings, Councillor forums and workshops,</li> <li>(b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation;</li> <li>(c) Attendance at prescribed Local Government training/workshops and conferences;</li> <li>(d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties;</li> <li>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor;</li> <li>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</li> <li>(g) Attending private meetings with constituents about Council strategies, programs or initiatives; and/or</li> <li>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</li> </ul> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>
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> .

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

## 5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and that reasonable expenses incurred while undertaking official Council business are paid or reimbursed to enable them to perform their duties.

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

- (a) In accordance with statutory requirements;
- (b) To be open and transparent, prudent, responsible;
- (c) Acceptable to the community;
- (d) Based on ensuring economy and efficiency; and
- (e) Subject to allocated and approved budget.

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

This policy is deemed to be a "procedure" for the purposes of section 150K(1) of the *Local Government Act 2009*.

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

### 5.1 Expense Categories

#### 5.1.1 Official Council Business

Council pays or reimburses expenses incurred in undertaking official Council business.

#### 5.1.2 Professional Development

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

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

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

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### 5.1.3 Travel Expenses

If in line with budget allocation, Council pays or reimburses [local, interstate and overseas travel](#) expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy [for travel undertaken within the CQROC Local Government Areas](#) provided the expenses are deemed necessary for undertaking official Council business or [approved](#) professional development.

[For Councillors, excluding the Mayor, if the travel is outside of the CQROC Local Government Areas, regardless of budget allocation, the travel must be approved in advance by Council resolution. Where a Councillor is unable to obtain pre-approval by Council resolution the CEO may give pre-approval for urgent travel outside of the CQROC Local Government Areas.](#)

[Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel.](#)

Councillors must take the following into consideration prior to requesting attendance:

- (a) The value and benefit to Council; and
- (b) Alternate methods of engagement or attendance, for example virtual participation.

[The following expenses for Councillors, excluding the Mayor, must be approved in advance by Council resolution:](#)

- [\(a\) All travel outside of the CQROC Local Government Areas and associated costs; and/or](#)
  - [\(b\) Expenses incurred outside of current budget allocation,](#)
- [however, the CEO may give pre-approval at any time.](#)

Requests for approval must include supporting documentation and justification demonstrating the value to Council and the Region.

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

#### 5.1.3.1 Flights

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

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

#### 5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

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

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

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

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

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

#### 5.1.3.3 Private Vehicle Use

Use of private motor vehicles is not encouraged and should only be utilised where no other means of transport is available, practical or economical. The use of private vehicles for official Council business is only acceptable where every effort to use Council vehicles has been explored in advance of its required need.

Council insurance does not cover private vehicles used for official Council business.

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

Where a Councillor utilises their own vehicle in the undertaking of official Council business, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

#### 5.1.3.4 Parking and Associated Fees

Council reimburses parking costs where a vehicle has incurred fees and fees and charges incurred from travel on Queensland toll roads (excluding infringement notices, or administration fees/overdue fees from non-payment of toll charges within prescribed timeframes) whilst undertaking official Council business.

#### 5.1.3.5 Public Transport/Taxi Fares

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

#### 5.1.3.6 Conference Proceedings

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

#### 5.1.3.7 Laundry/Dry Cleaning

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

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

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

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

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

#### 5.1.3.10 Meals

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

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

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

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

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

#### 5.1.3.11 Non Allowable Expenditure

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

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) Fees and charges associated with personal travel on Queensland tolls charges;
- (m) Travel costs not applicable to the official Council business;
- (n) In-flight and in-house movies;
- (o) In-house or external entertainment not directly related to the official Council business;
- (p) Personal gifts, goods or services purchased;
- (q) Costs incurred for family members (partners and children):
  - (i) Meals;
  - (ii) Travel;
  - (iii) Incidentals, for example, laundry, in-house video hire;
  - (iv) Partner's programme; and/or
- (r) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.

#### 5.1.3.12 Other Travel Matters

##### 5.1.3.12.1 Travel Insurance

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

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

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**5.1.3.12.2 Local Government WorkCare**

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

Cover is extended to Councillors for the full duration of the Councillor's absence from the normal place of work, but excludes personal/recreational activities of a high-risk nature outside the normal course of employment.

**5.1.3.12.3 Extended Personal Travel**

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

**5.1.3.12.4 Travel by Family Members**

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

**5.1.3.12.5 Rewards Programs**

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

**5.1.3.12.6 Non-Attendance**

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

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

**5.1.3.12.7 Purchase Cards**

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

**5.1.3.12.8 Additional Expenses**

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

**5.1.3.12.9 Claiming and Declaration of Travel Expenses**

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

Expenses incurred during travel on official Council business must be declared on the Declaration of Travel Expenses Form. This includes both expenses to be reimbursed and expenses incurred on corporate purchase cards. The original itemised tax invoice/receipt must be submitted with the Declaration of Travel Expenses Form. If the original tax invoice cannot be produced, a statutory declaration must be completed.

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All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel for processing and payment. Council approval is required for any claim for travel expenses not returned with the Declaration of Travel Expenses Form within 14 days of completion of travel. Committee Support arranges reimbursement in accordance with this policy.

## 5.2 Entertainment and Hospitality

### 5.2.1 Expenditure

Provided entertainment and hospitality expenses are incurred in accordance with the Entertainment and Hospitality Policy, Council pays or reimburses entertainment and hospitality expenses incurred by Councillors provided the expenses do not exceed:

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

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

## 5.3 Facilities

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

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

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

### 5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

#### 5.3.1.1 Office Space and Access to Meeting Rooms

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

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

#### 5.3.1.2 Support

The Mayor is provided with a senior officer and an administration officer.

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

#### 5.3.1.3 Computer

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

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

#### 5.3.1.4 Photocopier and Paper Shredder

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

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

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**5.3.1.5 Stationery**

Councillors are provided stationery for official purposes only.

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

Stationery does not include any form of advertising by Council.

**5.3.1.6 Telecommunication Needs**

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

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

**5.3.1.7 Publications**

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

**5.3.1.8 Advertising**

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

**5.3.1.9 Community Consultation**

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

**5.3.1.10 Other Equipment**

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

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

**5.3.1.11 Personal Protective Equipment, Uniforms, Blazer and Name Badge**

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

Councillors may be provided with corporate uniforms comprising five items, with or without Council's corporate logo, a blazer with Council's Crest or corporate logo and a name badge if required.

**5.3.1.12 Maintenance**

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

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### 5.3.2 Vehicles

#### 5.3.2.1 Vehicle Allowance

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

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

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

#### 5.3.2.2 Greenhouse Gas Emissions

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

#### 5.3.2.3 Private Use

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

Private use of Council vehicles is limited to within the State of Queensland. Any private use outside of this boundary will require a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4232.54 plus yearly Council plant hire increases.

Reimbursement is not required for any travel associated with official Council business.

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

#### 5.3.2.4 Conditions of Use

##### 5.3.2.4.1 Roadworthiness and Appearance

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

It is a Councillor's responsibility to ensure:

- (a) Servicing is carried out in accordance with manufacturer's guidelines and contractual obligations;
- (b) The vehicle is clean and maintained at a high standard to promote a positive image of Council;
- (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.

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**5.3.2.4.2 Authorised Drivers**

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

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

**5.3.2.4.3 Refuelling of Vehicles**

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

**5.3.2.4.4 Infringements**

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

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

**5.3.2.4.5 Insurance**

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

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

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

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

**5.3.2.4.6 Theft of a Council Vehicle**

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

**5.3.2.4.7 Loss of Drivers Licence**

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

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

**5.3.2.4.8 Accidents**

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

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**5.4 Legal Costs and Insurance Cover**

Councillors are covered under Council insurance policies in the course of official Council business. Insurance cover is provided for:

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

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

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillors performance of their legislative obligations. If it has been found that the Councillor breached the provisions of the governing legislation, the Councillor will reimburse Council with all associated costs incurred by Council.

Should a Councillor obtain their own legal advice the CEO must be informed. Council may consider at its discretion making a contribution in full or in part towards the legal costs incurred subject to the Councillor not being found to be in breach of the provisions of the governing legislation.

**5.5 Vacation of Office**

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

**5.6 Payment of Expenses**

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

**5.7 Reporting**

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

**6 Review Timelines**

This policy is reviewed when any of the following occur:

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

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Manager Office of the Mayor
Policy Quality Control	Legal and Governance



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**11 NOTICES OF MOTION**

Nil

**12 QUESTIONS ON NOTICE**

Nil

**13 URGENT BUSINESS/QUESTIONS**

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

**14 CLOSED SESSION**

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

**RECOMMENDATION**

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

**15.1 Boundary Review**

In accordance with section 254J(3)(c) (g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

**15.2 Legal Matters Report - 1 January 2022 to 31 March 2022**

In accordance with section 254J(3)(e) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

**15.3 2022/2023 Budget Progress Update**

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

## 15 CONFIDENTIAL REPORTS

### 15.1 BOUNDARY REVIEW

**File No:** 5827

**Attachments:**

1. Attachment 1
2. Attachment 2
3. Attachment 3

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

**Author:** Damon Morrison - Manager Office of the Mayor

In accordance with section 254J(3)(c) (g) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss the local government's budget; AND negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

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### SUMMARY

*The purpose of this report is to provide Council with an update with respect to the external boundary review following receipt of the Local Government Change Commission's anticipated timeframes and approach regarding public consultation.*

**15.2 LEGAL MATTERS REPORT - 1 JANUARY 2022 TO 31 MARCH 2022****File No:** 1830**Attachments:** 1. **Legal Matters Report - 1 January 2022 to 31 March 2022****Authorising Officer:** **Ross Cheesman - Deputy Chief Executive Officer****Author:** **Allysa Brennan - Coordinator Legal and Governance**

In accordance with section 254J(3)(e) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

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**SUMMARY**

*Presenting an update of current legal matters that Council is involved in as at 31 March 2022.*

**15.3 2022/2023 BUDGET PROGRESS UPDATE****File No:** 8785**Attachments:** Nil**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer**Author:** Marnie Taylor - Chief Financial Officer

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

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**SUMMARY**

*This report will provide an update to Council on the progress of the 2022/2023 Budget.*

**16 CLOSURE OF MEETING**