



# ORDINARY MEETING

## AGENDA

**28 NOVEMBER 2023**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 28 November 2023 commencing at 9:00am for transaction of the enclosed business.*

A handwritten signature in black ink that reads "R Cheesman".

**ACTING CHIEF EXECUTIVE OFFICER**  
24 November 2023

Next Meeting Date: 12.12.23

**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 M 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 14 November 2023

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

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 PRESENTATION OF PETITIONS**

Nil

## 9 COMMITTEE REPORTS

### 9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING – 23 NOVEMBER 2023

#### RECOMMENDATION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 23 November 2023 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

**Recommendation of the Audit and Business Improvement Committee, 23 November 2023****9.1.1 ACTING CEO UPDATE**

**File No:** 13900  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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**SUMMARY**

*Acting Chief Executive Officer providing an update on matters of importance.*

**COMMITTEE RECOMMENDATION**

THAT the Acting Chief Executive Officer's update be received.

**Recommendation of the Audit and Business Improvement Committee, 23 November 2023****9.1.2 QAO BRIEFING PAPER**

**File No:** 9509  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Marnie Taylor - Chief Financial Officer

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**SUMMARY**

*A Briefing Paper from the Queensland Audit Office is provided for Committee review.*

**COMMITTEE RECOMMENDATION**

THAT the Queensland Audit Office Briefing Paper be received.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

**9.1.3 AUDITED FINANCIAL STATEMENTS INCLUDING INDEPENDENT AUDITOR'S REPORT**

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

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**SUMMARY**

*The certified Financial Statements for the period ended 30 June 2023 are presented.*

**COMMITTEE RECOMMENDATION**

THAT the certified Financial Statements for the period ended 30 June 2023 be received.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

**9.1.18 CONFIDENTIAL MANAGEMENT LETTER**

**File No:** 8151  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Ross Cheesman - Deputy Chief Executive Officer

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**SUMMARY**

*The attached report is presented to Committee for its consideration.*

**COMMITTEE RECOMMENDATION**

1. THAT the report be noted and management has accepted the recommendations.
2. THAT the Committee be provided a further report at the next Audit and Business Improvement Committee meeting, once the presentation to Parliament has been received.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.4 FINANCE SECTION UPDATE

**File No:** 8148  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Marnie Taylor - Chief Financial Officer

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#### SUMMARY

*Chief Financial Officer providing a Finance Section Update on matters to date for the 2023/2024 Financial Year.*

#### COMMITTEE RECOMMENDATION

THAT the Finance Section Update be received.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.5 INFORMATION SYSTEMS - CYBER SECURITY UPDATE

**File No:** 12177  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Megan Younger - Manager Corporate and Technology Services

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#### SUMMARY

*The purpose of this report is to provide the committee with an overview of the current state of cyber security within Rockhampton Regional Council.*

#### COMMITTEE RECOMMENDATION

THAT the Information Systems - Cyber Security Update report be received.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.6 COUNCIL'S INSURANCE COVER

**File No:** 1902, 1903  
**Authorising Officer:** Megan Younger - Manager Corporate and Technology Services  
Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Kellie Roberts - Coordinator Property and Insurance

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#### SUMMARY

*Coordinator Property & Insurance reporting on Council's insurance cover.*

#### COMMITTEE RECOMMENDATION

THAT the Committee 'receives' the report on Council's insurance cover.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.7 LOSS / THEFT ITEMS - SEPTEMBER TO OCTOBER 2023

**File No:** 3911  
**Authorising Officer:** Megan Younger - Manager Corporate and Technology Services  
Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Kellie Roberts - Coordinator Property and Insurance

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#### SUMMARY

*This report presents details of the Loss/Theft Items for the period September to October 2023.*

#### COMMITTEE RECOMMENDATION

THAT the Committee 'receives' the Loss/Theft Items – September to October 2023 report.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.8 INVESTIGATION AND LEGAL MATTERS PROGRESS REPORT

**File No:** 1830  
**Authorising Officer:** Damon Morrison - Manager Workforce and Governance  
Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Travis Pegrem - Acting Coordinator People and Capability

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#### SUMMARY

*Coordinator People and Capability presenting an update of financial year to date Investigative Matters and the current Legal Matters progress report.*

#### COMMITTEE RECOMMENDATION

THAT the update of Investigation and Legal Matters Progress report for Rockhampton Regional Council be received.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.9 WORKPLACE HEALTH SAFETY UPDATE

**File No:** 4868  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Damon Morrison - Manager Workforce and Governance

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#### SUMMARY

*Manager Workforce and Governance presenting an update on workplace health and safety matters for the information of the committee.*

#### COMMITTEE RECOMMENDATION

THAT the Workplace Health and Safety Update be received.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.10 ASSET MANAGEMENT

**File No:** 13900  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Martin Crow - Manager Infrastructure Planning

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#### SUMMARY

*Manager Infrastructure Planning will be presenting a verbal update on Asset Management matters.*

#### COMMITTEE RECOMMENDATION

THAT the verbal update on Asset Management matters be 'received'.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.11 AUDIT OF ASSETS BUILDINGS

**File No:** 5207  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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#### SUMMARY

*The Final Report is presented relating to the Planned Review of Assets Buildings, for the information of the Committee.*

#### COMMITTEE RECOMMENDATION

THAT the Committee receives the Audit of Assets Buildings report.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.12 AUDIT OF ROCKHAMPTON MUSEUM OF ART

**File No:** 5207  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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#### SUMMARY

*The Final Report is presented relating to the Planned Review of RMOA, for the information of the Committee.*

#### COMMITTEE RECOMMENDATION

THAT the Committee receives the Audit of Rockhampton Museum of Art report.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.13 AUDIT PLAN PROGRESS AND UPDATE

**File No:** 5207  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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#### SUMMARY

*This update is provided in accordance with Local Government Regulation S207.*

#### COMMITTEE RECOMMENDATION

THAT the Audit Plan Progress and Update report be received and progress noted.

## Recommendation of the Audit and Business Improvement Committee, 23 November 2023

**9.1.14 MID-YEAR ASSURANCE ACTIVITY REVIEW**

**File No:** 5207  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*The CAE provides an information update on our mid-year review of assurance priorities and related risk-based mapping. There were no requested changes to the current audit plan based on requests put to and received from management mid-year.*

**COMMITTEE RECOMMENDATION**

THAT the Mid-Year Assurance Activity Review report be received.

## Recommendation of the Audit and Business Improvement Committee, 23 November 2023

**9.1.15 STATUS OF QAO RECOMMENDATIONS FROM THE LOCAL GOVERNMENT SECTOR: EFFECTIVENESS OF AUDIT COMMITTEES IN STATE GOVERNMENT ENTITIES - REPORT 2: 2020-21**

**File No:** 5207  
**Authorising Officer:** John Wallace - Chief Audit Executive  
**Author:** John Wallace - Chief Audit Executive

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**SUMMARY**

*Status update on Queensland Audit Office's (QAO) recommendations contained in "Effectiveness of Audit Committees in State Government Entities, Report 2: 2020-21".*

**COMMITTEE RECOMMENDATION**

THAT the Audit and Business Improvement Committee receives the report from the Chief Audit Executive outlining how recommendations from QAO's *Effectiveness of Audit Committees in State Government Entities, Report 2:2020-21* have been actioned.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.16 RISK REGISTERS UPDATE AS AT 29 SEPTEMBER 2023

**File No:** 8780  
**Authorising Officer:** John Wallace - Chief Audit Executive  
Ross Cheesman - Acting Chief Executive Officer  
**Author:** Kisane Ramm - Senior Risk and Assurance Advisor

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#### SUMMARY

*Submission of the quarterly risk register updates, as at 29 September 2023, for Audit and Business Improvement Committee's consideration.*

#### COMMITTEE RECOMMENDATION

THAT the Committee "receive" the quarterly risk register updates as at 29 September 2023, as presented in the attachments to the report, and recommends they be adopted by Council.

Recommendation of the Audit and Business Improvement Committee, 23 November 2023

#### 9.1.17 ANNUAL SELF-ASSESSMENT BY AUDIT AND BUSINESS IMPROVEMENT COMMITTEE - 2022-2023 FINANCIAL YEAR

**File No:** 7678  
**Authorising Officer:** John Wallace - Chief Audit Executive  
Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Kisane Ramm - Senior Risk and Assurance Advisor

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#### SUMMARY

*Audit and Business Improvement Committee's annual self-assessment for the 2022-23 financial year is presented for the information of the committee.*

#### COMMITTEE RECOMMENDATION

THAT the completed annual Audit and Business Improvement Committee's self-assessment, covering the 2022-23 financial year, as attached to the report, be received and the members' comments be noted for improvement or action where relevant and appropriate.

**10 COUNCILLOR/DELEGATE REPORTS**

Nil

## 11 OFFICERS' REPORTS

### 11.1 AQUACULTURE INDUSTRY DEVELOPMENT | SPONSORSHIP REQUEST FROM ROCKHAMPTON HIGH SCHOOL FOR A BARRAMUNDI GROW OUT PROGRAM

<b>File No:</b>	<b>647</b>
<b>Attachments:</b>	<b>1. Rockhampton SHS Barramundi Grow Out Program Sponsorship Request Letter</b> <a href="#">↓</a>
<b>Authorising Officer:</b>	<b>Angus Russell - Executive Manager Advance Rockhampton</b>
<b>Author:</b>	<b>Wade Clark - Economic Development Manager</b>

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#### SUMMARY

*The Rockhampton High School has recently opened the Rockhampton Aquaculture Facility (RAF) to support education of local students in this growing agricultural sector. The RAF will be focused on the grow out of barramundi fingerlings to be released into the Fitzroy River. To support operational costs the High School is seeking sponsors for the program.*

#### OFFICER'S RECOMMENDATION

THAT Council enters into a Gold Sponsorship arrangement with the Rockhampton High School for three years at a total cost of \$15,000.

#### COMMENTARY

The Rockhampton High School has recently opened the \$5 million RAF which will support an innovative Barramundi Grow Out program educating 160 students on an annual basis.

The RAF has been created to assist the Rockhampton Region and the State of Queensland to develop the aquaculture workforce of the future.

Apart from education, the Barramundi Grow Out program will focus on developing up to 3000 fingerlings, sized 25cm to 30cm to be released into the Fitzroy River on an annual basis. There will be a focus on having as many fingerlings as possible tagged and released which will assist citizen science and aid the region's recreational fishing tourism asset.

As part of the sponsorship, Advance Rockhampton will be able to showcase the facility to inward investment opportunities who are focused on local aquacultural development options.

#### BUDGET IMPLICATIONS

Advance Rockhampton is seeking to allocate \$15,000 from the 2023/24 Economic Development budget to sponsor three financial periods (2023/24 to 2025/26).

#### CORPORATE/OPERATIONAL PLAN

##### Rockhampton Regional Council 2023-2024 Operational Plan (Our Economy)

3.2.4.1 Develop further opportunities to engage and collaborate with local industry, industry group and industry partners.

##### Rockhampton Region Economic Development Strategy & Action Plan

Outcome: P1.D – Sustainable agricultural sector including irrigated agricultural opportunities including aquaculture, broadacre cropping, dryland cropping, grass fed beef, grain assist livestock and local feed lotting.

#### CONCLUSION

Sponsoring the RAF will assist in the aquacultural education of 160 students annually, assisting the region to develop the aquaculture workforce of the future whilst also supporting the region's fishing tourism asset through the delivery of barramundi fingerlings each year.

**AQUACULTURE INDUSTRY  
DEVELOPMENT | SPONSORSHIP  
REQUEST FROM ROCKHAMPTON  
HIGH SCHOOL FOR A BARRAMUNDI  
GROW OUT PROGRAM**

**Rockhampton SHS Barramundi  
Grow Out Program Sponsorship  
Request Letter**

**Meeting Date: 28 November 2023**

**Attachment No: 1**

# Rockhampton State High School



TRADITIONAL VALUES, FUTURE SUCCESS | INSPIRING THROUGH OPPORTUNITY | DEVELOPING LEADERS

P 07 4920 4333 E [principal@rockhampshs.eq.edu.au](mailto:principal@rockhampshs.eq.edu.au)  
F 07 4920 4300 A 1 Campbell Street, Rockhampton Q 4700

13 November 2023

To: Mr Wade Clarke

Advance Rockhampton, Rockhampton Regional Council

**Re: Rockhampton SHS Barramundi Grow Out Program Sponsorship Request**

Dear Wade

Thank you for all the support you have shown us so far, during the building phase of our facility, on behalf of Rockhampton Regional Council and *Advance Rockhampton*.

Our Aquaculture facility (which meets latest industry standards) aims to provide not only an education and training pathway in an emerging field, but to benefit Rockhampton through our partnership and activities. Our centre has received a great deal of interest from community groups, industry, training providers, environmental groups and government.

Our program will involve exposing students at our school to the aquaculture industry and educating them in current industry standard practices, marine based ecosystems, the recreational use of the Fitzroy and its importance to the surrounding agricultural lands. Our grow out program will be supported by 160 students and 6 staff across our senior Aquatics classes and our senior Agriculture classes.

In 2024, we will be starting our inaugural barramundi grow out program. This program will focus on the provision of mature aged and sized fingerlings (250-300mm), for the Fitzroy River. The size of these fingerlings should limit key issues in restocking waterways, such as predation and environmental adaptation. This size will also enable us to tag these fish for data purposes, as well as providing stock for fishing competitions.

The centre will provide barramundi fish stock to the Fitzroy River catchment to benefit the environment and regional community and tourism (promoting recreational fishing and participation in local competitions). As discussed, while the centre provides educational, environmental and commercial benefits, there are costs involved in its operation including feed, oxygen, tags and maintenance.

In 2024, our inaugural year, we are looking at putting up to 1000 plate sized (250-300mm) into the Fitzroy. With community support we hope to grow this number to 3000, every 7-9 months in the coming years. Next year we expect our major costs to be feed, chemicals, oxygen and tags. These costings per grow out phase are detailed below (approx. \$29 500 not including electricity and water) include feed (\$21 000), oxygen (\$4500), tags (\$1500) and maintenance (\$2500).

We would like to invite Rockhampton Regional Council to participate in this our Aquaculture initiative. As we have discussed, the school has developed Partnership Packages to support our centre. We would greatly appreciate the council considering sponsoring our program at the Platinum level.

Platinum sponsorship (\$7500 annually) includes signage on the aquaculture centre, recognition in school newsletter and regular promotion in our social media, inclusion in all school functions including fish release into the Fitzroy as a media event and the sponsorship and acknowledgement of 500 tagged fingerlings each year. Our Gold sponsorship (\$5000 annually) provides similar benefits as above and sponsorship of 200 fingerlings.

We look forward to hearing from you regarding our request to partner with us as an important sponsor. If we can be of assistance, or you need more information, please feel free to contact us.

Kind regards



Lachlan Wells

HOD – Materials Technology



Kirsten Dwyer

Principal

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**11.2 CBD ACTIVATION PROGRAM 2023/24 ECONOMIC DEVELOPMENT**

**File No:** 11359  
**Attachments:** Nil  
**Authorising Officer:** Wade Clark - Economic Development Manager  
Evan Pardon - Chief Executive Officer  
**Author:** Amanda Hinton - Senior Advisor Economic Development  
Jack Duncan - Economic Development & Industry Engagement Advisor

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**SUMMARY**

*This report recommends that Council support a strategic program that aims to further activate the Rockhampton CBD. The proposed program which would be led and coordinated by Advance Rockhampton would seek to implement initiatives with CBD businesses and the community that enhance the visual aesthetics of the CBD, support local business development, improve community pride and generate greater foot traffic in the CBD.*

**OFFICER'S RECOMMENDATION**

THAT Council endorse the allocation of \$100,000 from the existing Economic Development budget to the proposed CBD Activation Program.

**COMMENTARY**

In preparation for the national and global spotlight on Rockhampton during and beyond Beef 2024, a CBD Activation Program has been developed to help continue the transformation of the Rockhampton CBD into a vibrant hub. The activation program has been designed to enhance the CBD's visual appeal, attract visitors, and foster community pride among residents and business owners.

The proposed CBD Activation Program is separate from the Beef Australia sponsorship agreement and associated city activation activities.

It is proposed that this activation program is achieved through the following initiatives:

**Community, Business & Development Grant (the CBD Grant)**

This initiative will provide two streams through which businesses and community members in the city centre may seek up to 50% of the costs of an eligible project that will stimulate the aesthetic improvement and activation of the CBD. A total of \$75,000 would be allocated to the CBD Grant where businesses and community members could apply for up to \$5,000. Grants will be awarded based on a pre-determined criteria list and merit with the grant pool to enable as many projects as possible within the budget. If a project is seeking a value greater than \$5,000 a detailed assessment will be undertaken to understand the economic and social benefits and a recommendation to Council would be completed as to whether to support or reject the higher-value project.

One stream will be dedicated to enhancing the aesthetic and consumer-friendliness of the CBD, examples of this could include: store façade upgrades, shade and other modifications to allow alfresco seating, store display enhancements and lighting.

The second will be a category for community-based projects, such as public artwork, events and activations, or other initiatives that create a stronger relationship between the CBD and the community.

**Vacant Shopfront Decals**

This initiative which will have a budget of \$5,000. This will provide shopfront decals for vacant leases in the CBD in line with the branding and the cultural identity of Rockhampton.

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An emphasis on celebrating beef in conjunction with Beef2024 would be a focus for the branding exercise with Rockhampton Regional Council and Advance Rockhampton logos.

Decals will be available to all CBD landowners (who have vacant shopfronts) via an expression of interest process and the initiative will be marketed strategically by Advance Rockhampton including social media, the Advance Rockhampton website and face to face discussions with CBD landowners.

### **Placemaking Beef Cattle Public Installation**

This initiative is aimed at leveraging the region's identity as the 'Beef Capital' providing photographable opportunities for locals and visitors which will help to promote Rockhampton, particularly on the social media landscape.

Currently discussions are being undertaken with internal stakeholders regarding this initiative, potential placement, maintenance and upkeep.

Options for funding of the Beef Cattle Public installation will be explored by Advance Rockhampton with this to be discussed with Council at a future stage.

### **BACKGROUND**

The proposed program is based on the success of previous activities of a similar nature which achieved multiple goals for the Council and the CBD's development.

The CBD façade improvement scheme 2017/2018 received 32 applications and made a significant visual improvement to the CBD. The proposed activation scheme would expand on the scope of works available to applicants and would appeal to a wider audience of businesses, promoting creative thinking and new ideas around CBD activation.

The Vacant Shopfront Decals have been well received in the past and would provide an instant facelift to the CBD in preparation of the increased number of visitors to the precinct for the Beef2024 event.

The Rockhampton Region Economic Action Plan 2023 -2028 identifies in multiple areas the need to create a more vibrant and activated Rockhampton CBD. Placemaking initiatives including the revitalisation of the river front have been successful in enhancing the city's aesthetics helping to attract people into the area.

### **PREVIOUS DECISIONS**

Whilst parts of the program are based on the CBD Façade Improvement Program it is noted that no previous decisions have been made that would be applicable to this recommendation.

### **BUDGET IMPLICATIONS**

Advance Rockhampton is seeking to allocate the existing budget from the 2023/24 Economic Development Budget to fund the following:

- Community, Business & Development Grant | Budgeted Cost \$75,000
- Vacant Shopfront Decals | Budgeted Cost \$5,000
- Reserve \$20,000 for the Placemaking Beef Cattle Public Installation.

### **LEGAL IMPLICATIONS**

The CBD Grant will require an agreement between the Council (through Advance Rockhampton) and the potential business and/or community member/s when a grant is provided for undertaking certain works of which will need to be acquitted. Advance Rockhampton will work with Legal & Governance to prepare the necessary agreement framework if Council endorses the recommendation.

**STAFFING IMPLICATIONS**

The CBD activation program will be primarily managed by Advance Rockhampton's Economic Development team with assessment of applications for the CBD grant to include staff from Economic Development, Tourism & Events, Community Master Planning and Strategic Planning.

**RISK ASSESSMENT**

Applications to the CBD Grant which may require a safety assessment and / or approvals. This will be assessed as projects come through the process with engagement undertaken with relevant Council departments as required.

**CORPORATE/OPERATIONAL PLAN****Rockhampton Regional Council 2023-2024 Operational Plan (Our Economy)**

3.1.1.1 - Implement and deliver 2023/2024 economic actions as set out in the Rockhampton Region Economic Action Plan matrix by 30 June 2024.

**Rockhampton Region Economic Development Strategy & Action Plan**

Outcome P5.E – Deliver a more vibrant and activated Rockhampton CBD.

**Rockhampton CBD Redevelopment Framework (A Vibrant Place to Live)**

A2j – On-Street Dining Program for CBD with particular focus on activation of Quay Street.

**CONCLUSION**

It is crucial that the Rockhampton CBD leaves a positive first impression on visitors and provides a welcoming environment for residents and businesses.

With Beef2024 set to showcase the Rockhampton region on an international stage, it is important that the CBD is active and attractive to visitors.

The CBD Activation program is designed to take a holistic approach to improving the Rockhampton CBD. The program intends to enhance the visual appeal of the CBD through beautification efforts, assist business development and implement activities to attract more visitors thus increasing foot traffic and atmosphere.

The program will render the Rockhampton CBD a more attractive option for businesses and tourists alike in search of a new destination and improve the community pride of Rockhampton residents and CBD business owners.

### 11.3 D/95-2023 - DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE FOR DWELLING HOUSE WITH SECONDARY DWELLING

**File No:** D/95-2023

**Attachments:**

1. [Locality Plan](#)
2. [Site Plan](#)
3. [Floor Plan](#)

**Authorising Officer:** Amanda O'Mara - Coordinator Development Assessment  
Angela Arnold - Acting Manager Planning and Regulatory Services  
Aaron Pont - Acting General Manager Community Services

**Author:** Kathy McDonald - Senior Planning Officer

#### SUMMARY

**Development Application Number:** D/95-2023

**Applicant:** Lisa Wyvill

**Real Property Address:** Lot 19 on M31138

**Common Property Address:** 17 Central Street, Mount Morgan

**Area of Site:** 1,518 square metres

**Planning Scheme:** Rockhampton Region Planning Scheme 2015 (version 2.2)

**Planning Scheme Zone:** Local Centre Zone

**Planning Scheme Overlays:** Steep Land Overlay; and  
Transport Noise Overlay.

**Existing Development:** Child Care Centre

**Approval Sought:** Development Permit for Material Change of Use for Dwelling House with Secondary Dwelling

**Category of Assessment:** Assessable subject to Impact Assessment

**Submissions:** Nil

**Referral Agency:** Nil

#### OFFICER'S RECOMMENDATION

##### RECOMMENDATION A

THAT in relation to the application for a Development Permit for Material Change in Use for Dwelling House with Secondary Dwelling, made by Lisa Wyvill, located at 17 Central Street, Mount Morgan, described as Lot 19 on M31138, Council resolves to provide the following reasons for its decision:

##### STATEMENT OF REASONS

<b>Description of the development</b>
Material Change of Use for Dwelling House with Secondary Dwelling
<b>Reasons for Decision</b>
a) Assessment of the development against the relevant zone purpose, planning scheme codes and planning scheme policies demonstrates that the proposed development will

<p>not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity; and</p> <p>b) On balance, the application should be approved because the circumstances favour Council exercising its discretion to approve the application even though the development does not comply with an aspect of the assessment benchmarks.</p>	
<p><b>Assessment Benchmarks</b></p>	
<p>The development was assessed against the following assessment benchmarks:</p> <ul style="list-style-type: none"> <li>• Local Government Infrastructure Plan;</li> <li>• Strategic Framework;</li> <li>• Local Centre Zone Code;</li> <li>• Access, Parking and Transport Code;</li> <li>• Landscape Code;</li> <li>• Stormwater Management Code;</li> <li>• Waste Management Code;</li> <li>• Water and Sewer Code; and</li> <li>• Water Resource Catchment Overlay Code.</li> </ul>	
<p><b>Compliance with assessment benchmarks</b></p>	
<p>The development was assessed against all of the assessment benchmarks listed above and complies with all of these with the exceptions listed below.</p>	
<p><b>Assessment Benchmark</b></p>	<p><b>Reasons for the approval despite non-compliance with benchmark</b></p>
<p><b>Purpose of the Local Centre Zone Code</b></p>	<p><b>6.3.4.2 (2) (b)</b></p> <p>The proposed development is for a Dwelling House and Secondary Dwelling involving the entire existing building. This conflicts with overall outcome (2) (b) of the Local Centre Zone purpose, which requires residential uses to be above ground level or behind ground storey retail, commercial or community related uses.</p> <p>Despite this, the development is well located in relation to infrastructure and other residential development. No external works are proposed as part of the development so the existing built form will remain generally consistent with the surrounding area and streetscape, given the mix of residential and non-residential uses.</p> <p>The development will provide an additional housing option within an infrastructure serviced area of Mount Morgan. Specifically, Part 3 of the Strategic Framework, 3.3 Settlement Pattern theme, 3.3.8 Element – Urban and new urban whereby the Specific Outcome (25) for Mount Morgan identifies the need for affordable housing within the current urban areas of the town.</p> <p>Therefore, the proposed development is taken to comply with the Strategic Specific Outcomes. To the extent any conflicts are identified, regard to relevant matters is considered to outweigh those conflicts.</p>
<p><b>Local Centre Zone Code</b></p>	<p><b>Performance Outcome (PO) 6</b></p> <p>The proposed development does not comply with Acceptable Outcome (AO) 6.1 (a) as the proposed residential use will not be located above ground storey or behind a ground storey retail,</p>

	<p>commercial or community use; and will not be located within a premises containing another use.</p> <p>The development (dwelling and secondary dwelling) is not anticipated to provide or generate activity along the street frontage. Despite this, the development is generally consistent with the Mount Morgan local centre concept plan as the subject site is not located within an active prominent corner site as depicted in figures 6.3.4.3.1d and 6.3.4.3.2d Mount Morgan Local Centre Concept Plans under the <i>Rockhampton Region Planning Scheme 2015</i>.</p> <p>The development is not anticipated to compromise the role and function of the designated Mount Morgan Local Centre or impact on the loss of a commercial or community use space, as several vacant similar spaces exist within the township. In addition, the building will be capable of reconverting back into a commercial or community use if the need arises.</p> <p>Therefore, the non-compliance with PO6 is considered a low-level conflict and the proposed development complies with the remaining overall outcomes therefore, on balance is considered to comply with the purpose of the Local Centre Zone. To the extent any conflicts are identified, regard to relevant matters is considered to outweigh those conflicts.</p>
<p><b>Relevant Matters</b></p>	
<p>The proposed development was assessed against the following relevant matters:</p> <ul style="list-style-type: none"> <li>• The Applicant sought a Development Permit for Material Change of Use for a Dwelling House (including secondary dwelling), rather than Dual Occupancy. The distinguishing factors between a Dwelling house (including secondary dwelling) and Dual Occupancy is that a secondary dwelling cannot have: <ul style="list-style-type: none"> <li>○ Separate water or electricity connection;</li> <li>○ Separate addressing;</li> <li>○ Separate bin allocation; or</li> <li>○ Be the subject of a Building Format Subdivision (“strata titled”).</li> </ul> </li> <li>• Material Change of Use for Dual Occupancy in the Local Centre Zone is categorised as Accepted subject to requirements, if the reuses of existing building(s) or structure(s) and not involving more than minor building work. Therefore, the Local Centre Zone does contemplate the entire use of premises for two dwellings.</li> <li>• The Applicant could seek to occupy the premises as Dual Occupancy and would likely only need a Development Permit for Building Work, but rather has chosen to seek development approval for a Dwelling House with a secondary dwelling.</li> </ul>	
<p><b>Matters raised in submissions</b></p>	
<p>The proposal was the subject of public notification between 11 September and 29 September 2023, in accordance with the requirements of the <i>Planning Act 2016</i> and the <i>Development Assessment Rules</i>, and no submissions were received.</p>	
<p><b>Matters prescribed by regulation</b></p>	
<ul style="list-style-type: none"> <li>• The <i>Rockhampton Region Planning Scheme 2015</i> (version 2.2); and</li> <li>• <i>Central Queensland Regional Plan 2013</i>;</li> <li>• The common material, being the material submitted with the application.</li> </ul>	

**RECOMMENDATION B**

THAT in relation to the application for a Development Permit for Material Change in Use for Dwelling House with Secondary Dwelling, made by Lisa Wyvill, located at 17 Central Street, Mount Morgan, described as Lot 19 on M31138, Council resolves to Approve the application subject to the following conditions:

**1.0 ADMINISTRATION**

- 1.1 The owner, the owner's successors in title, and any occupier of the premises is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken and completed:
- 1.3.1 to Council's satisfaction;
- 1.3.2 at no cost to Council; and
- 1.3.3 prior to the commencement of the use,  
unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
- 1.5.1 Building Works (change of classification)
- 1.6 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.
- 1.7 All development conditions contained in this development approval about infrastructure under Chapter 4 of the *Planning Act 2016* should be read as being non-trunk infrastructure conditioned under section 145 of the *Planning Act 2016*, unless otherwise stated.

**2.0 APPROVED PLANS AND DOCUMENTS**

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

<u>Plan/Document Name</u>	<u>Prepared by</u>	<u>Date</u>	<u>Reference No.</u>	<u>Version/Issue</u>
Site Plan	-	8 November 2023	40641301	1
Proposed Dwelling	-	21 July 2023	BSA: 74215	-

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

**3.0 PLUMBING AND DRAINAGE WORKS**

- 3.1 All internal plumbing and drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Capricorn Municipal Development Guidelines*, Water Supply (Safety and Reliability) Act 2008, *Plumbing and*

*Drainage Act 2018* and Council's Plumbing and Drainage Policies.

- 3.2 The development must be connected to Council's reticulated sewerage and water networks.
- 3.3 The existing sewerage and water connection point(s) must be retained, and upgraded if necessary, to service the development.
- 3.4 Alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2018* and Council's Plumbing and Drainage Policies.
- 3.5 Sewer connections and water meter boxes located within trafficable areas must be raised or lowered to suit the finished surface levels and must be provided with heavy duty trafficable lids.
- 4.0 SITE WORKS
- 4.1 Site works (if any) must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.
- 5.0 BUILDING WORKS
- 5.1 A Development permit for Building Works must be obtained for the reclassification of existing building from Child Care (Class 3) to Residential Dwelling (Class 1).
- 6.0 ASSET MANAGEMENT
- 6.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 6.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.
- 7.0 ENVIRONMENTAL
- 7.1 An Erosion Control and Stormwater Control Management Plan in accordance with the *Capricorn Municipal Design Guidelines*, must be:
- 7.1.1 implemented, monitored and maintained for the duration of the works, and until all exposed soil areas are permanently stabilised (for example, turfed, hydromulched, concreted, landscaped); and
- 7.1.2 available on-site for inspection by Council Officers whilst all works are being carried out.
- 8.0 OPERATING PROCEDURES
- 8.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Central Street or Hall Street.

#### ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the

“cultural heritage duty of care”). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships website [www.dsdsatsip.qld.gov.au](http://www.dsdsatsip.qld.gov.au)

NOTE 2. Asbestos Removal

Any demolition and/or removal works involving asbestos materials must be undertaken in accordance with the requirements of the *Work Health and Safety Act 2011* and *Public Health Act 2005*.

NOTE 3. General Environmental Duty

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

NOTE 4. General Safety Of Public During Construction

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

NOTE 5. Infrastructure Charges Notice

Council has resolved not to issue an Infrastructure Charges Notice for this development because the new infrastructure charges arising from the development are less than or equal to the credits applicable for the new development.

NOTE 6. Rating Category

Please note, a Material Change of Use approval may result in an adjustment to a property's rating category. Please contact Council's Rates Department should you require further information.

## **BACKGROUND**

### **SITE AND LOCALITY**

The site is located at 17 Central Street, Mount Morgan, formally described as Lot 19 on M31138. The site is a corner lot situated on the fringe of the Local Centre Zone with two road frontages, Central Street and Hall Street. The site is rectangular shaped with a total site area of 1,518 square metres and is improved with existing structures that were formerly used as a Child Care Centre that closed in June 2023.

The subject site has a moderate land slope towards Hall Street, however a retaining wall along the western and south boundaries has been constructed to level the site. Large shade trees and shrubs are established throughout with street trees within the road reserve along the Hall Street frontage.

The subject site is immediately bound by:

- North – is the sites rear boundary located in the Local Centre Zone fronting Gordon Street is the Sacred Heart Catholic Church/School;
- East – is the sites right boundary also located within the Local Centre Zone fronting Hall Street is the Aged Hostel and Baptist Union Retirement Village;
- South – is the sites frontage, Hall Street which is an urban access street. Further South directly across Hall Street is the Community Facilities Zone which houses the Mount Morgan Police Station and Rockhampton Regional Council, Mount Morgan Office; and

- West – is the sites left boundary, Central Street, which is classified a highway, and provides the side access to the development site. Further West is split zoned, Local Centre Zone and Low Density Residential Zone predominately occupied by single Dwelling Houses.

The wider area is characterised by the Local Centre Zone further north and east of the subject site which is surrounded by Low Density Residential Zone with sporadic Community Facilities Zone throughout the town of Mount Morgan.

## **PROPOSAL**

### **Overview**

The Applicant seeks a Development Permit for Material Change in Use for Dwelling House with Secondary Dwelling over the subject site. Specifically, the proposal is to convert the existing main building structure through internal building works into a single dwelling house with attached secondary dwelling. Notable components of the proposal include:

- Proposed main dwelling (two (2) x bedrooms)
- Proposed secondary dwelling (one (1) bedroom)

The development will remain connected to essential services along with Council's reticulated sewer and water networks. The site does not offer a legal access driveway however, a sealed area of the road reserve along the Hall Street frontage provides ten car parking spaces. Vehicular access to the site, when required, is available through a gate on Central Street that gives access to the rear of the development site.

As no external works or access arrangements are changing, this will facilitate the potential for the site to be reconverted back into a commercial use if the need arises. The Local Centre Zone is vastly underutilised, particularly at the fringes of the zone within Mount Morgan and this development looks to re-purpose an existing building for a current demand.

## **PLANNING ASSESSMENT**

### **MATTERS FOR CONSIDERATION**

This application has been assessed by relevant Council planning, engineering, environmental health, and other technical officers as required. The assessment has been in accordance with the assessment process provisions of the Development Assessment Rules, based on consideration of the relevant State Planning Policy; State Government guidelines; the Council's Town Planning Scheme, Planning Policies and other general policies and procedures, as well as other documents as considered relevant.

### **TOWN PLANNING COMMENTS**

#### **State Planning Policy 2017**

Section 2.1 of *Rockhampton Region Planning Scheme 2015* noted the *State Planning Policy 2017* is integrated in the planning scheme. The State planning interests are therefore addressed as part of this assessment of the development against the *Rockhampton Region Planning Scheme 2015*.

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#### **Central Queensland Regional Plan 2013**

The *Central Queensland Regional Plan 2013* is a statutory document which came into effect on 18 October 2013. The Regional Plan is identified as being appropriately integrated with the Planning Scheme and therefore an assessment against the Planning Scheme is taken to be an assessment against the *Central Queensland Regional Plan 2013*.

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## Rockhampton Region Planning Scheme 2015

### Strategic framework

The subject site is situated within the Urban Area designation under the Planning Scheme's Strategic Framework map. The Strategic Framework themes and their strategic outcomes, as identified within Part 3 of the *Rockhampton Region Planning Scheme 2015* are applicable:

- Settlement Pattern
- Natural Environment and Hazards
- Community Identity diversity
- Access and Mobility
- Infrastructure and Services
- Natural Resources and Economic Development

An assessment of the proposal demonstrates that the development will not compromise the *Rockhampton Region Planning Scheme 2015* strategic outcomes.

### Local Centre Zone

The subject site is situated within the Local Centre Zone under the *Rockhampton Region Planning Scheme 2015*. The purpose of the Local Centre Zone identifies that: -

(1) *The purpose of the local centre zone code is to:*

- (a) *facilitate the development of local centres at Frenchville (Dean Street), Norman Gardens (Farm Street), Norman Gardens (Norman Road) and **Mount Morgan**, providing services and facilities appropriate to local catchments of approximately 3,000 to 5,000 households; and*
- (b) *facilitate the development of local centres which:*
  - (i) *provide a community focus for convenience needs to serve a local catchment;*
  - (ii) *are safe and highly accessible for all forms of transport and pedestrians;*
  - (iii) *are integrated and well designed; and*
  - (iv) *are well served with all urban infrastructure.*

(2) *The purposes of the zone will be achieved through the following overall outcomes:*

- (a) *uses servicing the needs of a local catchment are located in the zone including retail, smaller scale supermarkets (which serve predominantly "top up" needs), speciality shops food and drink outlets and offices providing localised personal services and meeting a wider range of convenience needs;*
- (b) ***development for residential uses (when above ground level or behind ground storey retail, commercial and community related activities) is supported within the zone;***
- (c) *development does not undermine the viability, role or function of other higher order centres;*
- (d) *North Parkhurst to accommodate a future local centre located along William Palfrey Road (Lot 5 on SP238731) commensurate with the population growth of the immediate catchment that does not detract from the Parkhurst (Boundary Road) district centre. Otherwise, no additional local centres (beyond those that are zoned) are required;*
- (e) *stand-alone, purpose built office buildings which exceed the 250 square metre gross floor area threshold are not to be established;*

- (f) *development includes uses that operate at different times of the day to ensure centres have vitality and reduce the potential for crime through activation and passive surveillance;*
- (g) *the height and scale of buildings reinforce the character, legibility and landmark function of the centres whilst creating an attractive, pedestrian friendly environment at street level;*
- (h) *building design includes a combination of materials, balconies, recesses and variations in horizontal and vertical planes;*
- (i) *buildings facing public streets are activated by shop fronts, doorways, awnings, varied external wall treatments, street trees and activities;*
- (j) *development is designed for the local climate, and includes sustainable practices for maximising energy efficiency and water conservation;*
- (k) *locally significant buildings that display heritage and character features of the area's history are protected and reused where possible;*
- (l) *building layout and form is suitable to accommodate a range of compatible uses;*
- (m) *development is landscaped to assist with the greening of the city and in the creation of shady, safe and well connected pedestrian and public places;*
- (n) *development is clustered around public and active transport and facilitates safe and efficient use of public transport, walking and cycling;*
- (o) *the provision of infrastructure services, car parking and access is commensurate with the type and scale of development; and*
- (p) *development involving a significant increase in gross floor area (greater than 1,000 square metres) is accompanied by a master plan that demonstrates how the expansion fits with the balance of the centre and integrates with the surrounding urban areas.*

### **Mount Morgan Local Centre**

- (9) *Development is generally in accordance with the Mount Morgan local centre concept plans; and*
- (10) *Development:*
  - (a) *complements the heritage features of the area, including incorporating design elements that reflect the historic building form and building layout with the streetscape;*
  - (b) *is built to boundary;*
  - (c) *is designed to accommodate active uses at ground level;*
  - (d) *does not include car parking fronting Morgan Street;*
  - (e) *ensures that the grid pattern layout remains; and*
  - (f) *is sited to have vehicle access off Morgan Lane.*

This application is, on balance consistent with the purpose of the Zone. Further assessment has been undertaken to address and demonstrate the proposal's compliance with the Overall Outcome that the application is in conflict with. Justification in relation to these provisions has been detailed within the Statement of Reasons under **Recommendation A** of this report.

### **Rockhampton Regional Planning Scheme Codes**

The following codes are applicable to this application:

- Local Centre Zone Code;
- Access, Parking And Transport Code;

- Landscape Code;
- Stormwater Management Code;
- Waste Management Code;
- Water and Sewer Code; and
- Water Resource Catchments Overlay Code.

An assessment has been made against the requirements of the abovementioned codes and the proposed development generally complies with the relevant Performance Outcomes and Acceptable Outcomes. Where the application is in conflict with the Acceptable Outcomes and is not otherwise conditioned to comply an assessment of the Performance Outcomes is contained in the Statement of Reasons in **Recommendation A** of this report.

### **INFRASTRUCTURE CHARGES**

Charges Resolution (No. 1) of 2022 applies to the application, however Council resolves not to issue an Infrastructure Charges Notice for this development because the charges arising from the development are less than or equal to the credits applicable for the development.

Therefore, no infrastructure charges are payable, and an Infrastructure Charges Notice is not required for the development.

### **CONSULTATION**

The proposal was the subject of public notification between 11 September and 29 September 2023, in accordance with the requirements of the *Planning Act 2016* and the Development Assessment Rules, and no submissions were received.

### **CONCLUSION**

THAT the proposed development is not anticipated to compromise the Strategic Framework of *Rockhampton Region Planning Scheme 2015*. Furthermore, the proposal generally complies with the provisions included in the applicable codes. The proposal is therefore, recommended for approval in accordance with the approved plans and subject to the conditions outlined in the recommendation.

**D/95-2023 - DEVELOPMENT  
APPLICATION FOR MATERIAL  
CHANGE OF USE FOR DWELLING  
HOUSE WITH SECONDARY DWELLING**

**Locality Plan**

**Meeting Date: 28 November 2023**

**Attachment No: 1**

D/95-2023 - Locality Plan



A4 Page scale at 1: 566.85  
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**D/95-2023 - DEVELOPMENT  
APPLICATION FOR MATERIAL  
CHANGE OF USE FOR DWELLING  
HOUSE WITH SECONDARY DWELLING**

**Site Plan**

**Meeting Date: 28 November 2023**

**Attachment No: 2**

# SITE PLAN - 17 Central Street, Mount Morgan

Lot 19 on 31138

23°38'50"S 150°23'14"E

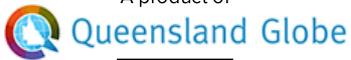
23°38'50"S 150°23'17"E



23°38'53"S 150°23'14"E

23°38'53"S 150°23'17"E

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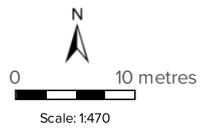


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**D/95-2023 - DEVELOPMENT  
APPLICATION FOR MATERIAL  
CHANGE OF USE FOR DWELLING  
HOUSE WITH SECONDARY DWELLING**

**Floor Plan**

**Meeting Date: 28 November 2023**

**Attachment No: 3**



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**11.4 ROCKHAMPTON MUSEUM OF ART COLLECTION MANAGEMENT POLICY AND PROCEDURE**

<b>File No:</b>	<b>3147</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li><b>1. Philanthropy Board Terms of Reference - Tracked</b><a href="#">↓</a></li><li><b>2. Philanthropy Board Terms of Reference - Clean</b><a href="#">↓</a></li><li><b>3. Final Draft RMOA Collection Development and Management Policy</b><a href="#">↓</a></li><li><b>4. Final Draft RMOA Collection Development and Management Procedure</b><a href="#">↓</a></li></ol>
<b>Authorising Officer:</b>	<b>Aaron Pont - Acting General Manager Community Services</b>
<b>Author:</b>	<b>John Webb - Manager Communities &amp; Culture</b>

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**SUMMARY**

*The purpose of this report is to present to Council a Policy and Procedure for the management of the Rockhampton Museum of Art collection.*

**OFFICER'S RECOMMENDATION**

THAT Council:

1. adopts the Rockhampton Museum of Art Collection Management Policy and Procedure attached to the report,
2. approves a review date for the Rockhampton Museum of Art Collection Management Policy and Procedure of October 2027; and
3. adopts the amended Rockhampton Museum of Art Philanthropy Board Terms of Reference.

**COMMENTARY**

Rockhampton Museum of Art Collection is of national significance for its size, content and value, and is a resource that provides a direct sense of identity, cultural currency and educational opportunity to the community.

The proposed collection management policy and procedure provide a mechanism for responsible, effective and sustainable growth and management of the collection.

The Rockhampton Museum of Art Philanthropy Board plays an important role in the development and delivery of philanthropic actions and campaigns to support the growth of the Rockhampton Museum of Art collection. As such it's Terms of Reference define it's participation in the acquisition process. The amendments to the Terms of Reference clarify the members participation in the collection management process.

**BACKGROUND**

The Rockhampton Museum of Art, formerly the Rockhampton Art Galley's collection expanded significantly 1976 with sizable acquisition lead by the then Mayor Rex Pilbeam. Motivated by the 1973 Australian Contemporary Art Acquisition Program, significant fundraising occurred with \$500 000 in financial year 1976-77 alone.

This commitment to the development of the collection has continued through dedicated community fundraising, sponsorship and benefaction including the notable bequest of \$600,000 from the Estate of philanthropist and educator Moya Gold.

**PREVIOUS DECISIONS**

Council endorsed the Rockhampton Museum of Art Philanthropy Board Terms of Reference 9 February 2021

**BUDGET IMPLICATIONS**

The adoption of this policy and procedure has no impact on Council's operating budget with any Council funded acquisition funding considered during the annual budget process.

**LEGISLATIVE CONTEXT**

Nil

**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**

GOAL 2.3 Our Region's heritage and culture are preserved and celebrated.

EFFORT 2.3.1 Our services, activities and community assets provide opportunities to celebrate our culture and creative arts, and preserve the Region's heritage.

**CONCLUSION**

The Rockhampton Museum of Art Collection Management Policy and Procedure and amendment to Rockhampton Museum of Art Philanthropy Board Terms of Reference is recommended for Council's adoption.

# **ROCKHAMPTON MUSEUM OF ART COLLECTION MANAGEMENT POLICY AND PROCEDURE**

## **Philanthropy Board Terms of Reference - Tracked**

**Meeting Date: 28 November 2023**

**Attachment No: 1**

**Rockhampton Museum of Art  
Philanthropy Board**



**TERMS OF REFERENCE**

Review Date: January 2021<sup>1</sup>

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<sup>1</sup> Endorsed by Rockhampton Regional Council 9 February 2021

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**1. Title**

This group shall be known as the Rockhampton Museum of Art Philanthropy Board.

**2. Scope**

The Rockhampton Museum of Art Philanthropy Board plays an important role in the development and delivery of philanthropic actions and campaigns to grow the Rockhampton Museum of Art's collection and the community's support of and involvement with the Rockhampton Museum of Art.

The Rockhampton Museum of Art Philanthropy Board's main objectives are:

2.1 The development and delivery of philanthropy and stakeholder engagement to help position the Rockhampton Museum of Art and Rockhampton Regional Council to achieve its cultural vision for the region;

~~2.2~~ The positioning and promoting of the Rockhampton Museum of Art to attract business opportunities, sponsors and joint venture partners and service current agreements; and

~~2.2.3~~ Support the Rockhampton Museum of Art Collection Advisory Group, including by nominating a member for voluntary participation in the Advisory Group.

~~2.3~~ To make recommendations on the acquisition and de-accession program for the Rockhampton Museum of Art collection.

**3. Role**

The role of the Rockhampton Museum of Art Philanthropy Board is not to set strategy or direction for the arts in the Rockhampton region or involve itself in arts related operational matters which are the responsibility of Rockhampton Regional Council.

The Rockhampton Museum of Art Philanthropy Board provides expertise and support to the Rockhampton Museum of Art's staff in philanthropy and stakeholder engagement through three key activities: Advocacy, Sustainability, and Leadership.

**3.1 Advocacy**

3.1.1 Promotes the identity and public awareness of the Rockhampton Museum of Art.

3.1.2 Fosters the Rockhampton Museum of Art's progress and development through members' connections and affiliations.

**3.2 Sustainability**

3.2.1 Advises on income generation strategies to contribute to Rockhampton Museum of Art's capital investment projects, collection growth campaigns, engagement and learning campaigns, and exhibition campaigns.

- 3.2.2 Advises, assists and contributes on the financing of capital maintenance and improvement of the Rockhampton Museum of Art.
- 3.3 Leadership
  - 3.3.1 Each member brings high level skills aligned with the mission and goals of the Rockhampton Museum of Art.
  - 3.3.2 Each member actively contributes to the philanthropic role of the Board through being a direct donor, facilitating connections with and to prospects, being an active ambassador for the Rockhampton Museum of Art, and attending important activities (including major openings and special events).
  - 3.3.3 Contributes to philanthropy campaigns development, presentation and review including collateral, policy and communication.
- 3.4 The Rockhampton Museum of Art Philanthropy Board members key tasks are:
  - 3.4.1 Advise on philanthropy and stakeholder engagement relevant to the Rockhampton Museum of Art.
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  - 3.4.3 Support the values and mission of the Rockhampton Museum of Art.
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  - 3.4.5 Act as Ambassadors, promoting the values and work of the Rockhampton Museum of Art, speaking with one voice once decisions are made.
  - 3.4.6 Facilitate strong, robust communication between Rockhampton Museum of Art and local stakeholders on the philanthropic activities undertaken by the Rockhampton Museum of Art.
  - 3.4.7 Identify and facilitate collaborative partnerships between the Rockhampton Museum of Art and local arts/cultural groups, the local community and other organisations within the state and nationally.
  - 3.4.8 Facilitate overseeing the philanthropy program and securing of donations in all forms.
  - 3.4.9 Make recommendations for the acceptance of donations, gifts sponsorships and partnerships.
  - [3.4.9.3.4.10 To participate in the Rockhampton Museum of Art Collection Advisory Group if nominated.](#)

~~3.4.10 Advise on the acquisition and de-accession program for the Rockhampton Museum of Art collection.~~

- 3.4.11 Support Rockhampton Museum of Art programming by attending important activities (including major openings and special events).
- 3.4.12 Comply with the Rockhampton Regional Council Code of Conduct.

#### **4. Membership**

Skills recommended for a position on the Rockhampton Museum of Art Philanthropy Board:

- 4.1 Strong support for Rockhampton Region and Rockhampton Museum of Art.
- 4.2 Strong appreciation of the role of public art galleries and museums for community enjoyment, education and wellbeing.
- 4.3 Capacity to think and act strategically and collaborate in team decisions and planning.
- 4.4 Ability to network and engage with stakeholders.
- 4.5 Understanding of philanthropy and that fund raising is the Philanthropy Board's core business.
- 4.6 Demonstrated achievement and expertise within dedicated profession.
- 4.7 Commitment to attend the regular Philanthropy Board meetings as scheduled.

#### **5. Rockhampton Museum of Art Philanthropy Board Membership**

Rockhampton Museum of Art Philanthropy Board consists of a minimum of five and a maximum of ten members at any one time including two identified members.

Reference to the occupant of a particular office or position includes any person occupying or performing the duties of that office or position for the time being.

- 5.1 Identified members
  - 5.1.1 The Mayor of Rockhampton Regional Council, or nominated representative
  - 5.1.2 The Director, Rockhampton Museum of Art
- 5.2 Identified members are not eligible to be nominated for the position of Chair of Rockhampton Museum of Art Philanthropy Board.
- 5.3 Identified members can nominate one proxy that will be kept up to date in terms of progress and information.

- 5.4 Council endorsed Philanthropy Board members:
  - 5.4.1 A maximum of six (6) members sitting at one time are recommended by Rockhampton Art Gallery Philanthropy Board to Rockhampton Regional Council for endorsement.
  - 5.4.2 These Board Members to be a combination of the following:
    - 5.4.2.1 Patrons or major Capital Philanthropist with an interest or connection to the Central Queensland area.
    - 5.4.2.2 Patrons or major Capital Philanthropist with an interest or connection to the Australian arts industry.
    - 5.4.2.3 Central Queensland residents with capacity to identify and facilitate collaborative partnerships, income development activities, and act as enterprise champions for the Rockhampton Museum of Art.
    - 5.4.2.4 The advertising of these Board Member positions will be advertised and administered by Rockhampton Museum of Art.
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    - 5.5.2.4 The advertising of these member positions will be advertised and administered by Rockhampton Regional Council, via Rockhampton Museum of Art.
- 5.6 Rockhampton Museum of Art Philanthropy Board will be chaired by a member elected by the sitting Philanthropy Board.
- 5.7 The Chair is recommended to Rockhampton Regional Council for endorsement by Rockhampton Museum of Art Philanthropy Board.

- 5.8 Reasonable travel expenses would be considered to be reimbursed for independent Philanthropy Board members that do not live in Central Queensland.
- 5.9 The Philanthropy Board can co-opt an approved scribe for Minute taking as required.

#### **6. Term of Office and Appointment**

- 6.1 The Rockhampton Museum of Art Philanthropy Board members are attracted through an EOI process on an active and passive attraction program as Philanthropy Board vacancies arise.
- 6.2 EOIs will be assessed against selection criteria assessed by the sitting Philanthropy Board, and recommended for endorsement by Rockhampton Regional Council.
  - 6.2.1 Appointed for a term of that will end at the conclusion of the next quadrennial election with the option to nominate for reappointment for a second term.
  - 6.2.2 At the conclusion of two terms the member must formally reapply through formal processes if they wish to be reappointed.

#### **7. Frequency of Meetings**

- 7.1 The Rockhampton Museum of Art Philanthropy Board will have:
  - 7.1.1 Scheduled monthly meetings from dates pre-set by the Chairperson of the Rockhampton Museum of Art Philanthropy Board a minimum of 3 months in advance.
  - 7.1.2 The option to carry over a meeting to the next month, with one months' notice should no business be arising.
  - 7.1.3 A minimum of quarterly meetings should monthly meeting not be required.
  - 7.1.4 Meeting frequency can be increased if business demands.
  - 7.1.5 Dates, times, locations will be set by the Chairperson.

#### **8. Quorum**

- 8.1 Chairperson plus half of the number of sitting Philanthropy Board.

#### **9. Disputes, Complaints and Grievances**

- 9.1 All disputes, complaints and grievances will be handled in accordance with Rockhampton Regional Council's policies and procedures.

#### **10. Removal from Office**

- 10.1 An appointed member position shall become vacant if the member:
  - 10.1.1 Resigns by writing to the Rockhampton Museum of Art Director.

- 10.1.2 Is absent without prior leave granted by the Philanthropy Board from consecutive meetings of the Philanthropy Board for which due notice has been given.
- 10.1.3 Ceases to be qualified to continue as an appointed member.
- 10.1.4 Is removed by formal resolution of Council.

**11. Media**

- 11.1 The official spokespersons for the Council and Rockhampton Museum of Art are the Mayor, Councillors and selected officers.
- 11.2 If the Rockhampton Museum of Art Philanthropy Board wishes to make comment to media it must first come through the Chairperson.

**12. Financial Responsibility**

The Rockhampton Museum of Art will have an operating expenditure line item for Philanthropy Board activities.

The Rockhampton Museum of Art Philanthropy Board has:

- 12.1 No financial liability
- 12.2 No borrowing power
- 12.3 No budget and audit reporting responsibility
- 12.4 No delegated authority

**13. Governance and Code of Conduct**

The Rockhampton Museum of Art Philanthropy Board:

- 13.1 Operates within the Terms of Reference, and applicable policy, procedures and guidelines of Rockhampton Regional Council.
- 13.2 Members are bound by the Rockhampton Regional Council Code of Conduct.
- 13.3 Main liaison contact is Rockhampton Museum of Art Director.
- 13.4 Internal Council support services will be delegated by the Rockhampton Museum of Art Director as required.
- 13.5 Insurance and public liability are managed by Council.
- 13.6 No formal reporting is required to Rockhampton Regional Council.
- 13.7 Minutes to be recorded and provided to Rockhampton Regional Council.

# **ROCKHAMPTON MUSEUM OF ART COLLECTION MANAGEMENT POLICY AND PROCEDURE**

## **Philanthropy Board Terms of Reference - Clean**

**Meeting Date: 28 November 2023**

**Attachment No: 2**

**Rockhampton Museum of Art  
Philanthropy Board**



**TERMS OF REFERENCE**

Review Date: January 2021<sup>1</sup>

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<sup>1</sup> Endorsed by Rockhampton Regional Council 9 February 2021

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**1. Title**

This group shall be known as the Rockhampton Museum of Art Philanthropy Board.

**2. Scope**

The Rockhampton Museum of Art Philanthropy Board plays an important role in the development and delivery of philanthropic actions and campaigns to grow the Rockhampton Museum of Art's collection and the community's support of and involvement with the Rockhampton Museum of Art.

The Rockhampton Museum of Art Philanthropy Board's main objectives are:

- 2.1 The development and delivery of philanthropy and stakeholder engagement to help position the Rockhampton Museum of Art and Rockhampton Regional Council to achieve its cultural vision for the region;
- 2.2 The positioning and promoting of the Rockhampton Museum of Art to attract business opportunities, sponsors and joint venture partners and service current agreements; and
- 2.3 Support the Rockhampton Museum of Art Collection Advisory Group, including by nominating a member for voluntary participation in the Advisory Group.

**3. Role**

The role of the Rockhampton Museum of Art Philanthropy Board is not to set strategy or direction for the arts in the Rockhampton region or involve itself in arts related operational matters which are the responsibility of Rockhampton Regional Council.

The Rockhampton Museum of Art Philanthropy Board provides expertise and support to the Rockhampton Museum of Art's staff in philanthropy and stakeholder engagement through three key activities: Advocacy, Sustainability, and Leadership.

- 3.1 Advocacy
  - 3.1.1 Promotes the identity and public awareness of the Rockhampton Museum of Art.
  - 3.1.2 Fosters the Rockhampton Museum of Art's progress and development through members' connections and affiliations.
- 3.2 Sustainability
  - 3.2.1 Advises on income generation strategies to contribute to Rockhampton Museum of Art's capital investment projects, collection growth campaigns, engagement and learning campaigns, and exhibition campaigns.
  - 3.2.2 Advises, assists and contributes on the financing of capital maintenance and improvement of the Rockhampton Museum of Art.

- 3.3 Leadership
  - 3.3.1 Each member brings high level skills aligned with the mission and goals of the Rockhampton Museum of Art.
  - 3.3.2 Each member actively contributes to the philanthropic role of the Board through being a direct donor, facilitating connections with and to prospects, being an active ambassador for the Rockhampton Museum of Art, and attending important activities (including major openings and special events).
  - 3.3.3 Contributes to philanthropy campaigns development, presentation and review including collateral, policy and communication.
- 3.4 The Rockhampton Museum of Art Philanthropy Board members key tasks are:
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- 3.4.12 Comply with the Rockhampton Regional Council Code of Conduct.

#### **4. Membership**

Skills recommended for a position on the Rockhampton Museum of Art Philanthropy Board:

- 4.1 Strong support for Rockhampton Region and Rockhampton Museum of Art.
- 4.2 Strong appreciation of the role of public art galleries and museums for community enjoyment, education and wellbeing.
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- 4.5 Understanding of philanthropy and that fund raising is the Philanthropy Board's core business.
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**6. Term of Office and Appointment**

- 6.1 The Rockhampton Museum of Art Philanthropy Board members are attracted through an EOI process on an active and passive attraction program as Philanthropy Board vacancies arise.
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**8. Quorum**

- 8.1 Chairperson plus half of the number of sitting Philanthropy Board.

**9. Disputes, Complaints and Grievances**

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# **ROCKHAMPTON MUSEUM OF ART COLLECTION MANAGEMENT POLICY AND PROCEDURE**

## **Final Draft RMOA Collection Development and Management Policy**

**Meeting Date: 28 November 2023**

**Attachment No: 3**

## ROCKHAMPTON MUSEUM OF ART COLLECTION MANAGEMENT POLICY COMMUNITY POLICY



### 1 Scope

This policy applies to the Rockhampton Museum of Art collection of works of art, including public art.

### 2 Purpose

The purpose of this policy is to ensure the RMOA collection is a culturally significant, unique, and representative record of and for the Region's community for the past, present and future.

### 3 Related Documents

#### 3.1 Primary

Nil

#### 3.2 Secondary

*Copyright Act 1968*

*Income Tax Assessment Act 1997 (Cwth)*

Asset Disposal Policy

Code of Conduct

Conflicts of Interest Policy

Cultural Gifts Program Guide - Australian Government

Employee Gifts, Benefits and Hospitality Procedure

National Standards for Australian Museums and Galleries - Australian Museums and Galleries Association

Purchasing Policy – Acquisition of Goods and Services

RMOA Collection Management Procedure

### 4 Definitions

To assist in interpretation, the following definitions apply:

Accession	The process of formally transferring title of ownership from the providing source to Council's RMOA Collection.
Acquisition	The act of gaining physical possession of the artwork or object by purchase, gift, bequest or donation.
Asset Disposal	A process where Council divests itself of an asset in a systematic and authorised manner as directed by the Asset Disposal Policy.
Bequest	The bestowal by will of privately owned artworks or cultural items to Council.
CAG	Collection Advisory Group

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Carrying Value	The amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses. Also known as written down value.
CGP	Australian Government's Cultural Gift Program
Collection	An identifiable selection of objects, items and artworks having some significant commonality, including by donor, subject matter or media.
Commission	A new artwork created exclusively for a prescribed agreement.
Council	Rockhampton Regional Council
Deaccession	The process of removing a work of art from the collection and the recording of the disposal/removal of a work of art from the collection when it is sold, donated, destroyed, lost, or repatriated.
Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Permanent/Long Term Loan	Loans that are of a fixed term. The length of a permanent or long term loan is negotiated between the lender and Council. By definition, a loan does not involve a transfer of title, so the lender is entitled to the return of the item at the end of the agreed term. A permanent loan is considered to be of 50 years or more.
Public Art	Artwork made by an artist in any form, including tangible, fixed or ephemeral (movable, impermanent) planned and executed with the intention of being staged in the physical public domain. Public structures that serve another function (for example, memorials, playground equipment) should be carefully considered case-by-case to decide if they are public art or other.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
RMOA	Rockhampton Museum of Art The public institution owned and operated by Council that develops and manages Council's RMOA Collection.
Work of Art/Artwork	A form or expression of the visual arts and crafts. It may include, but is not limited to, painting, sculpture, ceramics, photographs, printmaking, drawing, use of information technology, multimedia, digital media and mixed media.

## 5 Policy Statement

Council recognises that arts and culture in the Region make direct and vital contributions to the prosperity, liveability and creativity of the community. The RMOA Collection is one of national significance for its size, content and value, and is a resource that has provided a direct sense of identity, cultural currency and educational opportunity to the community.

The RMOA Collection enhances the community's arts and culture in three areas:

- (a) Identity: collection artworks identify the Region's environment and heritage. The collection honours creative work in all media, and in particular recognises modern and contemporary Australian painting. It assists in building a community identity.
- (b) Cultural Currency: The collection integrates artworks into the public realm through high quality publicly accessible art so the community is regularly exposed to art that is of a high standard. Access to the Collection allows residents to enjoy a wide range of quality visual art, thereby helping to enrich their lives. It provides opportunities to experience key aspects of the development of fine art and craft in Australia. The collection has an ambassadorial role for the Region and is a valuable drawcard for cultural tourism.

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- (c) Education: The collection acts as an important reference for academic and historical studies and is a valuable resource for schools and tertiary institutions.

## 5.1 Identified Strengths

### 5.1.1 Modern Australian Painting

Modern Australian painting continues to be the primary collecting area for RMOA.

Modern Australian painting describes 20th century modern art, produced roughly from 1945 to the 1970s in Australia.

### 5.1.2 Contemporary Australian Painting

Contemporary Australian painting is defined as paintings by artists living and working in the present day. A continuous development of this collection area ensures the RMOA Collection remains relevant to present day and future issues and interests of the community. The artworks speak collectively to diverse conceptual and stylistic approaches. As a collection, the artworks present a well-rounded view of the connections and debates surrounding current Australian painting practice since 1980.

### 5.1.3 Works on Paper

RMOA has established a significant collection of works on paper by Australian artists and also holds a large representation of modern British prints.

### 5.1.4 Photography

RMOA's collection includes photographic works.

## 5.2 Identified Areas for Development

The following areas have been identified as priorities in the development of the RMOA Collection.

### 5.2.1 First Nations Art

The RMOA Collection of artworks by Aboriginal, Torres Strait Islander and Australian South Sea Islander artists places emphasis on Central Queensland-based artists.

Currently, the RMOA Collection holds a small percentage of First Nations art. Considering the dynamic and ground-breaking work of First Nations artists and their dominance on the national and world stage, works by First Nations artists, particularly Queensland artists, has been identified as RMOA's highest priority for collection development.

### 5.2.2 Central Queensland Art

Central Queensland is defined as the area covered in the 11 Central Queensland local government areas. The RMOA holds paintings and photographs of Rockhampton at various historic eras. To further represent the Region's community and culture, priority is given to collecting a more diverse range of Central Queensland artists practicing today.

### 5.2.3 Ceramics

RMOA's collection of ceramics contains works by significant Australian potters primarily up to 1990. Ceramics represent a small percentage of artworks held by RMOA. By giving priority to the development of the contemporary ceramics collection, RMOA can continue representing Queensland artists' strengths in this medium from the 1990s onwards, including local potters. This can be achieved with strategic exhibition programming that showcases ceramic arts in the new Vitrine Gallery.

### 5.2.4 Works on Paper

RMOA's collection includes a significant collection of works on paper, including significant collections of British prints and the Queensland Centre for Photography collection. These works are predominantly drawing, printmaking and photography, and frequently dovetail with RMOA's collection focuses in paragraphs 5.2.1 and 5.2.2.

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**5.2.5 Demographically Diverse Art**

Artworks created by women, members of the LGBTIQ community or artists in other groups who are underrepresented in the RMOA collection.

**5.3 Deaccessioning**

To deaccession is to remove an item from the RMOA collection. This action is only taken as a last resort after a robust, transparent and well-recorded decision-making process in accordance with the Asset Disposal Policy and this policy. The decision to deaccession is made cautiously and for a variety of reasons including, but not limited to:

- (a) The item does not fit the criteria of this policy, or has little artistic, cultural, curatorial or historical value to the collection;
- (b) The item is redundant, is a duplicate, is not necessary for research purposes, or was created as an exhibition prop that was incorrectly accessioned;
- (c) The item is of lesser quality than other objects of the same type either already in the collection, or about to be acquired;
- (d) The authenticity, attribution or genuineness of the item is questionable or determined to be false or fraudulent;
- (e) RMOA is unable to conserve or store the object in a responsible manner or it is determined that it is damaged beyond repair; and/or
- (f) The work of art was acquired unethically.

Ethical guidelines for deaccessioning:

- (a) Items proposed for deaccession, or asset disposal should be assessed against the criteria for acquisition as outlined in the RMOA Collection Management Procedure.
- (b) All funds received from deaccessioned works that are sold must return to Council, to be used to fund the acquisition of other works in accordance with this policy.
- (c) In the instance of works of art by living artists purchased specifically for a temporary exhibition and do not meet the aims and criteria of this policy, the works may be deaccessioned.
- (d) If a bequeathed or donated work of art, the donor, or in the donor's absence their heirs, should be consulted whenever possible to determine the method of deaccession. Options presented (return, selling on to another party, or gifting to another institution) should be offered after following the Asset Disposal Policy and this policy.
- (e) No member of the RMOA CAG, an employee of Council, or those whose association with RMOA that might give them advantage in acquiring a work is permitted to acquire, directly or indirectly, a work deaccessioned by RMOA. No RMOA CAG member or Council employee or those whose association with RMOA may benefit from the sale or trade of a work of art from the RMOA Collection.
- (f) Works of art acquired through the CGP must:
  - (i) Not be returned to the donor, as the donor has previously received the benefit of a tax deduction for the gift; and
  - (ii) Meet any relevant requirements of the Australian Taxation Office guidelines that applied to the acquisition and therefore disposal of the work of art.

Deaccessioned works of art must be recommended by the Museum of Art Director after consultation with the RMOA CAG. In accordance with the Asset Disposal Policy, written approval to dispose of an asset must be given by an employee who has the appropriate financial delegation at the level of the carrying value of the asset to be disposed.

The deaccession of a work of art valued at \$5000 or more must meet the above requirements and be approved by Council resolution.

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#### 5.4 Rockhampton Museum of Art Collection Advisory Group

The RMOA CAG provides advice and guidance regarding proposed acquisitions and deaccessions. The group includes:

- (a) The following Council employees:
  - (iii) Museum of Art Director;
  - (iv) RMOA Curator;
  - (v) The Curatorial Assistant (Permanent Collections and Exhibitions);
- (b) The following voluntary group of invited individuals:
  - (i) One member of the RMOA Philanthropy Board; and
  - (ii) For any acquisitions of art works by Aboriginal or Torres Strait Island artists, engagement with the traditional owners (RMOA stands on Darumbal land).

The RMOA CAG makes recommendations regarding acquisitions and deaccessions, however the Museum of Art Director makes the final decision.

#### 5.5 Acquisition

##### 5.5.1 Methods of Acquisitions

All of the following methods must satisfy the collecting principles and essential criteria listed in the RMOA Collection Management Procedure before being considered for entry into the collection. There are four methods for artworks to enter the RMOA Collection:

- (a) **Gifts of art:** RMOA receives a high number of unsolicited donation offers and offers of artworks as gifts. RMOA does not automatically accept any gift/donation of an artwork.
  - (i) RMOA does not accept responsibility for the disposal of unsolicited gifts left with employees that do not meet the criteria for acquisition as outlined in the RMOA Collection Management Procedure. Unsolicited gifts are dealt with in accordance with the Employee Gifts, Benefits and Hospitality Procedure.
- (b) **Tax-deductible donations through the CGP:** As an eligible Deductible Gift Recipient (*Income Tax Assessment Act 1997*), RMOA follows the CGP Guide for gifts of culturally significant artworks that offer donors a tax deduction for the market value of their gifts.
- (c) **Bequest:** Any donors planning a bequest to RMOA should seek independent legal counsel and include family members in discussions to avoid complications regarding perceived or real undue influence upon the donor's passing. RMOA requires comprehensive documentation of the bequest in order to consider acquisition.
- (d) **Purchase:** Artworks acquired in exchange for money. This includes commissions in which an artist/s is paid to produce a new artwork for the RMOA collection. Funds for purchases can come from Council or philanthropy channels including the gift fund. Purchases are made in accordance with the Purchasing Policy – Acquisition of Goods and Services.

##### 5.5.2 Budget and Acquisition Resources

The following awards and fundraising initiatives ensures the ongoing ability of RMOA to acquire through purchase:

- (a) RMOA Philanthropy Board;
- (b) Gold Trust;
- (c) Commissioning Collective; and
- (d) The Bayton Award.

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**5.6 Loans**

The loaning of RMOA collection artworks can enhance public awareness of the RMOA Collection and builds cooperation between institutions. The loaning of artworks must be in accordance with the RMOA Collection Management Procedure.

**6 Review Timelines**

This policy is reviewed when any of the following occur:

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

**7 Document Management**

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Communities and Culture
Policy Quality Control	Legal and Governance



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# **ROCKHAMPTON MUSEUM OF ART COLLECTION MANAGEMENT POLICY AND PROCEDURE**

## **Final Draft RMOA Collection Development and Management Procedure**

**Meeting Date: 28 November 2023**

**Attachment No: 4**

## ROCKHAMPTON MUSEUM OF ART COLLECTION MANAGEMENT PROCEDURE



### 1 Scope

This procedure applies to the Rockhampton Museum of Art Collection of works of art, including public art.

### 2 Purpose

The purpose of this procedure is to ensure a consistent approach in considering, accepting, deaccessioning, recording and caring for items in the collection.

### 3 Related Documents

#### 3.1 Primary

Rockhampton Museum of Art Collection Management Policy

#### 3.2 Secondary

*Copyright Act 1968*

*Income Tax Assessment Act 1997 (Cwth)*

Acquisition Proposal Form

Asset Management Policy

Code of Conduct

Conflicts of Interest Policy

Cultural Gifts Program Guide - Australian Government

Loan Agreement Template

National Standards for Australian Museums and Galleries - Australian Museums and Galleries Association

Purchasing Policy – Acquisition of Goods and Services

Selecting the Procurement Method Procedure

Sole Source Request Form

### 4 Definitions

To assist in interpretation, the following definitions apply:

Acquisition	The act of gaining physical possession of the artwork or object by purchase, gift, bequest, or donation.
Approved Valuer	A person approved to value items for the CGP, in accordance with section 30-210 of the <i>Income Tax Assessment Act 1997</i> .
Bequest	The bestowal by will of privately owned cultural items to Council.
CGP	Australian Government's Cultural Gift Program

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CMS	Collection management system, an online digital platform that keeps record of each artwork in the RMOA collection.
Collection	An identifiable selection of objects, items and artworks having some significant commonality, including by donor, subject matter or media.
Conservation	The processes for preserving and protecting works of art from loss, decay, damage or other forms of deterioration, and remedying the effects of these forces that exist. These efforts should be performed by a qualified professional conservator.
Copyright	The statutory legal right to print, publish, perform, film or record material.
Council	Rockhampton Regional Council
Deaccession	The process of removing a work of art from the collection and the recording of the disposal/removal of a work of art from the collection when it is sold, donated, destroyed, lost, or repatriated.
Museum	A public institution in the service of society and of its development, which is open to the public, and which acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment, and which also adheres to the Museum Australia's National Standards for Australian Museums and Galleries.
Permanent/Long Term Loan	Loans that are of a fixed term. The length of a permanent or long term loan is negotiated between the lender and Council. By definition, a loan does not involve a transfer of title, so the lender is entitled to the return of the item at the end of the agreed term. A permanent loan is considered to be of 50 years or more.
Public Art	Artwork made by an artist in any form, including tangible, fixed or ephemeral (movable, impermanent) planned and executed with the intention of being staged in the physical public domain. Public structures that serve another function (for example, memorials, playground equipment) should be carefully considered case-by-case to decide if they are public art or other.
RMOA	Rockhampton Museum of Art The public institution owned and operated by Council that develops and manages Council's RMOA Collection.
Work of Art/Artwork	A form or expression of the visual arts and crafts. It may include, but is not limited to, painting, sculpture, ceramics, photographs, printmaking, drawing, use of information technology, multimedia, digital media, and mixed media.

## 5 Procedure

### 5.1 Collecting Principles

RMOA acquires works of art that align with the identified priority areas for development outlined in the RMOA Collection Management Policy and the essential criteria for acquisitions outlined in this procedure. In summary, acquisitions should:

- (a) Build upon the collection's existing identified strengths outlined in the RMOA Collection Management Policy;
- (b) Align with one or more of the identified priority areas for development in the RMOA Collection Management Policy (paragraph 5.2)
- (c) Fulfil the essential criteria for acquisitions outlined in paragraph 5.1.1;
- (d) Fulfil one or more of the three identified enhancements of the RMOA collection listed in the RMOA Collection Management Policy statement as identity, cultural currency, and/or education opportunity;

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- (e) Be researched and presented in writing at a RMOA CAG meeting; and
- (f) Be endorsed for acquisition by the Museum of Art Director;
- (g) Consider external support via gifts and bequests of works of art and financial donations to the gift fund where available and applicable.

**5.1.1 Essential Criteria for Acquisitions**

For Council’s protection against potential legal and ethical complications, this paragraph lists essential criteria that all artworks must satisfy before being assessed for acquisition.

Works of art cannot be considered for the RMOA Collection if:

- (a) A conflict of interest (or perceived conflict of interest) has not been managed in accordance with Council’s Conflicts of Interest Policy. Employees should not personally benefit from acquisitions or deaccessions, any real, perceived or potential conflict of interest must be declared.
- (b) Full legal title cannot be transferred to RMOA.
- (c) A legal ownership issue exists (for example, artists gifting/selling their collaborative works created by more than one creator).
- (d) Ambiguous provenance exists. RMOA does not acquire any work of art where provenance is questionable including, but not limited to, theft, sale under duress, uncertain origin or unethical obtainment.
- (e) Copyright infringements exists. The artist/creator of the artwork retains copyright over their creation as outlined in federal copyright law (*Copyright Act 1968*).
- (f) Damage or other material concerns for the future storage or display of the work.
- (g) The artwork has been identified as possible culturally sensitive material. The International Council of Museums defines culturally sensitive material as human remains and materials of sacred significance.
- (h) Other unsolved ethical questions about the sourcing of the artwork or artwork’s medium.
- (i) The artwork has a limited material lifespan due to the poor condition of the object, without any plan for treatment. Only in exceptional circumstances, and at the discretion of the Museum of Art Director, will a work of art requiring conservation be acquired.
- (j) Adequate storage requirements cannot be met. Keeping in mind finite storage facilities, consideration and forethought must be applied to each offered artwork in relation to the availability of secure, safe and accessible storage options.

**5.2 Collection Management**

**5.2.1 Insurance**

The RMOA Collection must be fully accounted for and accurately reported to Council’s Asset Management team on a yearly basis. Every two years, RMOA provides for assessment of the collection by an approved valuer to determine its current fiscal value. RMOA provides Asset Management with a revaluation.

Insurance for the collection is arranged by Council’s Property and Insurance team annually, based on data provided by Asset Management.

**5.2.2 Recording**

Each artwork in the RMOA Collection is comprehensively recorded in a CMS by qualified employees to AMAGA’s National Standards for Australian Museums and Galleries. Accurate records and easily retrievable information ensures an accurate interpretation of the work’s value and relevance to the collection.

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Data back-up, including collection photography, is provided to RMOA employees from Council's Information Technology team on a monthly basis.

Artwork documents stored in the CMS records include identifying information in accordance with AMAGA's National Standards for Australian Museums and Galleries (artist's name, title of artwork, dimensions, medium), storage location, acquisition paperwork, provenance, copyright permissions, photography of item, and condition reports. Outside of the CMS, Council's O Drive folders for RMOA contain other information about collected artists and artworks related to ongoing research, as a digital companion to the Art Reference Collection's physical collection of books and periodicals.

**5.3.1 Storage**

RMOA houses the collection according to current AMAGA National Standards for Australian Museums and Galleries and retains accurate records of the location of artworks at all times.

RMOA's large collection of paintings requires significant storage space, provided for by movable hanging racks on rails. The storage capacity should be carefully considered before acquiring any paintings or framed artworks.

Except in special circumstances, unframed works on paper and photographs are stored flat on shelves. Ceramics and other 3D objects are stored in custom boxes on shelves.

**5.3.2 Care and Conservation**

RMOA's qualified employees practice museum standards in preventative conservation by storing and handling collection items to museum standards and adequately monitoring the physical condition of artworks for any changes.

Any identified damage or areas of concern are assessed and treated by a qualified conservator. Damaged artworks or artworks otherwise deemed unfit for public display by qualified employees remain off display or unavailable for loan until the artwork is treated/repaired. If works are deemed beyond repair, or unsuitable for public display, they are considered for deaccession.

RMOA provides funds from its annual operational budget for collection care, which can include outsourced conservation treatment on a priority basis assessed by the Curator or the Museum of Art Director.

**5.4 Collection Acquisitions**

**5.4.1 Methods of Acquisition**

All acquisitions into the RMOA Collection must adhere to the criteria and principles outlined in this procedure and require a completed Acquisition Proposal Form.

There are 4 methods for artworks to enter the RMOA Collection:

**5.4.1.1 Gifts:** This includes any items brought into the exhibition spaces by visiting public. Front-of-house employees should not accept any artworks brought to the front desk.

**5.4.1.2 Tax-deductible donations through the CGP:** This method requires documentation from the donor, the institution and two approved valuers submitted via the CGP's online application portal. Where works of art are acquired through CGP, the responsibility for the cost of the valuations and transport, where possible, rests with the donor.

**5.4.1.3 Bequest**

**5.4.1.4 Purchase:** In accordance with the Purchasing Policy – Acquisition of Goods and Services purchases under \$15,000 require completion of a Sole Source Request Form. Purchases over \$15,000 require a Tender Consideration Plan and subsequent adoption of the recommendation by Council.

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Acquisition of art works that are offered with imposing conditions or stipulations (for example limitations of display, care requirements, sunset clauses etc.) are negotiated at the discretion of the Museum of Art Director and/or Curator or are not accepted.

**5.5 Loans**

The following documentation is required for consideration of a loan request:

- (a) A facility report;
- (b) A certificate of currency that covers the value of the loaned artwork; and
- (c) A loan agreement signed by both institutions.

Exceptions to these requirements may be negotiated at the discretion of the RMOA Director or Curator. Loans within Council, either temporary or long-term, shall at default adhere to the same loan procedures and requirements as inter-institutional loans, unless negotiated with the RMOA Director or Curator.

Long-term loans of works of art proposed as future gifts are considered in accordance with the collecting principles and essential criteria for acquisitions and negotiated, accepted or rejected at the discretion of the Museum of Art Director.

**6 Review Timelines**

This procedure is reviewed when any of the following occur:

- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the General Manager Community Services.

**6 Document Management**

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Communities and Culture
Policy Quality Control	Legal and Governance



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**11.5 PARKING TECHNOLOGY IMPLEMENTATION**

**File No:** 1934  
**Attachments:** Nil  
**Authorising Officer:** Angela Arnold - Acting Manager Planning and Regulatory Services  
Aaron Pont - Acting General Manager Community Services  
**Author:** Jon Buckenham - Coordinator Local Laws

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**SUMMARY**

*Council is in the final stage of implementation of the Licence Plate Recognition Parking Technology to detect parking breaches more effectively and increase the safety of officers undertaking the patrols. As part of the implementation, officers intend to inform the community of the changes to ensure they are adequately aware of the change in technology and the way in which infringements will be received.*

**OFFICER'S RECOMMENDATION**

THAT:

1. Council resolve to adopt implementation plan Option \_\_\_\_; and
2. Council resolve to provide relaxation to parking enforcement on commencement of the licence plate recognition parking technology for a period of 1 month, being additional parking time before infringements are issued.

**COMMENTARY**

A safer and more efficient method of undertaking parking patrols has been identified, being License Plate Recognition (LPR) Parking Technology. This method includes infringements being issued via mail instead of attaching infringements to vehicles. The technology has been trialed and identified that the system is capable of meeting current requirements whilst eliminating risk to officers and increasing efficiency.

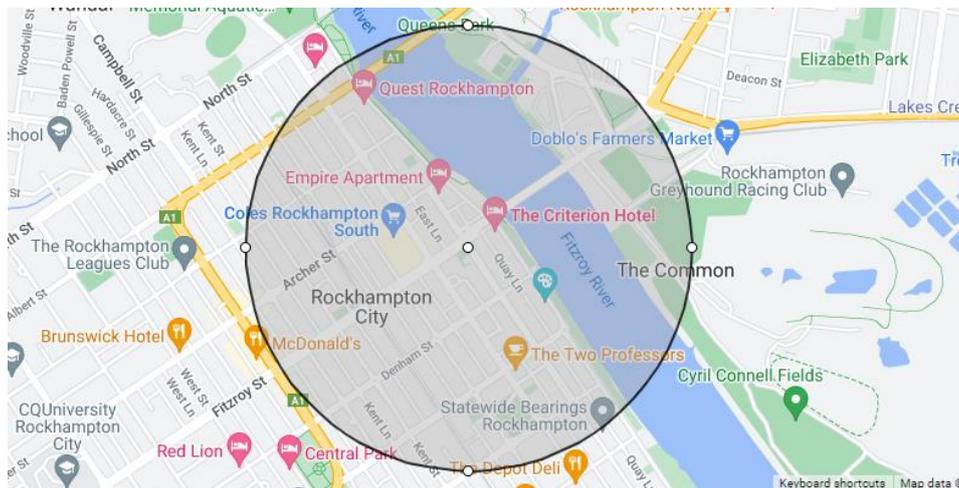
The increase in efficiency has a potential benefit to the community in the form of improved availability and turnover of parking allowing for visitors and customers to visit and invest in our Central Business District (CBD).

On 10 October 2023, a briefing session was presented to Council on the outcomes of the License Plate Recognition (LPR) Parking Technology trial.

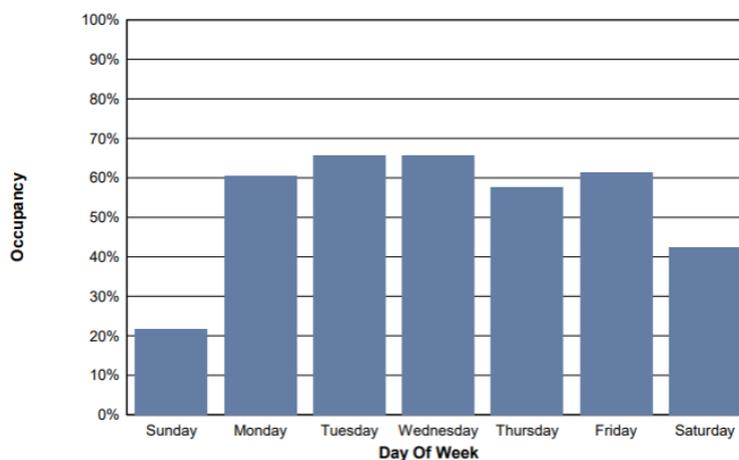
At Council's request, further investigation into the implementation of the LPR Parking Technology was undertaken which determined several methods to reduce the impact of the changes on the community.

As part of the investigations, Officers conducted a parking survey between 9:30am and 10:00am on Wednesday 22 November 2023 of the off street and on street parking within and surrounding the CBD. It was identified some of the all-day parking was **available within 800m of the CBD.**

Location	Parks available
Off Street – corner of Quay and Derby Streets	14
Quay Street between Derby and Stanley Streets	32
Lower riverbank car park near Derby Street	11
Off Street – Corner of Alma and Derby Streets	0
Off Street – Alma Street	0
Alma Street between Archer and Cambridge Streets	8
Alma Street between Cambridge Street and Albert Streets	38
Off Street – Pilbeam Theatre	49
Lower Riverbank car park near Archer Street	13
Bolsover Street between Derby and Stanley Streets	7
Stanley Street between Bolsover and East Streets	3
East Street between Derby and Stanley Streets	6
<b>Available all-day parking within 800m</b>	<b>181</b>



CBD parking occupancy was reviewed for June 2023 (prior to any technology errors) and it confirmed that the occupancy rate for the area is 62%, with **38% of parks vacant**. Parking availability and continued enforcement remain a high priority given the ongoing parking requests from the community.



Officers are seeking a decision on the timing of the implementation of the LPR System to ensure the community is informed whilst ensuring that the road rules are effectively managed in our region. Implementation options have been developed for consideration as below:

**Option 1**

<b>Date</b>	<b>Stage</b>	<b>Details</b>
29/11/2023 – 1/12/2023	CBD business owners' notification	Officers to attend and speak with CBD business owners and deliver letters containing information as well as frequently asked questions.
4/12/2023 - 1/1/2024	Wider community notification	Media release, Facebook posts, digital advertisement on Smart Signs and variable message board signs located at key entry and exits of CBD area.
4/12/2023 – 15/12/2023	Detections and warnings	LPR system to be used to detect parking breaches and imported into Councils systems. Warning letters to be generated and sent to owners outlining that they have been detected and warning that Council is now detecting offences using LPR and infringements will be received via mail
16/12/2023 – 1/1/2024	Grace Period	Time period provided for the community to receive the letters and inform their decision making in relation to parking.
2/1/2024	Issue of Infringements	Commence using LPR Parking Technology to detect parking breaches and commence issuing infringements via mail.

**Option 2**

<b>Date</b>	<b>Stage</b>	<b>Details</b>
4/12/2023 – 1/1/2024	CBD business owners' notification	Officers to attend and speak with CBD business owners and deliver letters containing information as well as frequently asked questions.
4/12/2023 – 1/1/2024	Wider community notification	Media release, Facebook posts, digital advertisement on Smart Signs and variable message board signs located at key entry and exits of CBD area.
2/1/2024 – 12/1/2024	Detections and warnings	LPR system to be used to detect parking breaches and imported into Councils systems. Warning letters to be generated and sent to owners outlining that they have been detected and warning that Council is now detecting offences using LPR and infringements will be received via mail
15/1/2024 – 19/1/2024	Grace Period	Time period provided for the community to receive the letters and inform their decision making in relation to parking.
22/1/2024	Issue of Infringements	Commence using LPR Parking Technology to detect parking breaches and commence issuing infringements via mail.

**Option 3**

<b>Date</b>	<b>Stage</b>	<b>Details</b>
4/12/2023 – 1/1/2024	CBD business owners' notification	Officers to attend and speak with CBD business owners and deliver letters containing information as well as frequently asked questions.
4/12/2023 – 1/1/2024	Wider community notification	Media release, Facebook posts, digital advertisement on Smart Signs and variable message board signs located at key entry and exits of CBD area.
4/12/2023 – 21/1/2024	Letters delivered with parking infringements	Letters attached all infringements issued whilst remaining to use of the current system. Providing education that the change will be occurring from 22/1/2024.
22/1/2024	Issue of Infringements	Commence using LPR Parking Technology to detect parking breaches and commence issuing infringements via mail.

**Option 4**

<b>Date</b>	<b>Stage</b>	<b>Details</b>
1/4/2024 – 30/4/2024	CBD business owners' notification	Officers to attend and speak with CBD business owners and deliver letters containing information as well as frequently asked questions.
1/4/24 – 30/4/24	Wider community notification	Media release, Facebook posts, digital advertisement on Smart Signs and variable message board signs located at key entry and exits of CBD area.
1/4/24 - 14/4/24	Detections and warnings	LPR system to be used to detect parking breaches and imported into Councils systems. Warning letters to be generated and sent to owners outlining that they have been detected and warning that Council is now detecting offences using LPR and infringements will be received via mail
15/4/24 – 21/4/24	Grace Period	Time period provided for the community to receive the letters and inform their decision making in relation to parking.
22/4/24 onwards	Issue of Infringements	Commence using LPR Parking Technology to detect parking breaches and commence issuing infringements via mail.

An additional option for consideration is to provide an additional grace period to the community after commencement of issuing infringements, in the form of relaxation of enforcement by prescribing an additional amount of time for parking prior to an infringement being issued. This should be considered as an interim measure fixed for a suggested short period of 1 month from the date the LPR Parking Technology is implemented.

A table providing these possible relaxations is below:

<b>Current restriction</b>	<b>Grace period extension</b>	<b>Total time before infringement</b>
10 min	0 min	10min
30 min	30 min	1 hour
1 hour	30 min	1 hour 30 min
2 hours	1 hour	3 hours
3 hours	1 hour	4 hours
4 hours	1 hour	5 hours

These options seek to satisfy the community that Council has undertaken a significant period of education in relation to the new LPR Parking Technology and the new method of receiving infringements.

### **BACKGROUND**

Council currently undertakes patrols of the Region for parking offences as delegated by the State. These patrols are currently using sensor technology which increased our efficiencies from previous parking operation where each vehicle was manually chalked.

Modification of parking patrols was identified as a result of safety concerns and subsequent site/hazard inspections. Risk assessments identified the need for further control measures to ensure officers safety. Investigation into alternative methods that reduced the risks of heat exposure, fatigue, uneven surfaces, working on roads and abuse / threats from persons in the community were undertaken. It was identified that technology had advanced in the LPR field creating efficiency over the sensor technology whilst also eliminating the hazards identified as part of the risk assessment.

The LPR technology was investigated and a trial commenced. The outcome of the trial was positive with the safety aspects of the task being reduced or eliminated and the efficiency of the parking patrols increased as a result.

It was also identified that moving from the current operations created operational savings as the new technology was not as expensive to operate. The operation savings were approximately \$100,000.

### **PREVIOUS DECISIONS**

There are no previous Council decisions relating to the change of technology or process.

### **BUDGET IMPLICATIONS**

The 2023/2024 budget has incorporated the projected increase in revenue for the implementation of LPR Parking Technology. LPR is expected to generate significant revenue with \$500,000 anticipated compared to \$189,000 generated by current methods in 2022-23. Monthly, this an estimated \$26,000 difference.

Delays in implementation will increase expenses as a result of the continued use of the sensor technology whilst also expending the cost of the LPR Parking Technology.

Delays in implementation or extended public warning periods will reduce revenue as Officers are unable to issue parking infringements or possible reduced parking infringements during these periods.

**LEGISLATIVE CONTEXT**

There are no legislative impacts on implementation of the LPR Parking Technology in relation to enforcement.

Implementing the LPR Parking Technology ensures Council meets its obligations to its workers under the Workplace Health and Safety Act by providing safe work practices.

**LEGAL IMPLICATIONS**

Council currently issues Infringements to the community understanding the right of the community members to elect to have the matter heard in Court. There is no change to the legal implications to Council with the change of technology or delivery method.

**STAFFING IMPLICATIONS**

A significant delay may cause staffing implications due to the ongoing risks. Abuse and threatening behavior from the public has increased significantly in recent times with minimal long term risk mitigation strategies except the halting of all parking patrols.

There are no additional staff required to operate the LPR Parking Technology.

**RISK ASSESSMENT**

<b>Risks under current conditions</b>	<b>Consequence</b>	<b>Likelihood</b>	<b>Risk Rating</b>	<b>Control Measures</b>
Psychosocial Hazards	Major	Almost Certain	VH2	Debriefing / Reduced parking patrols (SHORT TERM CONTROL ONLY)
Assault	Major	Possible	H4	Lone worker alerts on devices / Debriefing / Reduced parking patrols (SHORT TERM CONTROL ONLY)
Traffic	Major	Unlikely	H5	High Visibility PPE Utilise footpaths where possible
Uneven surfaces	Moderate	Possible	M5	Suitable footwear / Use of vehicle where possible to reduce walking
Sun exposure	Moderate	Possible	M5	Reduction in parking patrols / Use of vehicle where possible to reduce walking
Weather	Minor	Possible	M6	Reduction in parking patrols / Use of vehicle where possible to reduce walking
Bending / ergonomics	Moderate	Possible	M5	Use of technology to reduce chalking

A significant delay in implementation of the technology and mailing of infringements results in staff continuing to undertake a task that has been identified as very high risk without identified control measures.

**CORPORATE/OPERATIONAL PLAN**

There are no Corporate or Operational Plan implications in adopting the LPR Parking Technology.

**CONCLUSION**

Continuous Improvement is one of Council's Values that is engendered in the organization. This proposal recommends a contemporary approach to parking enforcement that not only achieves operational efficiencies but addresses the safety risk faced by staff on a daily basis.

Implementation of the LPR Parking Technology and alteration to the method Council issues infringements allows Council to meet its obligations under the Workplace Health and Safety Act. Delayed implementation of the LPR Parking Technology significantly creates safety concerns for Council Officers. Providing an increased implementation and education period will better inform the community and including a grace period on parking enforcement will ensure the community has significant time to undertake behavior change.

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**11.6 QUEENSLAND RESILIENCE AND RISK REDUCTION FUND**

**File No:** 12534  
**Attachments:** 1. [QRRRF 2023-24 Guidelines](#)↓  
**Authorising Officer:** Peter Kofod - General Manager Regional Services  
**Author:** Martin Crow - Manager Infrastructure Planning

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**SUMMARY**

*The report recommends projects for submission to the Queensland Government's 2023-24 Queensland Resilience and Risk Reduction Funding Program.*

**OFFICER'S RECOMMENDATION**

THAT Council submit the following projects to the 2023-24 Queensland Resilience and Risk Reduction Funding Program and commit to making co-contributions to each project:

1. Advancing the Fitzroy and Capricornia Regional Resilience Strategy;
2. Activating Climate Risk Management in the Rockhampton Region.

**COMMENTARY**

Funding of \$13.1 million is available from the Queensland Government (\$8.3 million) and the Australian Government (\$4.8 million) for the Queensland Resilience and Risk Reduction Funding Program (QRRRF). All approved projects are to be announced in June 2024 and must be completed by 30 June 2026. Applications close on 20 December 2023. Application numbers are limited to 2 per Council. The following projects have been submitted from across Council Departments for consideration.

**1. Advancing the Fitzroy and Capricornia Regional Resilience Strategy** – In 2022, the State Government in conjunction with Local Councils developed the Fitzroy and Capricornia Regional Resilience Strategy (FCRRS). Accompanying the FCRRS was a prioritized list of actions, many of which are to be Council delivered or Council lead. There is no current budget to extend the Bushfire Resilience Officer role, with the contract terminating end of March 2024. The funding would allow Council to have a funded Risk Reduction and Resilience Officer position until June 2026 to continue the work of the Bushfire Resilience Officer and progress actions allocated to Council under the FCRRS.

**Budget Implications** - There is no current budget to extend the Bushfire Resilience Officer role, with the contract terminating end of March 2024. An operating budget for a Risk Reduction and Resilience Officer role for a 2-year period has been costed at \$393,000. These costs include wages and oncosts and some consultancy or contractor funding required to deliver certain actions. The budget does not include costs of physical works currently undertaken by individual Council Departments. There is conflicting advice from the QRA however the funding guidelines indicate that employee on-costs must be met by the applicant. This would see Council contribute \$80,000 (20%) towards the project over a 2 year period which would need to be included in the Disaster Management Unit's budget.

**Justification** – Having a funded Risk Reduction and Resilience Officer will allow the Disaster Management Unit to continue to build on the work and relationships established by the Bushfire Resilience Officer. The officer will address capacity issues and strengthen the department's ability to address gaps within prevention, preparedness, response, and recovery planning for disasters. The project will benefit the whole of the Rockhampton Region, with a special focus on high priority actions such bushfire mitigation and risk reduction in high bushfire risk communities.

**Proponent** – Regional Services Disaster Management Unit

**2. Activating Climate Risk Management in the Rockhampton Region** – The future liveability and prosperity of the Rockhampton Region relies on our ability to mitigate, and adapt to, a range of climate-related risks. In FY2023-24, Council staff began collaborative climate risk and opportunity identification workshops to support development of a Climate Risk Management Plan. This initiative received support from the Queensland and Commonwealth Governments via the Queensland Resilience and Risk Reduction Fund (QRRRF). As the next stage in creating a Climate Resilient Rockhampton Region, this project seeks funding to support a dedicated Project Officer to commence implementation of Council's Climate Risk Management Plan.

**Budget Implications** - This grant will provide personnel costs directly related to the delivery of the project. There is conflicting advice from the QRA however the funding guidelines indicate that employee on-costs must be met by the applicant. An operating budget for a Climate Change Resilience Officer role for a 2-year period has been costed at \$280,000. If successful, the grant will provide \$200,000, with Council's contribution being \$80,000 (28%) to be included in the Sustainability Unit's Operational Budget over two financial years.

**Justification** – As part of the Queensland Climate Resilient Councils (QCRC) program, the Local Government Association of Queensland (LGAQ) worked with the Queensland Government to develop the Climate Risk Management Framework for Queensland Local Government (CRMF). The CRMF ties in with the Sendai Framework for Disaster Risk Reduction, the National Disaster Risk Reduction Framework, and the Queensland Strategy for Disaster Resilience. It encourages logical, defensible and effective actions that can minimise the overall costs and potential impacts from current and future climate risks within a local government area. Local implementation of the CRMF is underpinned by Goal 4.1 of the Corporate Plan 2022 - 2027: Our region is resilient and prepared to manage climate-related risks and opportunities and supported by a key strategic priority identified in the Sustainability Strategy (Towards 2030): Create a climate resilient Rockhampton Region. Council is scheduled to complete Phase 1 of the CRMF in September 2024. Securing this grant funding will enable Council to commence implementation of the new Climate Risk Management Plan from October 2024.

**Proponent** – Community Services Environmental Sustainability Unit.

The following projects have been identified but are still under development and are not sufficiently developed to apply under this round of funding.

- a. **Airport Temporary Levee** – This is a project looking at purchasing a temporary levee system to protect the Airport Terminal and Aviation Services buildings. The anticipated cost of this project is circa \$2.1 million.
- b. **Floodplain Risk Management Study – Fitzroy River Flooding** – This project is continuing Council's program of Floodplain Risk Management Studies to look at and prioritize mitigation projects for Fitzroy River flooding. The anticipated cost of this project is circa \$500,000.

It is understood that the next round of the Federal Government's Disaster Resilience Program will be opened in January 2024. This program will be based on 50:50 funding contributions between council and the Federal Government. It is anticipated that the recommended QRRRF projects and the additional projects identified above will be put forward to Council for submission to this program.

## **BACKGROUND**

The QRRRF objective is to deliver projects that make Queensland communities and infrastructure more resilient to disasters by:

- a. reducing the risk and limiting the impact of disasters associated with natural hazards; and/or
- b. improving understanding of disaster risk and disaster risk planning.

A full copy of the Program Guidelines has been attached.

**BUDGET IMPLICATIONS**

A minimum co-contribution of 5 percent has been set in the funding guidelines. QRA have suggested however that projects with increased co-contributions from Council may stand a better chance of success. There is also conflicting advice in relation to the treatment of Council wages on-costs under the guidelines. A conservative approach has been taken in allowing for Council's co-contribution to be represented by the anticipated on-cost amounts. Specific budget requirements have been identified in each of the project proposals. Whereas equivalent positions currently reside within the operating budget, these positions cease once the grant funded projects are completed and therefore are not included in future years operating budgets. Council will be required to commit the identified co-contributions in the 2024/25 and 2025/26 operating budgets should the funding submissions be successful.

**STAFFING IMPLICATIONS**

Submission requirements for this funding program are particularly detailed. Preparing high standard applications will require commitment of staff resources from the relevant sections of Council. The ongoing delivery of Disaster Resilience and Climate Change Resilience programs will be difficult to progress with the existing level of permanent staff resources.

**RISK ASSESSMENT**

Projects that are not yet fully scoped or are in early stages of planning represent potential delivery risks in terms of both cost and timing and consequently meeting grant program and agreement requirements.

**CORPORATE/OPERATIONAL PLAN**

This report relates to Corporate outcomes:

1.1.4 - We pursue and advocate for funding that enables us to deliver our planned priorities and supports our financial sustainability.

4.1.1 - We have a greater understanding of climate risks and their impacts on the Region, which prepares us for challenges and opportunities in the future.

**CONCLUSION**

Council has the opportunity to seek funding from the Queensland Government by submitting projects to the 2023-24 Queensland Resilience and Risk Reduction Funding Program.

Project recommendations are based on the priorities and information received from across Council Departments, the level of information available to support proposed applications and the ability of the project to meet the funding guidelines.

# **QUEENSLAND RESILIENCE AND RISK REDUCTION FUND**

## **QRRRF 2023-24 Guidelines**

**Meeting Date: 28 November 2023**

**Attachment No: 1**



**QRA** QUEENSLAND  
RECONSTRUCTION  
AUTHORITY

## Queensland Resilience and Risk Reduction Fund (QRRRF)

Guidelines 2023–24



Australian Government



Queensland  
Government

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Further copies are available upon request to:

Queensland Reconstruction Authority  
PO Box 15428  
City East QLD 4002

Phone (07) 3740 1700

[www.qra.qld.gov.au](https://www.qra.qld.gov.au)

**Contact for enquiries**

All enquiries regarding this document should be directed to:

Email [grants@qra.qld.gov.au](mailto:grants@qra.qld.gov.au)

Queensland Reconstruction Authority  
Phone (07) 3740 1700

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## Part A – Overview and objectives

### About the Queensland Resilience and Risk Reduction Fund

The Queensland Resilience and Risk Reduction Fund (QRRRF) helps communities mitigate and manage the risks associated with natural disasters. The QRRRF is funded by the Commonwealth and Queensland governments as part of its five-year National Partnership Agreement on Disaster Risk Reduction, which started in 2019-20.

*The Queensland Resilience and Risk Reduction Funding Guidelines (QRRRF) 2023-24* (the Guidelines), outline the objectives and governance arrangements for grant funding available under this program.

Past rounds have been heavily over-subscribed, indicating the high demand for, and high commitment to, disaster resilience and risk reduction across Queensland. Applicants are able to re-submit projects applied for under previous funding rounds.

### Funding source

Funding of \$13.1 million is available from the Queensland Government (\$8.3 million) and the Australian Government (\$4.8 million).

### Objective

The QRRRF objective is to deliver projects that make Queensland communities and infrastructure more resilient to disasters by:

- a. reducing the risk and limiting the impact of disasters associated with natural hazards; and/or
- b. improving understanding of disaster risk and disaster risk planning.

### Definitions

*'Resilience'* is a system or community's ability to rapidly accommodate and recover from the impacts of hazards, restore essential structures and desired functionality, and adapt to new circumstances.

*'Disaster risk reduction'* is about taking preventative action to reduce the likelihood or severity of a disaster event. It is aimed at preventing new and reducing existing disaster risk and managing residual risk. It also includes measures to understand disaster risk and equip decision-makers with capabilities and information they need.

### Key timeframes

Application stage:

- Funding program opens Monday 18 September 2023.
- Applications close Wednesday 20 December 2023.
- All applicants will be notified of outcomes by Friday 28 June 2024.

All projects must commence following notification of funding approval and be complete by 30 June 2026. All project acquittal reports are due within three months of the completion of the project, including any peer/external reviews of scoping studies or research.

### Who may apply

This funding is available to local governments, state agencies and non-government organisations, this includes:

- Local government bodies constituted under the *Local Government Act 2009* or the *City of Brisbane Act 2010*, and the Weipa Town Authority
- Regional Organisations of Councils
- Regional Natural Resource Management bodies
- River Improvement Trusts (constituted under the *River Improvement Trust Act 1940*)
- Water authorities and local water boards (Category 2 only)
- Queensland Government departments and agencies and Government Owned Corporations
- Incorporated non-government organisations (including volunteer groups)
- Not-for-profit organisations, including universities.

### Maximum funding available per project

While the total cost of a project is uncapped, the maximum funding amount that can be sought under these Guidelines is limited to \$2 million in eligible costs.

All ineligible costs, and any costs above the approved capped project funding amount, will need to be met by the applicant.

### Co-contributions

Applicants must provide a co-contribution towards the total project cost. The minimum co-contribution is 5 per cent of the total eligible project cost. The co-contribution can be financial or in-kind, for example applicant's labour or plant costs.

Applicants need to demonstrate that any co-contribution is secured, and if a co-contribution is being provided by another source ensure agreement has been reached and can be evidenced as supporting documentation with the application form.

In recognition of limited revenue generating capacity, Indigenous councils are not required to make a contribution.

### Maximum number of applications per applicant

Eligible applicants can submit a maximum of two applications for this funding round. Each application must contain one stand-alone project, or related projects that achieve a similar outcome. An application containing multiple unrelated projects will not be accepted.

Additional applications received over the maximum two applications will not be accepted.

## Eligible projects

Projects must deliver resilience and/or risk reduction outcomes for Queensland communities.

Projects must clearly align to one of the following:

- [Queensland Strategy for Disaster Resilience](#)
- [Regional resilience strategies and/or local resilience action plans](#)
- [Queensland Flood Risk Management Framework](#)
- [National Disaster Risk Reduction Framework](#)
- [Second National Action Plan](#)

Examples of eligible projects that improve resilience and functionality of at-risk infrastructure and community assets include, but are not limited to:

- roads, bridges, culverts, floodways, causeways, drainage management pump stations, stormwater systems, major drains.
- mitigation infrastructure, e.g. stormwater detention, levees.
- disaster management equipment, such as emergency generators (with evidence to support voltage required), portable communications kits, lighting towers and frequency radios.
- weather warning and monitoring systems and flood warning infrastructure.

Examples of non-infrastructure projects include, but are not limited to:

- education programs to help communities plan for, respond to, and recover from disasters
- capacity building programs for local volunteers
- natural hazard modelling, risk assessments and studies, including risk reduction/mitigation options assessments
- recovery capability and/or resilience building programs
- activities to improve disaster-related information sharing, data collection and communication
- strengthening the long-term resilience and wellbeing of disaster-affected residents
- research/studies to identify and address resilience or risk reduction and/or risk management priorities
- bushfire mitigation activities, such as fuel reduction activities and new/upgraded fire trails and breaks
- building and supporting local disaster management and leadership capabilities
- risk management studies suitable for complying with the State Planning Policy requirements for natural hazards, risk and resilience for making or amending planning schemes
- salary of temporary risk reduction and resilience officers within program timelines, and up to no later than 30 June 2026.

Examples of past collaborative projects include:

- local government and a university undertaking research to identify and mitigate flood risks
- a group of local governments collaborating to deliver capacity building programs for volunteers
- a not-for-profit organisation and a private company developing an app for children to use in a disaster event
- a group of local governments and other asset owners working together on a catchment-focused project to mitigate against natural hazard/s.

## Ineligible projects

Projects that do not meet the program objectives are ineligible. Other examples of ineligible projects include projects that:

- have already commenced or are already complete
- involve works on an asset or land that will not be owned or controlled by the applicant (unless demonstrably for public benefit)
- involve the purchase of land or buildings (unless demonstrably for public benefit)
- are commercial in nature for the applicant or any partner applicant
- are not undertaken in the eligible areas of Queensland or that do not benefit Queensland communities.

## Eligible costs

Eligible costs are costs directly associated with delivery of the project and are able to be funded through this program.

Examples of eligible costs include:

- costs associated with the delivery of training and education programs, such as facilities hire, planning and facilitation, design and publication of materials, community/public messaging such as radio, print media and billboard space, and reasonable travel costs (calculated on the basis of your organisations' travel policy)
- remuneration of an existing employee, where the employee is temporarily reassigned to conduct work directly related to the delivery of the project
- personnel costs directly related to the delivery of the project including salaries, vehicle and office equipment leasing
- construction costs, such as all site works required as part of the construction, and construction-related labour, materials and equipment hire
- detailed design, for example, production of Final or Tender Design drawings and/or specifications
- costs of conducting a tender for the proposed project
- project management costs proportionate with the funding amount sought including remuneration of additional technical, professional and/or administrative staff for time directly related to managing the construction or delivery of the proposed project (does not include executive duties or overhead charges)
- purchase and installation of fixed plant and equipment.

### Ineligible costs

Ineligible costs are not funded by the program and will need to be met by the applicant.

Examples of ineligible costs include:

- costs not associated with the delivery of the project
- legal costs
- catering and official opening expenses (excluding permanent signage)
- purchase of core business capital equipment such as motor vehicles and office equipment
- vehicle and office equipment leasing, unless directly related to the delivery of the project
- remuneration of executive officers
- remuneration of an existing employee, unless the employee is temporarily reassigned to conduct work directly related to the delivery of the project
- costs that are incurred prior to project approval (approval is once the funding agreement is signed and returned by the approved applicant)
- duplication of existing initiatives, for example costs already approved through other funding streams
- statutory fees and charges, and any costs associated with obtaining regulatory and/or development approvals
- costs of internal furnishings and supplies
- costs beyond the project period, for example ongoing costs for administration, operation, maintenance or management
- costs not supported by the general ledger, including on-cost charges
- profit margin of applicant
- Goods and Services Tax (GST) (unless the end-recipient of the grant is not registered for GST)
- costs exceeding the approved capped project funding amount.

## Part B – Application process

### How to apply

The application form can be found at [www.qra.qld.gov.au/qrrrf2023-24](http://www.qra.qld.gov.au/qrrrf2023-24).

### Application

Applicants may submit one or two applications to [submissions@qra.qld.gov.au](mailto:submissions@qra.qld.gov.au) by 11.59 pm Wednesday 20 December 2023.

Collaborative projects are encouraged and require one application to be submitted by the lead applicant, which must be one of the listed eligible applicants. The lead applicant will be responsible for the project application, delivery, reporting and acquittal.

Funding under these Guidelines will be approved as a capped amount per project.

The maximum amount that can be sought under these Guidelines is \$2 million per project. Although the total cost of a project may be more than \$2 million, the maximum amount available under the program is \$2 million per project.

Examples of the type of supporting evidence sought at the application stage include:

- project plan – project plans are encouraged for all projects
- options analysis
- risk assessments
- cost benefit analysis
- details about the outcomes the project will deliver
- results of investigation/consultation
- ongoing benefits for the community
- demonstration of co-contribution
- confirmation of support from the local community, council and/or relevant partners
- preliminary and/or detailed designs.

### Late applications

If the applicant is experiencing exceptional circumstances that are reasonably unforeseeable and beyond the applicant's control, late applications may be considered, on a case by case basis.

Notification of a late application request must be made prior to the closing date, and emailed to [grants@qra.qld.gov.au](mailto:grants@qra.qld.gov.au). Following review of the request an outcome will be provided to advise if the late application will be accepted.

### Assessment

QRA's assessment process is based on the [Queensland Disaster Resilience and Mitigation Investment Framework](#).

The following assessment criteria will be used in determining successful projects:

- Issue identification and alignment to broader government policy i.e. how does the proposed project address a need, risk or vulnerability that has been identified and how does it align with other policies and frameworks?
- Community benefits realisation and collaboration, i.e. how does the proposed project reduce or limit disaster impact, improve understanding of disaster risk and disaster risk planning; or build community resilience, and does the project contribute to and promote partnership-based collaboration?
- Project management, feasibility and evidence base, i.e. is the project likely to deliver on the stated objective, and is the applicant able to deliver the project on time, within budget, mitigate any identified risks/vulnerabilities, and maintain any ongoing requirements associated with the project?
- Benefit analysis and innovation, i.e. does quantitative and/or qualitative analysis of the costs and benefits support the forecast effectiveness of the project and does the project deliver an innovative solution to longstanding risks?

In prioritising projects, QRA will consider:

- How well the project delivers against the QRRRF objectives.
- A balance of local and regional needs, and whether vulnerable groups/diverse populations are supported.
- Geographical and project type spread, as well as previous investment in a region from this funding program.

QRA may consult with relevant agencies, partners and/or relevant Minister for review and/or endorsement of projects.

The QRA CEO provides final project approval.

Information about unsuccessful projects will be retained by QRA and may be reconsidered should further funding become available.

## Part C – Governance and administrative arrangements

The following governance and administrative arrangements will apply to successful projects.

### Funding Agreement

It is a requirement that all recipients of this funding enter into a Project Funding Agreement with QRA.

A Project Funding Agreement will be formed either by:

- for regular recipients of QRA Funding: QRA will issue a Project Funding Schedule, which when executed by both parties, will be considered a binding Project Funding Agreement under the terms and conditions of the Head Agreement for QRA Funding already in place between QRA and the recipient, or
- for one-off funding: by execution of a standalone Project Funding Agreement.

The Project Funding Schedule/Agreement will detail the terms and conditions specific to the approved funding, including reference to the relevant funding guidelines that govern the program, funding type and amount, key dates and milestones, payment claim and reporting requirements. By submitting an application for funding you are agreeing that if successful for funding you will agree to the terms and conditions outlined in the funding agreement. If you would like a copy of the funding agreement, please email [grants@qra.qld.gov.au](mailto:grants@qra.qld.gov.au) to request a copy.

Project Funding must be used solely for the purposes of the relevant Project and only be used on Eligible Project Costs.

The applicant warrants that it has sufficient funds to complete the Project if the amount of the Project Funding is insufficient to deliver the project.

Funds that have been used, spent or committed otherwise than in accordance with the Project Funding Agreement, relevant Program Guidelines or provisions of any Head Agreement must be repaid to QRA.

Any intellectual property associated with approved funding under this program will be provided to the applicant upon its creation by any third party.

At acquittal project intellectual property, such as research or scoping studies, will be provided for use by QRA.

### Unspent funding

Unspent funds will be returned to the program and may be reallocated to other projects.

### Variations

All variations to a Project Funding Agreement, scope or change in control of a project are to be agreed formally in writing.

Where there are material changes following a project approval, grant recipients must provide QRA with updated project information.

### Procurement

The procurement of goods or services must be in accordance with the applicant's procurement policy and all applicable legislative/industry requirements. If expenditure is in breach of any of these standards, then reimbursement of these costs cannot be recovered under this program.

### Record keeping

All funding recipients must keep an accurate audit trail. Records must be available for seven years from the end of the financial year the expenditure is acquitted by the Queensland Government.

For assurance purposes, the Queensland/and or Australian Government may at any time, via QRA, request documentation from applicants to evidence the State's compliance with these Guidelines. This may include, but is not limited to, access to application and project level information to confirm acquittal is in accordance with these Guidelines.

### Progress reporting and progress claims

All applicants are required to provide monthly progress reports on the status of works and expenditure throughout project delivery.

Monthly progress reports are created and lodged through QRA's Monitoring and Reporting System (MARS) Portal, detailing:

- actual expenditure reported against the approved capped amount
- percentage of scope of works completed
- predicted start and completion dates and actual start and completion dates
- reasons for, and details of, any variances in scope, cost or time
- details of complementary works.

Once actual expenditure has exceeded the initial 30 per cent advance, and the project funding agreement is executed, applicants can progressively claim expenditure incurred up to 90 per cent of the approved funding from this program.

Claims for expenditure must be lodged with a progress report, a general ledger or transaction report (or similar financial document produced from the applicant's financial system) demonstrating the actual expenditure incurred against the recommended value of the approved scope of works. Progress reports must be certified by the applicant's delegated officer.

### Extensions of time

If the applicant is experiencing exceptional circumstances that are reasonably unforeseeable and beyond the applicant's control, an extension of time (EOT) to the approved project completion date may be considered. Applicants are required to formally request an EOT, detailing the unforeseen circumstance impacting on project completion, the actions taken to minimise the impact, and the adjusted project plan and milestones. For all EOT requests, please contact your [Regional Liaison Officer](#).

## Project acquittal

Once the project is completed the monthly progress report needs to be changed to final and submitted. Once the final progress report is submitted, a close out submission is created. This close out submission, and associated documentation, must be completed and submitted to QRA within three months of the completion of the project. For example, if a project is completed on 20 June 2026, the close out submission must be lodged by 20 September 2026.

Close out submissions must include:

- final progress report detailing the completed approved works/activities against the approved project works/activities
- final actual costs reported against the approved capped amounts
- detailed general ledger evidencing the final actual claimed expenditure and submitted total project costs (including details of contribution)
- final Project Report ([available from the QRA website](#)) and evidence demonstrating the completed works/activities, for example photo evidence representative of the extent of the completed works (JPG including EXIF metadata, GPS coordinates and time/date taken) and relevant reports.
- supporting documents to be made available for sampling by QRA if requested.

Close out submissions must be certified by the applicant in line with its delegations on lodgement.

QRA will undertake a final assessment of each project to ensure approved scope is delivered within timeframe, expenditure is eligible, minimum of 5 per cent co-contribution against final eligible costs has been applied, and assurance requirements are satisfied.

## Assurance activities

Applicants may be required to provide documentation to support any assurance activities. These assurance activities may include, but are not limited to:

- audit, site visits or inspections
- obtaining relevant documentary evidence to support estimated/actual costs and/or value for money assessments
- verification reviews on measures or projects
- compliance with legislative and policy requirements.

## Certification

All project documentation, including applications, progress reports and final reports, must be certified by the applicant in line with its delegations.

## Goods and Services Tax (GST)

Where the end-recipient of the grant is registered for GST, the claimed value must exclude GST and be actual expenditure, paid prior to lodging the submission.

Where the end-recipient of the grant is not registered for GST, the claimed value may include GST.

## Public acknowledgment of funding source

Funding recipients must acknowledge relevant funding contributions in public materials. This includes, but is not limited to:

- media releases regarding the approved project
- acknowledgement or statements in project publications and materials
- events that use or include reference to the approved project
- plaques and signage at construction sites or completed works.

To comply with this requirement, all public advice and media releases should refer to the relevant funding source, as detailed in the Project Funding Agreement.

Contact QRA for assistance and to coordinate approval for any materials by emailing [media@qra.qld.gov.au](mailto:media@qra.qld.gov.au)



**Queensland Reconstruction Authority**

PO Box 15428

City East QLD 4002

Phone (07) 3740 1700

[grants@gra.qld.gov.au](mailto:grants@gra.qld.gov.au)

[www.gra.qld.gov.au](http://www.gra.qld.gov.au)

**11.7 FEES AND CHARGES AMENDMENT 2023/2024**

**File No:** 7816  
**Attachments:** 1. **Summary of Proposed Changes - November 2023**[↓](#)  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Marnie Taylor - Chief Financial Officer

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**SUMMARY**

*The intention of this report is to submit a minor amendment to Council's Fees and Charges Schedule for the 2023/2024 financial year.*

**OFFICER'S RECOMMENDATION**

THAT in accordance with the requirement of the *Local Government Act 2009*, Council adopts the amendment to the Fees and Charges Schedule for the 2023/2024 financial year.

**COMMENTARY**

The proposed amendment to the Fees and Charges for 2023/2024 are provided below.

**BACKGROUND**

Community Services

Heritage Village

A review into the cost to Council of running functions was undertaken, as the cost of functions was greater than the fee Council was charging for these events. As such it has been proposed to amend the following fees:

- Fee 15 – Classic Outdoor Ceremony Package – increase from \$300 to \$500 per function
- Fee 22 – Dry Hire – min 3 hours (Local NFP only) – change from \$80 per hour to POA
- Fee 23 - Classic Function Package – change from \$2,500 per function to POA
- Fee 24 – Signature Function Package – change from \$5,000 per function to \$5,500 per function

A review into other market events has prompted an increase in stall holder fees to match with events of a similar nature. The proposed increase is \$10 for each site and amended the amusement ride fee from POA to \$85 for transparency.

- Fee 29 – Food van/truck includes power (6x3m site) from \$75 to \$85 per truck
- Fee 30 – Standard stall site (6x3m site) from \$ 50 to \$60 per site
- Fee 31 – Corner site (6x3m site with two sided frontage) from \$60 to \$70 per site
- Fee 32 – Car site (6x6m site) from \$75 to \$85 per site
- Fee 33 – Amusements from POA to \$85 per ride/site

Removal of specific hours was made to fees 11, 16, 18 and 19 to allow for adjustments to opening hours based on seasonal changes.

Childcare

Council has a long commitment to the operation of the City Child Care Centre, which has a comparatively small capacity of 42 children across three rooms: eight in Nursery, fourteen in Toddlers and twenty in Pre-school.

This Centre provides childcare to a typically even mix of families from Council staff and the wider community.

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Previous fee increases have been as follows:

- 18/19 and 19/20 increase of 1.6% to 2.8% per group
- 20/21 increase of 3.2% delayed until November 2020 at Federal government direction
- 21/22 increase was restricted to 1% due to delay of increase to November 2020
- In December 2021, the Centre changed its fee review cycle from financial year to calendar year. Fee increases were between 11-13% percent, to cover some of the losses of the COVID pandemic (due to free childcare and fee freezes) and increased staffing costs. Federal government childcare subsidies typically meet 50% of the fee costs dependent on the family circumstance.
- In December 2022, increases were between 4.5% and 4.7% for the calendar year 2023

Proposed fees for 2024 Calendar Year:

Fee 11 Nursery – increase from \$115 per day to \$120 per day

Fee 12 Toddler – increase from \$115 per day to \$120 per day

Fee 13 Preschool – increase from \$110 per day to \$115 per day

As part of this review into Childcare fees for 2024 calendar year, it has been identified that there has been an error in the adopted and published fees from June 2023 onwards. On 13 December 2022, Council adopted an increase in the following fee increases:

Fee 11 Nursery from \$110 to \$115 per day

Fee 12 Toddler from \$110 to \$115 per day

Fee 13 Preschool from \$105 to \$110 per day

These amended fees were published and charged by Childcare from January 2023. When Council adopted the 2023/2024 fees on 23 May 2023, they were published at the prior years' fees instead of the updated December 2022 rates being:

Fee 11 Nursey \$110

Fee 12 Toddler \$110

Fee 13 Preschool \$105

Childcare have been charging the higher rates as adopted in December 2022 and have not changed to the incorrect fees as published in May 2023. The proposed fees identified above for the 2024 Calendar Year, if approved by Council, will be charged from 1 January 2024.

Council aims to operate this service against identified costs in a relatively cost neutral manner whilst taking into account market conditions.

#### Rockhampton Museum of Art & Community Centres including Customs House

The Customs House Courtyard booking fee is being moved from the Rockhampton Museum of Art Fees and Charges into the Community Centres including Customs House Fees and Charges. As the booking of Community Centres, including Customs House, is managed by the Bookings Team within Customer Service, this will make the booking approach more streamlined for the public. This fee is also being amended from \$1,700 to \$500 to ensure consistency with the existing fees for Customs House.

#### Development Assessment

Due to changes in the flood mapping overlay, additional wording is proposed to be included for Fee 358 Request for Superseded Planning Scheme Application, stating – (fee not applicable for requests to apply version 2.2 to Reconfiguring a Lot applications in relation the Flood Hazard Overlay).

**PREVIOUS DECISIONS**

The 2023/2024 Fees and Charges were adopted by Council on 23 May 2023, with minor amendments being adopted on 13 June 2023, 26 September 2023 and 10 October 2023.

**BUDGET IMPLICATIONS**

The effect of the changes will have minimal budget impact.

**LEGISLATIVE CONTEXT**

The fees and charges in the schedules can be amended at any time throughout the year in accordance with legislation.

**CONCLUSION**

The minor amendment is recommended for inclusion in the 2023/2024 Fees and Charges Schedule.

Upon approval by Council, the amendments to the 2023/2024 Fees and Charges Schedule will be uploaded and presented on the Council website.

# **FEES AND CHARGES AMENDMENT 2023/2024**

## **Summary of Proposed Changes - November 2023**

**Meeting Date: 28 November 2023**

**Attachment No: 1**

## SUMMARY OF PROPOSED CHANGES 2023-2024

### Community Services

#### Heritage Village

A review into the cost to Council of running functions was undertaken, as the cost of functions was greater than the fee Council was charging for these events. As such it has been proposed to amend the following fees

- Fee 15 – Classic Outdoor Ceremony Package – increase from \$300 to \$500
- Fee 22 – Dry Hire – min 3 hours (Local NFP only) – change from \$80 per hour to POA
- Fee 23 - Classic Function Package – change from \$2,500 per function to POA
- Fee 24 – Signature Function Package – change from \$5,000 per function to \$5,500 per function

A review into other market events has prompted an increase in stall holder fees to match with events of a similar nature. The proposed increase is \$10 for each site and amended the amusement ride fee from POA to \$85 for transparency.

- Fee 29 – Food van/truck includes power (6x3m site) from \$75 to \$85 per truck
- Fee 30 – Standard stall site (6x3m site) from \$ 50 to \$60 per site
- Fee 31 – Corner site (6x3m site with two sided frontage) from \$60 to \$70 per site
- Fee 32 – Car site (6x6m site) from \$75 to \$85 per site
- Fee 33 – Amusements from POA to \$85 per ride/site

Removal of specific hours was made to fees 11, 16, 18 and 19 to allow for adjustments to opening hours based on seasonal changes.

### Current Fees

number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)	Charge basis per unit (Optional)
1	Rockhampton Heritage Village (RHV)				
10	RHV - Vehicle Hire (within village only)				
11	Vintage Vehicles - Opening Hours - 9am - 4pm	Commercial	GST Applies	\$95.00	per vehicle per hour
13	All Vehicles - After 4pm	Commercial	GST Applies	POA	per vehicle
14	RHV - Venue Hire				
15	Classic Outdoor Ceremony Package	Commercial	GST Applies	\$300.00	per function
16	Photo Shoot - Any location in Village 10am - 4pm	Commercial	GST Applies	\$5.00	per person
18	Village Venue Hire - Sunday & Public Holiday 9am - 4pm	Commercial	GST Applies	POA	per venue
19	Village Venue Hire - 9am - 4pm	Commercial	GST Applies	POA	per venue
21	RHV - Australian Shearing Shed				
22	Dry Hire - min. 3 hours (Local NFP only) Mon -Thu	Commercial	GST Applies	\$80.00	per hour
23	Classic Function Package (Mon - Thurs)	Commercial	GST Applies	\$2,500.00	per function
24	Signature Function Package (Fri - Sun)	Commercial	GST Applies	\$5,000.00	per function
28	RHV - Stallholder Fees				
29	Food van/truck includes power (6x3m site)	Commercial	GST Applies	\$75.00	per truck
30	Standard stall site (6x3m site)	Commercial	GST Applies	\$50.00	per site
31	Corner site (6x3m site with two sided frontage)	Commercial	GST Applies	\$60.00	per site
32	Car site (6x6m site)	Commercial	GST Applies	\$75.00	per site
33	Amusements	Commercial	GST Applies	POA	

Proposed Fees

number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)	Charge basis per unit (Optional)
1	<b>Rockhampton Heritage Village (RHV)</b>				
10	<b>RHV - Vehicle Hire (within village only)</b>				
11	Vintage Vehicles - Opening Hours	Commercial	GST Applies	\$95.00	per vehicle per hour
13	All Vehicles - After Hours	Commercial	GST Applies	POA	per vehicle
14	<b>RHV - Venue Hire</b>				
15	Classic Outdoor Ceremony Package	Commercial	GST Applies	\$500.00	per function
16	Photo Shoot - Any location in Village - Opening Hours	Commercial	GST Applies	\$5.00	per person
18	Village Venue Hire - Sunday & Public Holiday	Commercial	GST Applies	POA	per venue
19	Village Venue Hire	Commercial	GST Applies	POA	per venue
21	<b>RHV - Australian Shearing Shed</b>				
22	Dry Hire - min. 3 hours (Local NFP only) Mon -Thu	Commercial	GST Applies	POA	per hour
23	Classic Function Package	Commercial	GST Applies	POA	per function
24	Signature Function Package	Commercial	GST Applies	\$5,500.00	per function
28	<b>RHV - Stallholder Fees</b>				
29	Food van/truck includes power (6x3m site)	Commercial	GST Applies	\$85.00	per truck
30	Standard stall site (6x3m site)	Commercial	GST Applies	\$60.00	per site
31	Corner site (6x3m site with two sided frontage)	Commercial	GST Applies	\$70.00	per site
32	Car site (6x6m site)	Commercial	GST Applies	\$85.00	per site
33	Amusements	Commercial	GST Applies	\$85.00	per site

**Childcare**

As part of this review into Childcare fees for 2024 calendar year, it has been identified that there has been an error in the adopted and published fees for June 2023 onwards. On 13 December 2022, Council adopted an increase in the following fees:

Fee 11 Nursery from \$110 to \$115 per day  
 Fee 12 Toddler from \$110 to \$115 per day  
 Fee 13 Preschool from \$105 to \$110 per day

These amended fees were published and charged by Childcare from January 2023. When Council adopted the 2023/2024 fees on 23 May 2023, they were adopted at the prior years fees instead of the updated December 2022 rates being:

Fee 11 Nursey \$110  
 Fee 12 Toddler \$110  
 Fee 13 Preschool \$105

Childcare have been charging the higher rates as adopted in December 2022 and have not changed to the incorrect fees as published in May 2023. The proposed fees identified above for the 2024 Calendar Year, if approved by Council, will be charged from 1 January 2024.

Council aims to operate this service against identified costs in a relatively cost neutral manner whilst taking into account market conditions.

The proposed changes for City Child Care Centre are:

Alteration of Fee 11 Nursery from \$110 to \$120 per day  
 Alteration of Fee 12 Toddler from \$110 to \$120 per day  
 Alteration of Fee 13 Preschool from \$105 to \$115 per day

Current Fee

Fee number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)	Charge basis per unit (Optional)
10	Council Long Day Care - Daily Sessional Fee				
11	Nursery (up to 31/12/2023)	Commercial	GST Free	\$110.00	per day
12	Toddler (up to 31/12/2023)	Commercial	GST Free	\$110.00	per day
13	Preschool (up to 31/12/2023)	Commercial	GST Free	\$105.00	per day

Proposed Fee

Fee number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)	Charge basis per unit (Optional)
10	Council Long Day Care - Daily Sessional Fee				
11	Nursery (up to 31/12/2023)	Commercial	GST Free	\$120.00	per day
12	Toddler (up to 31/12/2023)	Commercial	GST Free	\$120.00	per day
13	Preschool (up to 31/12/2023)	Commercial	GST Free	\$115.00	per day

**Rockhampton Museum of Art & Community Centres including Customs House**

The Customs House Courtyard booking fee is being moved from the Rockhampton Museum of Art Fees and Charges into the Community Centres including Customs House Fees and Charges. As the booking of Community Centres, including Customs House, is managed by the Bookings Team within Customer Service, this will make the booking approach more streamlined for the public. This fee is also being amended from \$1,700 to \$500 to ensure consistency with the existing fees for Customs House.

Current Fee

Rockhampton Museum of Art

Fee number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)	Charge basis per unit (Optional)
7	Rockhampton Museum of Art Venue Hire				
24	Customs House Courtyard		Applies	\$1,700.00	per hire

Proposed Fee

Community Centres including Customs House

Fee number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)	Charge basis per unit (Optional)
57	CUSTOMS HOUSE UPPER LEVEL FUNCTION SPACES, 208 QUAY STREET				
64	Customs House Court Yard	Commercial	GST Applies	\$500.00	per day
65	Inclusions - Open area section at side and rear of Customs House				

**Development Assessment**

Due to changes in the flood mapping overlay, additional wording is proposed to be included for Fee 358 Request for Superseded Planning Scheme Application, stating – (fee not applicable for requests to apply version 2.2 to Reconfiguring a Lot applications in relation the Flood Hazard Overlay).

Current Fee

Fee number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)
351	Miscellaneous			
358	Request for Superseded Planning Scheme Application	Cost-Recovery	GST Exempt	\$1,218

Proposed Fee

Fee number	Item name	Fee Type	GST Authority	2023/2024 Current Fee (incl GST)
351	Miscellaneous			
358	Request for Superseded Planning Scheme Application (fee not applicable for requests to apply version 2.2 to Reconfiguring a Lot application in relation to the Flood Hazard Overlay)	Cost-Recovery	GST Exempt	\$1,218

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**11.8 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2023**

<b>File No:</b>	<b>8148</b>
<b>Attachments:</b>	1. <b>Income Statement</b> <a href="#">↓</a> 2. <b>Key Indicator Graphs</b> <a href="#">↓</a>
<b>Authorising Officer:</b>	<b>Ross Cheesman - Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Marnie Taylor - Chief Financial Officer</b>

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**SUMMARY**

*The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 October 2023.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 October 2023 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 2023 to 31 October 2023), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after four months of the 2023/24 financial year. Results should be approximately 33.3% of budget.

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

Total Operating Revenue is at 43% of the adopted budget. Key components of this result are:

- Net Rates and Utility Charges are at 46% of budget. Council's rates and utility charges for the first six months of the financial year ending 31<sup>st</sup> December 2023 have been raised and were due on 6<sup>th</sup> September 2023.
- Fees & Charges are at 36% of budget due to most of the operational areas in Council being ahead of their forecast.
- Private and recoverable works are at 39% of budget. This is mostly due to the timing of the works performed and invoiced.
- Grants and Subsidies are at 30% of budget due to the timing of receipts. Grants such as reimbursement of Mount Morgan water carting costs are scheduled to be received later this financial year.
- Other Income is at 40% mainly due to the additional car rental concession income from the Airport.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 32% of the adopted budget. Key components of this result are:

- Contractors and Consultants are at 29% due to the timing of the work performed.
- Asset operational expenses are at 30% due to the timing of payments for services such as electricity which are billed quarterly.

- Administrative expenses are at 25% as the estimated timing of expenditure for the majority of this account group is later in the financial year for events managed by Community and Culture Unit and Advance Rockhampton.
- Other Expenses are at 30% due to the timing of payments for the disbursement of Community Assistance Grants & Sponsorships.
- 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 15% of the carryover budget. The majority of capital revenue budgeted to be received in 2023/24 is from grants and subsidies tied to performance obligations. As capital works progress through the year and meet performance milestones, grants will be claimed.

Total Capital Expenditure is at 19% of the carryover budget. The amount of capital expenditure carried over from 2022/23 was \$8.6M and this has been recognised in August, bringing the 2023/24 capital expenditure budget to a total of \$159.2M.

Total Investments are \$78.7M at 31 October 2023.

Total Loans are \$126.5M at 31 October 2023.

### **CONCLUSION**

With four months of the financial year passed, indications are that operational activities are mostly in line with expectations. Total operational revenue is ahead of budget at 43% due to the levying of the General Rates and Utility Charges for the six months ending 31 December 2023.

The capital program saw \$30M spent during the first four months of the financial year and capital expenditure will need to gain momentum over the coming months to deliver the projects budgeted for the 2023/24 financial year.

**SUMMARY BUDGET MANAGEMENT  
REPORT FOR THE PERIOD ENDED  
31 OCTOBER 2023**

**Income Statement**

**Meeting Date: 28 November 2023**

**Attachment No: 1**



**Income Statement  
For Period July 2023 to October 2023  
33.3% of Year Gone**

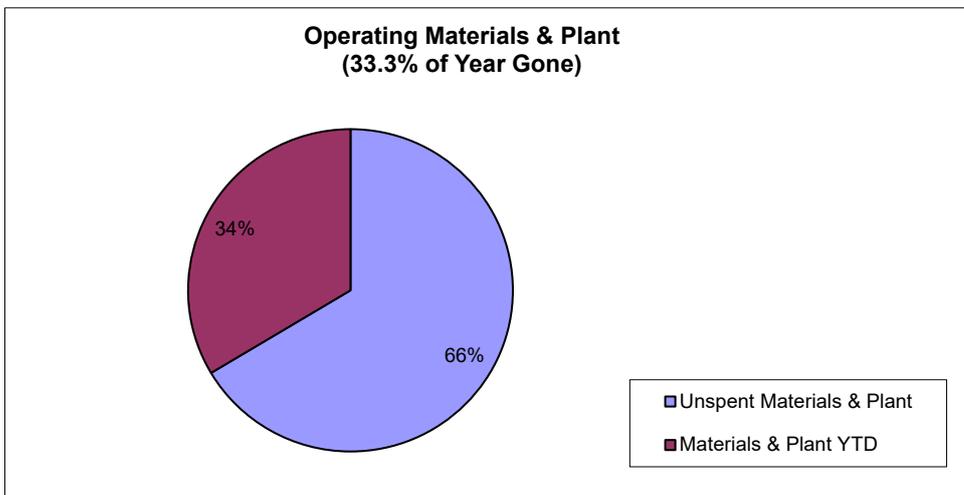
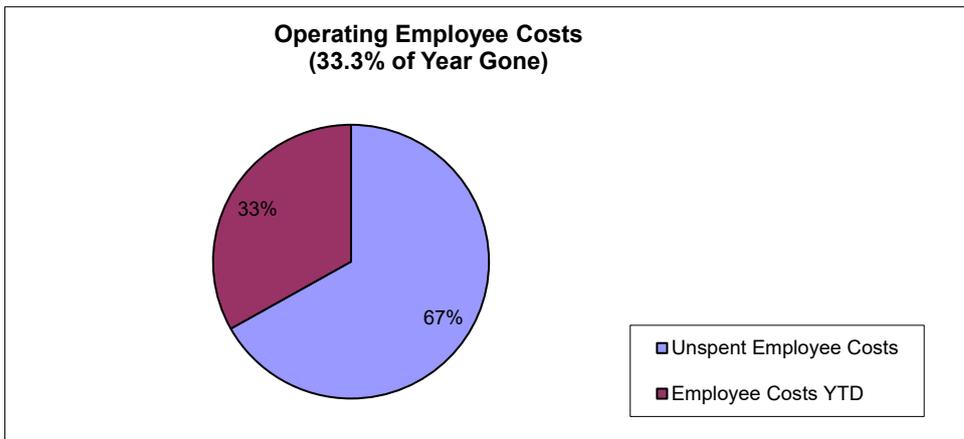
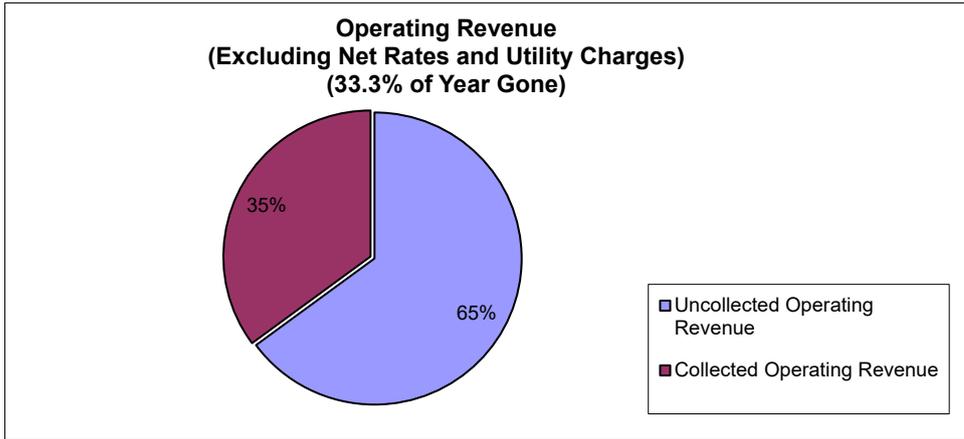
	Adopted Budget	Monthly Budget Review	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Monthly Budget Review
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(187,045,651)	(187,045,651)	(86,605,654)	0	(86,605,654)	46% A
Fees and Charges	(37,940,957)	(37,940,957)	(13,640,645)	0	(13,640,645)	36% A
Private and recoverable works	(6,357,439)	(6,357,439)	(2,499,555)	0	(2,499,555)	39% A
Rent/Lease Revenue	(3,658,701)	(3,658,701)	(1,165,801)	0	(1,165,801)	32% A
Grants Subsidies & Contributions	(11,738,257)	(11,738,257)	(3,500,844)	(541,396)	(4,042,040)	30% A
Interest revenue	(3,842,750)	(3,842,750)	(1,252,407)	0	(1,252,407)	33% A
Other Income	(5,583,817)	(5,583,817)	(2,206,614)	0	(2,206,614)	40% A
<b>Total Revenues</b>	<b>(256,167,572)</b>	<b>(256,167,572)</b>	<b>(110,871,321)</b>	<b>(541,396)</b>	<b>(111,412,717)</b>	<b>43% A</b>
<b>Expenses</b>						
Employee Costs	99,783,767	99,783,767	33,071,992	235,078	33,307,070	33% A
Contractors & Consultants	26,140,307	26,140,307	7,533,386	10,820,658	18,354,044	29% A
Materials & Plant	20,316,259	20,316,259	6,819,113	7,968,909	14,788,022	34% A
Asset Operational	30,601,904	30,601,904	9,127,801	1,719,936	10,847,738	30% A
Administrative expenses	15,990,307	15,990,307	3,932,226	3,108,191	7,040,417	25% A
Depreciation	67,171,870	67,171,870	22,393,215	0	22,393,215	33% A
Finance costs	3,777,460	3,777,460	1,313,657	0	1,313,657	35% A
Other Expenses	1,331,865	1,331,865	403,559	25,391	428,950	30% A
<b>Total Expenses</b>	<b>265,113,740</b>	<b>265,113,740</b>	<b>84,594,949</b>	<b>23,878,162</b>	<b>108,473,112</b>	<b>32% A</b>
<b>Transfer / Overhead Allocation</b>						
Transfer / Overhead Allocation	(7,474,642)	(7,474,642)	(2,836,273)	0	(2,836,273)	38% A
<b>Total Transfer / Overhead Allocation</b>	<b>(7,474,642)</b>	<b>(7,474,642)</b>	<b>(2,836,273)</b>	<b>0</b>	<b>(2,836,273)</b>	<b>38% A</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>1,471,526</b>	<b>1,471,526</b>	<b>(29,112,645)</b>	<b>23,336,766</b>	<b>(5,775,878)</b>	<b>-1978% A</b>
<b>CAPITAL</b>						
Total Developers Contributions Received	(7,273,428)	(7,273,428)	(691,249)	0	(691,249)	10%
Total Capital Grants and Subsidies Received	(55,043,604)	(63,864,205)	(10,129,184)	0	(10,129,184)	16%
Total Proceeds from Sale of Assets	0	(70,000)	(65,459)	0	(65,459)	94%
<b>Total Capital Income</b>	<b>(62,317,032)</b>	<b>(71,207,633)</b>	<b>(10,885,891)</b>	<b>0</b>	<b>(10,885,891)</b>	<b>17%</b>
Total Capital Expenditure	150,637,323	159,252,548	30,024,484	130,395,429	160,419,913	19%
<b>Net Capital Position</b>	<b>88,320,291</b>	<b>88,044,915</b>	<b>19,138,592</b>	<b>130,395,429</b>	<b>149,534,021</b>	<b>22%</b>
<b>TOTAL INVESTMENTS</b>			78,684,863			
<b>TOTAL BORROWINGS</b>			126,533,374			

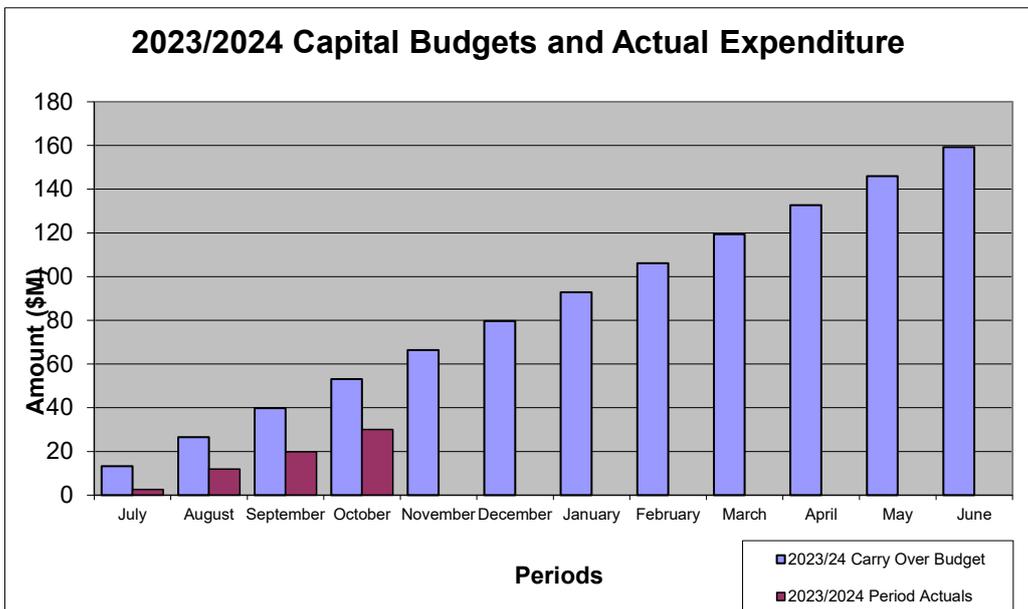
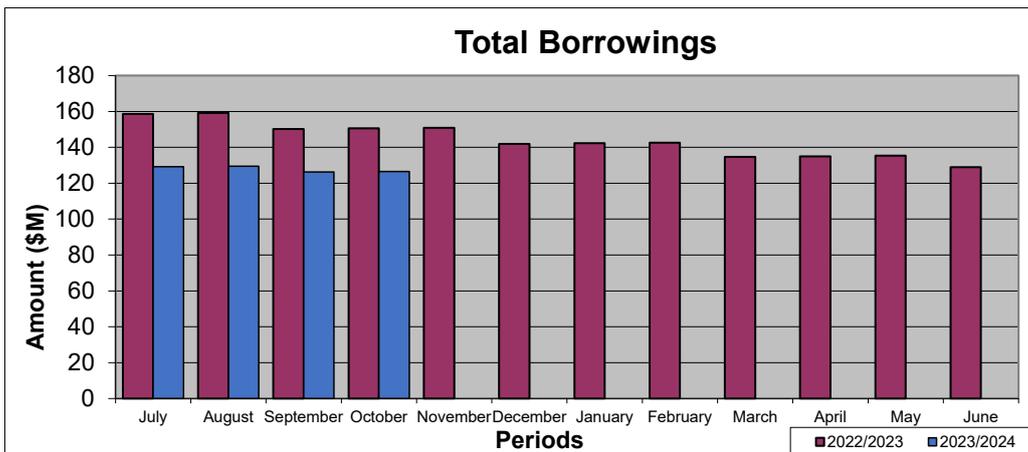
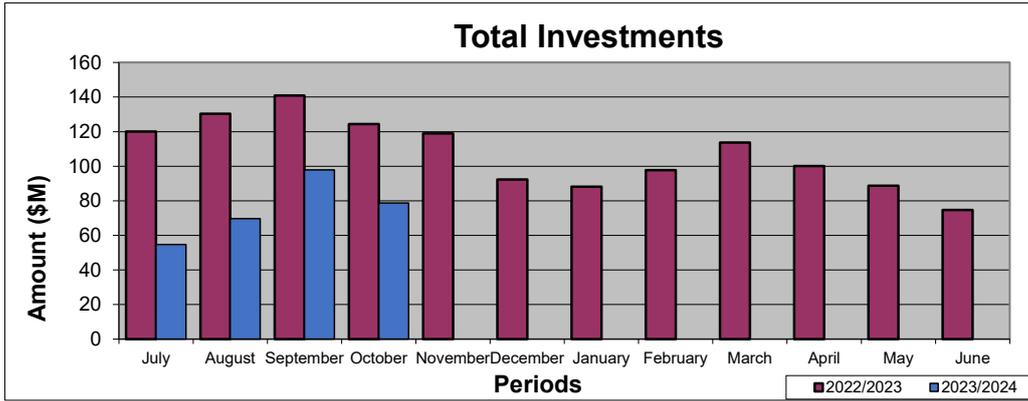
# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 OCTOBER 2023**

## **Key Indicator Graphs**

**Meeting Date: 28 November 2023**

**Attachment No: 2**





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**11.9 REVIEW OF COUNCIL'S CARETAKER POLICY AND COUNCILLOR ACCEPTABLE REQUEST GUIDELINES POLICY**

<b>File No:</b>	<b>11979</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li><b>1. Final Draft Caretaker Period Policy (Tracked)</b><a href="#">↓</a></li><li><b>2. Final Draft Caretaker Period Policy (Clean)</b><a href="#">↓</a></li><li><b>3. Final Draft Councillor Acceptable Request Guidelines Policy (Tracked)</b><a href="#">↓</a></li><li><b>4. Final Draft Councillor Acceptable Request Guidelines Policy (Clean)</b><a href="#">↓</a></li></ol>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Ross Cheesman - Deputy Chief Executive Officer</b>

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**SUMMARY**

*With the 2024 Local Government Elections approaching this report presents a review of the Caretaker Policy and Councillor Acceptable Request Guidelines Policy and recommends minor amendments.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the amended Caretaker Policy as attached to the report with a review date 31 December 2027 and the Councillor Acceptable Request Guidelines Policy as attached to the report with a review date of 31 December 2027.

**COMMENTARY**

With the 2024 Local Government election being conducted on 16 March 2024 and Caretaker Period expected to commence in late January 2024 it is prudent to review these attached policies.

While a Caretaker Period Policy is not a legislative requirement, it is good practice as the purpose of this Policy is to provide guidance to Councillors and Council staff of appropriate standards and restrictions, and their responsibilities, during this period.

Council is required to have a guideline adopted that relates to Councillor requests for information. No major changes are recommended though the changes proposed are intended to provide an even more practical approach than currently exists.

**PREVIOUS DECISIONS**

The Caretaker Policy was last reviewed by Council prior to the 2020 Local Government election and is done so every four (4) years as good practice.

The Councillor Acceptable Request Guidelines Policy was last reviewed and adopted by Council on 4 February 2020. At that point there were a number of changes made on the back of the Belcarra reforms that included Councillor rights to access Council information, changes to Mayoral powers to direct CEOs and senior executive officers and restrictions on the allocation of Councillor Discretionary Funds.

**BUDGET IMPLICATIONS**

N/A

**LEGISLATIVE CONTEXT**

*Local Government Act 2009* stipulates Caretaker Period requirements as well as Councillor requests for information.

**LEGAL IMPLICATIONS**

N/A

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**STAFFING IMPLICATIONS**

N/A

**RISK ASSESSMENT**

N/A

**CORPORATE/OPERATIONAL PLAN**

N/A

**CONCLUSION**

The amended Caretaker Policy with a review date 31 December 2027 and the Councillor Acceptable Request Guidelines Policy with a review date of 31 December 2027 as attached to the report is provided to Council for consideration and adoption.

**REVIEW OF COUNCIL'S CARETAKER  
POLICY AND COUNCILLOR  
ACCEPTABLE REQUEST GUIDELINES  
POLICY**

**Final Draft Caretaker Period Policy  
(Tracked)**

**Meeting Date: 28 November 2023**

**Attachment No: 1**

## CARETAKER PERIOD POLICY

### ADMINISTRATIVE POLICY



#### 1 Scope

This policy applies to Councillors, employees, contractors and volunteers and quadrennial elections of Rockhampton Regional Council. This policy does not apply to by-elections and fresh elections.

#### 2 Purpose

The purpose of this policy is to ensure the ordinary business of Council continues in a responsible, transparent and legally-compliant manner in the period leading up to an election.

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Local Government Act 2009*

*Local Government Regulation 2012*

*Local Government Electoral Act 2011*

*Local Government Electoral Regulation 2012*

*Local Law No. 1 (Administration) 2011*

*Planning Act 2016*

*Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2019*

Advertising Spending Policy

Code of Conduct

Community ~~Grants and Minor Sponsorship Assistance Program~~ Policy

Community ~~Grants and Minor Sponsorship Assistance Program~~ Procedure — ~~Community Assistance Program~~

~~Community Grants and Minor Sponsorship Procedure~~ — Councillors Discretionary Funds ~~Policy~~

Councillor Acceptable Request Guidelines Policy

Election Management Plan

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

#### 4 Definitions

To assist in interpretation, the following definitions apply:

<u>Authorised Persons</u>	<u>An employee who is appointed the relevant powers under Local Law No. 1 (Administration) 2011.</u>
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#### LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	<u>Adopted, 4 February 2020 DRAFT</u>	Department:	Office of the CEO
Version:	4	Section:	<u>Office of the Mayor Directorate</u>
Reviewed Date:		Page No:	Page 1 of 9

By-election	As defined in the <i>Local Government Electoral Act 2011</i> , an election to replace a Councillor after the Councillor's office becomes vacant.
Caretaker Period	As defined in section 90A of the <i>Local Government Act 2009</i> , the period during an election for a local government that starts on the day when the public notice of the holding of the election is given under the <i>Local Government Electoral Act 2011</i> , section 25(1) and ends at the conclusion of the election. There is no caretaker period during a by-election or fresh election.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Civic Events	An event or ceremony which involves a guest(s) of honour and invited guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A committee established under the <i>Local Government Regulation 2012</i> :  (a) Standing Committee – A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution. A standing committee may either be a delegated or non-delegated committee.  (b) Advisory Committee – A group of Councillors, and in some cases, non-elected representatives, for the performance of any duty, not of a permanent nature, created by resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution. An advisory committee cannot be a delegated committee.
Community Events	An event, ceremony or gathering aimed at the whole community which demonstrates a clear community benefit, or serves an educational or welfare purpose.
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Contractor	A person, organisation or entity that performs a specific act or acts including the provision of services and/or materials to another person, organisation or entity under an agreement enforceable by law.
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Election Material	As defined in section 90D of the <i>Local Government Act 2009</i> , anything able to, or intended to:  (a) Influence an elector about voting at an election; or  (b) Affect the result of an election.
Election Period	As defined in the <i>Local Government Electoral Act 2011</i> , the period starting on the day when public notice of the holding of the election is given under section 25(1) and ending on the close of the poll for the election.

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Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
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Major Policy Decision	As defined in the <i>Local Government Act 2009</i> , a decision: (a) About the appointment of a CEO of the local government; (b) About the remuneration of the CEO of the local government; (c) To terminate the employment of the CEO of the local government; or (d) To enter into a contract the total value of which is more than the greater of \$200,000 or 1% of local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report; or (e) Relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or (f) To make, amend or repeal a local law; or (g) To make, amend or repeal a local planning instrument under the Planning Act; or (h) Under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to vary the category of development or category of assessment of development or vary the assessment benchmarks or criteria for accepted development that would apply to development or facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or (i) Under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to further vary the category of development or category of assessment of development or further vary the assessment benchmarks or criteria for accepted development that would apply to development or facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.
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Term of Office	<p>As defined in section 159 of the <i>Local Government Act 2009</i>, a Councillor's term starts on:</p> <p>(a) If the Councillor is elected—the day after the conclusion of the Councillor's election; or</p> <p>(b) If the Councillor is appointed—the day on which the Councillor is appointed.</p> <p>As defined in section 160 of the <i>Local Government Act 2009</i>, a Councillor's term ends:</p> <p>(a) If the Councillor is elected at a quadrennial election or at a fresh election—at the conclusion of the next quadrennial election; or</p> <p>(b) If the Councillor is elected at a fresh election and a declaration is also made under a regulation <a href="#">under section 160A</a>—at the conclusion of the quadrennial election after the next quadrennial election; or</p> <p>(c) If the Councillor is elected or appointed to fill a vacancy in the office of another Councillor—at the end of the other Councillor's term; or</p> <p>(d) When the Councillor's office becomes otherwise vacant.</p>
Volunteer	Any person, who of their own free will, offers to undertake un-paid work for Council and is accepted as a volunteer by the CEO and/or their authorised delegates.

## 5 Policy Statement

Council ~~will~~ enters a caretaker period prior to Local Government quadrennial elections. During this time certain restrictions apply to Council, Councillors, employees, contractors and volunteers.

Council reaffirms its commitment during an election period to:

- (a) The efficient continuation of Council's day to day business;
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- (d) The suspension of major policy decisions;
- (e) The neutrality of Council employees, contractors and volunteers; and
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Councillors should take particular care in any campaign activity to ensure that there can be no possible perception of the use of Council provided resources and/or facilities that could be perceived as having electoral favour.

It is acknowledged that during an election period candidates may make election commitments which they intend to honour if they are elected. Such commitments are not subject to this policy.

### 5.1 Timing and Planning

The dates of a caretaker period are determined by the Electoral Commission Queensland.

### 5.2 Meetings and Committees

Council table meetings and committees ~~will~~ continue to meet during the caretaker period for the purpose of making decisions in the public interest. However, decisions ~~will be~~ deferred from being made during the caretaker period which:

- (a) Could be perceived to unreasonably bind an incoming Council table in its operational delivery; or
- (b) Constitute a major policy decision for which Ministerial approval has not been received.

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**5.3 Major Policy Decisions**

**5.3.1 Prohibition on Major Policy Decisions**

In accordance with the *Local Government Act 2009* the following prohibitions on major policy decisions in caretaker period apply:

- (a) The Council table must not make any major policy decisions during a caretaker period.
- (b) However, if the Council table considers that, having regard to exceptional circumstances that apply, it is necessary to make a major policy decision in the public interest, the Council Table resolve to apply to the Minister for approval to make the decision.
- (c) The Minister may give approval if the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for the Council Table to make the major policy decision in the public interest.
- (d) The Minister's [decision-approval](#) may include conditions with which the Council Table must comply.

**5.3.2 Invalidity of a Major Policy Decision in a Caretaker Period**

In accordance with the *Local Government Act 2009* the following invalidities apply:

- (a) A major policy decision made by the Council Table during a caretaker period is invalid to the extent the Council Table:
  - (i) Does not have the Minister's approval to make the decision; or
  - (ii) Does not comply with any conditions of the Minister's approval.
- (b) A contract is void if it is the subject of a major policy decision that is invalid.
- (c) A person who acts in good faith in relation to a major policy decision of the Council Table, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of any invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage.
- (d) The person may bring a proceeding to recover the compensation in a court of competent jurisdiction.

**5.4 Use of Council Resources and Facilities During an Election Period**

Councillors are entitled to use Council resources and/or facilities as outlined in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy, until their term of office concludes.

However, Council resources and facilities are unavailable to be used for election purposes. To clarify in particular for vehicles, where private rights have been approved or purchased, this vehicle may be used subject to the following paragraph.

Councillors are not permitted to affix, or allowed to remain affixed, to Council property any election material that promotes the Councillor as an actual or potential candidate for any election.

**5.5 Civic and Community Events**

Representation of Council at civic and community events ~~will continue~~ during an election period provided the event meets one or more of the following criteria:

- (a) It is a planned event ~~endorsed by~~[included in](#) Council's current Operational Plan;
- (b) It is, or plans to be, routinely held at the same time of year;
- (c) It is a commemorative or anniversary event held on or near the anniversary date;
- (d) It demonstrates a clear community benefit, or serves an educational or welfare purpose;
- (e) It contributes to cultural development, social awareness or sense of community identity; and/or

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- (f) It is an event to be hosted by or on behalf of the Mayor in fulfilling their statutory responsibilities for ceremonial and civic functions, including but not limited to, civic receptions, courtesy calls or hosting VIP guests to the Region.

#### 5.6 Community Programs and Engagement

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the caretaker period. However, community engagement may continue if it is part of an ongoing project that requires the engagement. Where community engagement has occurred prior to the caretaker period but the report has not yet proceeded to Council Table, results of the consultation ~~will~~are ~~not~~ ~~be~~ provided to the Council Table until the caretaker period has concluded.

#### 5.7 Grants and Sponsorships

##### 5.7.1 Community ~~Grants~~Assistance Programs

Community ~~grants~~assistance approved, under the Community Assistance Program Policy, prior to the commencement of the caretaker period may continue during a caretaker period in accordance with the Community ~~Grants and Minor Sponsorship~~Assistance Program Policy.

Any funding round for community ~~grants~~assistance that is open during the caretaker period may remain open but applications received during this time ~~will~~are ~~not~~ ~~be~~ determined until after the election.

Councillors will not approve community ~~grant~~assistance payments during the caretaker period other than if representation is made to the CEO for approval to support funding if it meets one or more of the following criteria:

- (a) It is an event that meets Council's vision and objectives;
- (b) It is, or plans to be, held routinely at the same time of year;
- (c) It is a commemorative or anniversary event held on or near the anniversary date;
- (d) It demonstrates a clear community benefit, or serves an educational or welfare purpose; and/or
- (e) It contributes to cultural development, social awareness or a sense of community identity.

##### 5.7.2 Sponsorship

No new sponsorship will be approved or entered into during the caretaker period. This includes providing sponsorship, in-kind sponsorship, or seeking sponsorship from external entities. Any sponsorship approved prior to the commencement of the caretaker period may continue in accordance with the Community Assistance Program Grants and Minor Sponsorship Policy or other approval previously provided by Council.

Sponsorship applications may continue to be received during the caretaker period however no decisions on sponsorships will be made until ~~the conclusion of~~after the election.

##### 5.7.3 Councillor Discretionary Funds

In accordance with the *Local Government Regulation 2012* a Councillor must not allocate the Councillor's discretionary funds:

- (a) Starting on 1 January in the year a quadrennial election must be held; and
- (b) Ending at the conclusion of the election.

Funds committed prior to a caretaker period for an event or activity scheduled to take place during a caretaker period will not be realised.

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**5.8 Media**

Media releases prepared by Council during the caretaker period must be of public interest, relate to day-to-day Council business and must not be reasonably interpreted as being for political purposes.

During the caretaker period, Council ~~will~~ responds to media enquiries that relate to operational matters only.

Media events may continue to be held during a caretaker period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.

If a Councillor is at a media event and is asked a political question, under no circumstances should a response be attributed to Council. If seeking re-election, the Councillor should respond in their capacity as a candidate. If the Councillor is not seeking re-election, they should respond as an individual not affiliated with Council.

During the caretaker period, employees, contractors or volunteers will not offer advice, assistance or scheduling to any Councillor in relation to a Councillor newsletter, media segment such as radio or a newspaper column. Any general requests for information to assist with such media will be directed through the CEO.

**5.9 Website and Social Media**

Council ~~will~~ retains material placed on Council's website and social media platforms prior to the commencement of the caretaker period, however, this material ~~will be~~ is reviewed to ensure no materials promote individual Councillors.

Updates ~~of Council's website will be~~ are limited to the following:

- (a) Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
- (b) Road work updates or road closures;
- (c) Health or emergency warnings;
- (d) Material that is purely factual regarding Council's decisions and operations;
- (e) Updates to existing forms;
- (f) Aesthetic changes;
- (g) Fixing broken links or repairing web issues; and/or
- (h) Compliance with legislative requirements.

**5.10 Prohibition of Election Material**

During the caretaker period, in accordance with section 90D of the *Local Government Act 2009*, ~~employees, Council~~ must not publish or distribute election material which is able to or intended to influence an elector about voting at an election or affect the result of an election.

**5.11 Electoral Signage**

Electoral signage must comply with *Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2019* and any applicable electoral signage permit conditions in the lead up to any election. Authorised ~~employees, persons~~ may remove electoral signage erected in contravention of *Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2019* and/or take enforcement action in accordance with *Local Law No. 1 (Administration) 2011*.

**5.12 Provision of Information to Candidates**

Requests for information by candidates during the caretaker period ~~will be~~ are dealt with in accordance with ~~as per~~ the process for a member of the public. The process for requesting and providing information ~~will~~ remains the same.

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**5.13 Councillor Correspondence**

Councillors may continue to correspond with electors on matters related to Council business during the caretaker period, however, in responding to correspondence, Councillors ~~will~~must not purport to make policy commitments binding the incoming Council Table.

**5.14 Requests for Information by Councillors**

All requests for information or advice from Councillors ~~will continue to be~~are responded to in accordance with the Councillor Acceptable Request Guidelines Policy.

**5.15 Councillor Conduct Complaints**

Complaints about Councillor conduct made during the caretaker period ~~will~~ continue to be assessed and dealt with in accordance with the *Local Government Act 2009*.

If the Councillor about whom the complaint was made is seeking re-election and is not successful, the complaint process ~~will~~ continue in accordance with legislative requirements.

**5.16 Employees, Contractors and Volunteers**

Employees, contractors and volunteers ~~will~~ maintain the normal business activities of Council during the caretaker period. Employees, contractors and volunteers ~~will~~ undertake their duties in an appropriate way and take all steps to avoid any real or perceived prejudice in order to protect Council's ability to impartially serve any incoming Council Table following an election.

Employees, contractors and volunteers ~~will~~must not fulfil any request that is, or could be perceived to be, an electioneering activity.

Councillor Executive Support Officers ~~will~~ continue to provide support to Councillors for Council endorsed activities and core Council business.

Any employee, contractor or volunteer proposing to stand as a candidate for the election must complete an Election Management Plan.

As a candidate, employees are entitled to a leave of absence, for a period of not more than two months during the election period in accordance with section 203 of the *Local Government Electoral Act 2011*.

**5.17 Compliance**

Failure to comply with this policy may constitute inappropriate conduct, misconduct, or corrupt conduct and may be dealt with as follows:

- (a) Corrupt conduct ~~will be~~is referred to the Crime and Corruption Commission;
- (b) Breaches by employees ~~will be~~are managed under the Code of Conduct; and
- (c) Breaches by Councillors ~~will be~~are managed under the conduct and performance obligations of the *Local Government Act 2009*.

**5.18 Responsibilities**

The CEO ~~will~~informs Councillors and employees, contractors and volunteers of an impending election period and the restrictions that apply, by no later than two months before the commencement of an election period.

The CEO is the principal adviser to the Council Table in relation to the application of this policy. As such, the CEO is the final decision-maker in relation to this policy.

**6 Review Timelines**

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

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

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	<del>Executive Coordinator to the Mayor</del> <a href="#">Chief Executive Officer</a>
Policy Owner	<del>Executive Coordinator to the Mayor</del> <a href="#">Deputy Chief Executive Officer</a>
Policy Quality Control	Legal and Governance



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**REVIEW OF COUNCIL'S CARETAKER  
POLICY AND COUNCILLOR  
ACCEPTABLE REQUEST GUIDELINES  
POLICY**

**Final Draft Caretaker Period Policy  
(Clean)**

**Meeting Date: 28 November 2023**

**Attachment No: 2**

## CARETAKER PERIOD POLICY

### ADMINISTRATIVE POLICY



#### 1 Scope

This policy applies to Councillors, employees, contractors and volunteers and quadrennial elections of Rockhampton Regional Council. This policy does not apply to by-elections and fresh elections.

#### 2 Purpose

The purpose of this policy is to ensure the ordinary business of Council continues in a responsible, transparent and legally-compliant manner in the period leading up to an election.

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Local Government Act 2009*

*Local Government Regulation 2012*

*Local Government Electoral Act 2011*

*Local Government Electoral Regulation 2023*

*Local Law No. 1 (Administration) 2011*

*Planning Act 2016*

*Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2019*

Advertising Spending Policy

Code of Conduct

Community Assistance Program Policy

Community Assistance Program Procedure

Councillors Discretionary Funds Policy

Councillor Acceptable Request Guidelines Policy

Election Management Plan

Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy

#### 4 Definitions

To assist in interpretation, the following definitions apply:

Authorised Persons	An employee who is appointed the relevant powers under <i>Local Law No. 1 (Administration) 2011</i> .
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By-election	As defined in the <i>Local Government Electoral Act 2011</i> , an election to replace a Councillor after the Councillor's office becomes vacant.
Caretaker Period	As defined in section 90A of the <i>Local Government Act 2009</i> , the period during an election for a local government that starts on the day when the public notice of the holding of the election is given under the <i>Local Government Electoral Act 2011</i> , section 25(1) and ends at the conclusion of the election. There is no caretaker period during a by-election or fresh election.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Civic Events	An event or ceremony which involves a guest(s) of honour and invited guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A committee established under the <i>Local Government Regulation 2012</i> :  (a) Standing Committee – A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution. A standing committee may either be a delegated or non-delegated committee.  (b) Advisory Committee – A group of Councillors, and in some cases, non-elected representatives, for the performance of any duty, not of a permanent nature, created by resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> decided by a Council resolution. An advisory committee cannot be a delegated committee.
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**5.1 Timing and Planning**

The dates of a caretaker period are determined by the Electoral Commission Queensland.

**5.2 Meetings and Committees**

Council table meetings and committees continue to meet during the caretaker period for the purpose of making decisions in the public interest. However, decisions are deferred from being made during the caretaker period which:

- (a) Could be perceived to unreasonably bind an incoming Council table in its operational delivery; or
- (b) Constitute a major policy decision for which Ministerial approval has not been received.

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**5.3 Major Policy Decisions****5.3.1 Prohibition on Major Policy Decisions**

In accordance with the *Local Government Act 2009* the following prohibitions on major policy decisions in caretaker period apply:

- (a) The Council table must not make any major policy decisions during a caretaker period.
- (b) However, if the Council table considers that, having regard to exceptional circumstances that apply, it is necessary to make a major policy decision in the public interest, the Council Table resolve to apply to the Minister for approval to make the decision.
- (c) The Minister may give approval if the Minister is satisfied that, having regard to exceptional circumstances that apply, it is necessary for the Council Table to make the major policy decision in the public interest.
- (d) The Minister's approval may include conditions with which the Council Table must comply.

**5.3.2 Invalidity of a Major Policy Decision in a Caretaker Period**

In accordance with the *Local Government Act 2009* the following invalidities apply:

- (a) A major policy decision made by the Council Table during a caretaker period is invalid to the extent the Council Table:
  - (i) Does not have the Minister's approval to make the decision; or
  - (ii) Does not comply with any conditions of the Minister's approval.
- (b) A contract is void if it is the subject of a major policy decision that is invalid.
- (c) A person who acts in good faith in relation to a major policy decision of the Council Table, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of any invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage.
- (d) The person may bring a proceeding to recover the compensation in a court of competent jurisdiction.

**5.4 Use of Council Resources and Facilities During an Election Period**

Councillors are entitled to use Council resources and/or facilities as outlined in the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy, until their term of office concludes.

However, Council resources and facilities are unavailable to be used for election purposes. To clarify in particular for vehicles, where private rights have been approved or purchased, this vehicle may be used subject to the following paragraph.

Councillors are not permitted to affix, or allowed to remain affixed, to Council property any election material that promotes the Councillor as an actual or potential candidate for any election.

**5.5 Civic and Community Events**

Representation of Council at civic and community events continues during an election period provided the event meets one or more of the following criteria:

- (a) It is a planned event included in Council's current Operational Plan;
- (b) It is, or plans to be, routinely held at the same time of year;
- (c) It is a commemorative or anniversary event held on or near the anniversary date;
- (d) It demonstrates a clear community benefit, or serves an educational or welfare purpose;
- (e) It contributes to cultural development, social awareness or sense of community identity; and/or

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- (f) It is an event to be hosted by or on behalf of the Mayor in fulfilling their statutory responsibilities for ceremonial and civic functions, including but not limited to, civic receptions, courtesy calls or hosting VIP guests to the Region.

#### 5.6 Community Programs and Engagement

Surveys, blogs, invitations to put forward submissions, and other community engagement activities should be avoided during the caretaker period. However, community engagement may continue if it is part of an ongoing project that requires the engagement. Where community engagement has occurred prior to the caretaker period but the report has not yet proceeded to Council Table, results of the consultation are not provided to the Council Table until the caretaker period has concluded.

#### 5.7 Grants and Sponsorships

##### 5.7.1 Community Assistance Programs

Community assistance approved, under the Community Assistance Program Policy, prior to the commencement of the caretaker period may continue during a caretaker period in accordance with the Community Assistance Program Policy.

Any funding round for community assistance that is open during the caretaker period may remain open but applications received during this time are not determined until after the election.

Councillors will not approve community assistance payments during the caretaker period other than if representation is made to the CEO for approval to support funding if it meets one or more of the following criteria:

- (a) It is an event that meets Council's vision and objectives;
- (b) It is, or plans to be, held routinely at the same time of year;
- (c) It is a commemorative or anniversary event held on or near the anniversary date;
- (d) It demonstrates a clear community benefit, or serves an educational or welfare purpose; and/or
- (e) It contributes to cultural development, social awareness or a sense of community identity.

##### 5.7.2 Sponsorship

No new sponsorship will be approved or entered into during the caretaker period. This includes providing sponsorship, in-kind sponsorship, or seeking sponsorship from external entities. Any sponsorship approved prior to the commencement of the caretaker period may continue in accordance with the Community Assistance Program Policy or other approval previously provided by Council.

Sponsorship applications may continue to be received during the caretaker period however no decisions on sponsorships will be made until after the election.

##### 5.7.3 Councillor Discretionary Funds

In accordance with the *Local Government Regulation 2012* a Councillor must not allocate the Councillor's discretionary funds:

- (a) Starting on 1 January in the year a quadrennial election must be held; and
- (b) Ending at the conclusion of the election.

Funds committed prior to a caretaker period for an event or activity scheduled to take place during a caretaker period will not be realised.

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**5.8 Media**

Media releases prepared by Council during the caretaker period must be of public interest, relate to day-to-day Council business and must not be reasonably interpreted as being for political purposes.

During the caretaker period, Council responds to media enquiries that relate to operational matters only.

Media events may continue to be held during a caretaker period provided the media event relates to core Council business or an ongoing project and is not used for political purposes.

If a Councillor is at a media event and is asked a political question, under no circumstances should a response be attributed to Council. If seeking re-election, the Councillor should respond in their capacity as a candidate. If the Councillor is not seeking re-election, they should respond as an individual not affiliated with Council.

During the caretaker period, employees, contractors or volunteers will not offer advice, assistance or scheduling to any Councillor in relation to a Councillor newsletter, media segment such as radio or a newspaper column. Any general requests for information to assist with such media will be directed through the CEO.

**5.9 Website and Social Media**

Council retains material placed on Council's website and social media platforms prior to the commencement of the caretaker period, however, this material is reviewed to ensure no materials promote individual Councillors.

Updates are limited to the following:

- (a) Uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
- (b) Road work updates or road closures;
- (c) Health or emergency warnings;
- (d) Material that is purely factual regarding Council's decisions and operations;
- (e) Updates to existing forms;
- (f) Aesthetic changes;
- (g) Fixing broken links or repairing web issues; and/or
- (h) Compliance with legislative requirements.

**5.10 Prohibition of Election Material**

During the caretaker period, in accordance with section 90D of the *Local Government Act 2009*, Council must not publish or distribute election material which is able to or intended to influence an elector about voting at an election or affect the result of an election.

**5.11 Electoral Signage**

Electoral signage must comply with *Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2019* and any applicable electoral signage permit conditions in the lead up to any election. Authorised persons may remove electoral signage erected in contravention of *Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2019* and/or take enforcement action in accordance with *Local Law No. 1 (Administration) 2011*.

**5.12 Provision of Information to Candidates**

Requests for information by candidates during the caretaker period are dealt with in accordance with the process for a member of the public. The process for requesting and providing information remains the same.

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**5.13 Councillor Correspondence**

Councillors may continue to correspond with electors on matters related to Council business during the caretaker period, however, in responding to correspondence, Councillors must not purport to make policy commitments binding the incoming Council Table.

**5.14 Requests for Information by Councillors**

All requests for information or advice from Councillors are responded to in accordance with the Councillor Acceptable Request Guidelines Policy.

**5.15 Councillor Conduct Complaints**

Complaints about Councillor conduct made during the caretaker period continue to be assessed and dealt with in accordance with the *Local Government Act 2009*.

If the Councillor about whom the complaint was made is seeking re-election and is not successful, the complaint process continues in accordance with legislative requirements.

**5.16 Employees, Contractors and Volunteers**

Employees, contractors and volunteers maintain the normal business activities of Council during the caretaker period. Employees, contractors and volunteers undertake their duties in an appropriate way and take all steps to avoid any real or perceived prejudice in order to protect Council's ability to impartially serve any incoming Council Table following an election.

Employees, contractors and volunteers must not fulfil any request that is, or could be perceived to be, an electioneering activity.

Councillor Executive Support Officers continue to provide support to Councillors for Council endorsed activities and core Council business.

Any employee, contractor or volunteer proposing to stand as a candidate for the election must complete an Election Management Plan.

As a candidate, employees are entitled to a leave of absence, for a period of not more than two months during the election period in accordance with section 203 of the *Local Government Electoral Act 2011*.

**5.17 Compliance**

Failure to comply with this policy may constitute inappropriate conduct, misconduct, or corrupt conduct and may be dealt with as follows:

- (a) Corrupt conduct is referred to the Crime and Corruption Commission;
- (b) Breaches by employees are managed under the Code of Conduct; and
- (c) Breaches by Councillors are managed under the conduct and performance obligations of the *Local Government Act 2009*.

**5.18 Responsibilities**

The CEO informs Councillors and employees, contractors and volunteers of an impending election period and the restrictions that apply, by no later than two months before the commencement of an election period.

The CEO is the principal adviser to the Council Table in relation to the application of this policy. As such, the CEO is the final decision-maker in relation to this policy.

**6 Review Timelines**

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

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

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**7 Document Management**

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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**REVIEW OF COUNCIL'S CARETAKER  
POLICY AND COUNCILLOR  
ACCEPTABLE REQUEST GUIDELINES  
POLICY**

**Final Draft Councillor Acceptable  
Request Guidelines Policy  
(Tracked)**

**Meeting Date: 28 November 2023**

**Attachment No: 3**

## COUNCILLOR ACCEPTABLE REQUEST GUIDELINES POLICY

### STATUTORY POLICY



#### 1 Scope

This policy applies to Councillors and employees of Rockhampton Regional Council.

#### 2 Purpose

The purpose of this policy is to provide clear guidelines for when a Councillor asks:

(a) -An employee for advice, to assist them to carry out their responsibilities under the [Local Government Act 2009](#); and

(a)(b) ~~when they ask~~ The CEO to provide information, that the Council has access to, relating to Council.

#### 3 Related Documents

##### 3.1 Primary

*Local Government Act 2009*

##### 3.2 Secondary

[Local Government Electoral Act 2011](#)

*Public Sector Ethics Act 1994*

[Audit and Business Improvement Committee Policy](#)

[Caretaker Period Policy](#)

[Code of Conduct](#)

Code of Conduct [for Councillors in Queensland](#)

[Delegation and Authorisation Policy](#)

[Delegations Corporate Register](#)

#### 4 Definitions

To assist in interpretation, the following definitions apply:

Advice/Information	Information and advice includes details of what Councillors and employees are doing; any administrative, legal, financial, technical or statistical information held by Council and options available to achieve a particular thing.
Caretaker Period	<a href="#">As defined in section 90A of the Local Government Act 2009, the period during an election for a local government that starts on the day when the public notice of the holding of the election is given under the Local Government Electoral Act 2011, section 25(1) and ends at the conclusion of the election. There is no caretaker period during a by-election or fresh election.</a>

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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.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Direction	Direct, or otherwise influence, another person to carry or instigate an action.
ECM	Enterprise Content Management, Council's <a href="#">electronic document and corporate record keeping management</a> system.
<a href="#">Election Period</a>	<a href="#">As defined in the <i>Local Government Electoral Act 2011</i>, the period starting on the day when public notice of the holding of the election is given under section 25(1) and ending on the close of the poll for the election.</a>
Emergency Situation	A matter that may cause harm to Council or the community, or damage the reputation of Council if not dealt with promptly.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Former Conduct Review Body	As defined in the <i>Local Government Act 2009</i> , a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal under this Act as in force before the commencement of the <i>Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018</i> , section 18.
<a href="#">GM</a>	<a href="#">General manager. An employee appointed to a position with a corporate band 2 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register, positions include Deputy Chief Executive Officer, general managers and Executive Manager Advance Rockhampton.</a>
<a href="#">Leadership Team</a>	<a href="#">CEO, Deputy Chief Executive Officer, <del>g</del>General <del>m</del>anagers, Executive Manager Advance Rockhampton, Manager Workforce and Governance and Chief Financial Officer.</a>
Manager	<a href="#">An employee appointed to a position <del>delegated with</del> a corporate band 3 <del>delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.</del></a>
Mayor	The Mayor is 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> .
Pathway	Pathway Request Module. Council's customer request/enquiry and complaints system.
<del>Senior Executive Employee</del>	<del>As defined in the <i>Local Government Act 2009</i>, A local government employee: (a) Who reports directly to the CEO; and — Whose position ordinarily would be considered to be a senior position in the local government's corporate structure. This includes a person acting in this position. Senior executive employees within Council consists of the Deputy Chief Executive Officer and general managers.</del>

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**5 Policy Statement**

The following ~~protocol~~ guides all day-to-day communication between Councillors and employees. This policy should not be used as an alternate procedure for dealing with customer enquiries. Initial customer enquiries should be directed to the Customer Service Centre or Executive Support Officers. Customer service requests should be entered into Pathway on behalf of the Councillor, rather than directly referring requests to an individual employee.

**5.1 Requests for Advice or Information**

Communication between Councillors and employees must:

- (a) Be conducted in accordance with section 4(2) of the *Local Government Act 2009*;
- (b) Comply with the law and Council policy documents;
- (c) Be conducted in good faith; and
- (d) Be conducted in a respectful, reasonable and professional manner.

Councillors may request advice or information from employees ~~in the following positions; who are a~~

- ~~(a) Coordinator Communications and Engagement;~~
- ~~(b) Executive Assistant to the Mayor;~~
- ~~(c) Executive Support Officers;~~
- ~~(d) Managers; and~~
- ~~— senior executive employee Leadership Team; or~~
- ~~(e) CEO.~~

Where these nominated employees are not available, another suitably qualified employee may provide the advice or information requested subject to the following paragraph.

Councillors may be given approval by the CEO or ~~senior executive employee~~ another member of the leadership team to request advice and information from an employee other than the nominated employees, in specific circumstances. In these circumstances, written approval ~~will be~~ is provided to both the Councillor and employee, ~~however in the first instance the GM or manager should be able to respond to the Councillors request.~~

Councillors may request from an employee advice or information that would ordinarily be given to the public (for example with a Customer Service Officer at a Customer Service Centre).

Councillors may request, in writing, access to confidential information through the relevant manager, ~~or senior executive employee~~ a member of the leadership team or CEO.

The CEO must comply with a request made by a Councillor within 10 business days. If the CEO reasonably believes that is not practicable, they must advise of that belief and the reasons for the belief within 10 business days and then comply with 20 business days after receiving the request.

A Councillor's decision to rely on verbal advice given by an employee ~~will be~~ is at the discretion of the Councillor. Any such decision should be made with due regard to the level of knowledge and experience of the employee and alternative advice available from other sources.

Councillor's use of any advice or information obtained is specifically constrained by section 171 and ~~where applicable former section~~ 171A of the *Local Government Act 2009*.

Councillors must consider any likely cost implications in making requests for advice or information, and will not make requests where the costs cannot be justified as being in the public interest. If the cost of providing ~~advice or~~ information is likely to be high, the Councillor may make the request only to the CEO, who is expressly authorised by the Council to seek to minimise the costs of providing the ~~advice~~ information.

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**5.2 Emergency Situations**

Other than in emergency situations (as per the following paragraph) Councillors are not to contact an employee outside normal office hours other than with the prior approval of the employee and CEO or ~~senior executive employee~~ [another member of the leadership team](#).

When an emergency situation occurs after hours, Councillors may contact ~~one of the following~~:

~~(a) CEO;~~

~~(b)(a) Senior executive employee~~ [a member of the leadership team](#); or ~~a~~ manager.

If an after-hours matter is of a non-emergency operational nature, Councillors ~~will~~ must defer the matter for consideration until during normal office hours. Otherwise, Councillors must log a request through the general Council phone number.

**5.3 Exemptions to this Policy**

In accordance with section 170A(4) of the *Local Government Act 2009* Councillors may not ask for information:

- (a) That is a record of the Councillor Conduct Tribunal; or
- (b) That was a record of a former conduct review body; or
- (c) If disclosure of the information or document to the Councillor would be contrary to an order of a court or tribunal; or
- (d) That would be privileged from production in a legal proceeding on the ground of legal professional privilege.

Councillors cannot request information which has confidential obligations under legislation and cannot be disclosed to Councillors by specific obligations imposed by that legislation (for example, the *Information Privacy Act 2009*, *Crime and Corruption Act 2001*, *Public Interest Disclosure Act 2010*, *Food Act 2006*).

Other than in accordance with this policy, Councillors ~~will~~ must not:

~~(a) Direct, or attempt to direct an employee (except for the Mayor, who is entitled to direct the CEO in accordance with section 170 of the Local Government Act 2009);~~

- (a) Behave towards employees in an overbearing or threatening manner;
- (b) Coerce or entice, or attempt to coerce or entice any employee to do anything that does not comply with this policy;
- (c) Unduly disrupt an employee:
  - (i) Undertaking routine employment obligations;
  - (ii) During meal breaks; or
  - (iii) In the workplace i.e. lengthy, unscheduled discussions with an employee in the corridor or unplanned attendance at an employee's work station;
- (d) Place, or attempt to place any employee in a position that ~~would~~ may create a conflict of interest for that employee, or ~~that would~~ may compromise the integrity and honest performance of that employee; and
- (e) Direct or pressure an employee in relation to their work or recommendations they should make or action they should take.

~~A Mayoral direction may be given to the CEO in accordance with Mayoral responsibilities outlined in section 12(4)(c) of the Local Government Act 2009.~~

The Mayor is exempt from this policy when seeking advice or information at any time.

~~A Committee Chairperson is exempt from this policy when seeking advice or information in relation to that portfolio.~~

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During an election period and where it is apparent that a sitting Councillor request relates solely to an election issue, or where there is any doubt as to the entitlement that the Councillor has to that information, then the request should be referred to the CEO for consideration.

A Councillor may request the CEO or ~~senior executive employee~~ another member of the leadership team to arrange for an employee to attend a meeting with a member of the public. Such a request is not a request for advice.

A request about a routine operational matter from a Councillor (for example, the location of a meeting) is not a request for advice.

#### **5.4 Direction to Employees**

In accordance with section 170 of the *Local Government Act 2009*:

(a) The Mayor may give a direction to the CEO; and

(f)(b) No Councillor, including the Mayor, may give a direction to an employee except in accordance with guidelines made under section 170AA about the provision of administrative support to Councillors (this policy).

#### **5.45.5 Complaints**

Where Councillors are dissatisfied with the response from an employee, for a request for advice or information, the Councillor may report their dissatisfaction to the relevant ~~senior executive employee~~ member of the leadership team. Councillors may seek a further review if they are dissatisfied with the ~~senior executive employee~~ member's response, by putting their concerns in writing to the CEO.

#### **5.55.6 Employees**

All employees are bound by Council's Code of Conduct, the *Local Government Act 2009* and the *Public Sector Ethics Act 1994* principles. Employees will seek to maintain and enhance public confidence in the integrity of public administration and to advance the common good of the community.

Specifically, employees ~~will~~ must not:

- (a) Use information acquired as an employee to gain, directly or indirectly, an advantage for themselves (or someone else); or to cause detriment to the Council;
- (b) Release information that the employee knows, or should reasonably know, is information that is confidential to Council, and which the Council wishes to keep confidential; and
- (c) Improperly use, or allow the improper use of, their official powers or position.

Employees must keep records of advice and information given to Councillors, as they would do when advising a member of the public. This should be recorded electronically in ECM.

Employees must ensure that any conflict that may arise between their personal interests and their official responsibilities is resolved in favour of the public interest.

Employees appointed to a position listed in paragraph 5.1 may contact a Councillor. Where an employee is uncertain about whether or not they should respond to a Councillor enquiry, or how to respond to a Councillor enquiry, they must not provide a response, but rather refer the matter to the ~~senior executive employee~~ relevant member of the leadership team or CEO.

If a Councillor behaves inappropriately or asks for information or advice outside of this policy, the employee must inform their manager, ~~senior executive employee~~ a member of the leadership team or CEO about the request as soon as ~~is~~ is practicable.

#### **5.65.7 Breaches to the Policy**

An allegation of a breach of this policy by a Councillor (including the Mayor) may constitute a breach of the ~~Councillor~~ Code of Conduct for Councillors in Queensland and ~~will be~~ is referred to the Office of the Independent Assessor, for investigation and action as appropriate.

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**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 Council.

**7 Document Management**

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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**REVIEW OF COUNCIL'S CARETAKER  
POLICY AND COUNCILLOR  
ACCEPTABLE REQUEST GUIDELINES  
POLICY**

**Final Draft Councillor Acceptable  
Request Guidelines Policy  
(Clean)**

**Meeting Date: 28 November 2023**

**Attachment No: 4**

## COUNCILLOR ACCEPTABLE REQUEST GUIDELINES POLICY

### STATUTORY POLICY



#### 1 Scope

This policy applies to Councillors and employees of Rockhampton Regional Council.

#### 2 Purpose

The purpose of this policy is to provide clear guidelines for when a Councillor asks:

- (a) An employee for advice, to assist them to carry out their responsibilities under the *Local Government Act 2009*; and
- (b) The CEO to provide information, that the Council has access to, relating to Council.

#### 3 Related Documents

##### 3.1 Primary

*Local Government Act 2009*

##### 3.2 Secondary

*Local Government Electoral Act 2011*

*Public Sector Ethics Act 1994*

Audit and Business Improvement Committee Policy

Caretaker Period Policy

Code of Conduct

Code of Conduct for Councillors in Queensland

Delegation and Authorisation Policy

Delegations Corporate Register

#### 4 Definitions

To assist in interpretation, the following definitions apply:

Advice/Information	Information and advice includes details of what Councillors and employees are doing; any administrative, legal, financial, technical or statistical information held by Council and options available to achieve a particular thing.
Caretaker Period	As defined in section 90A of the <i>Local Government Act 2009</i> , the period during an election for a local government that starts on the day when the public notice of the holding of the election is given under the <i>Local Government Electoral Act 2011</i> , section 25(1) and ends at the conclusion of the election. There is no caretaker period during a by-election or fresh election.

#### LEGAL & GOVERNANCE USE ONLY

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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.
Council	Rockhampton Regional Council
Councillor/s	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Direction	Direct, or otherwise influence, another person to carry or instigate an action.
ECM	Enterprise Content Management, Council's electronic document and record management system.
Election Period	As defined in the <i>Local Government Electoral Act 2011</i> , the period starting on the day when public notice of the holding of the election is given under section 25(1) and ending on the close of the poll for the election.
Emergency Situation	A matter that may cause harm to Council or the community, or damage the reputation of Council if not dealt with promptly.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Former Conduct Review Body	As defined in the <i>Local Government Act 2009</i> , a regional conduct review panel or the Local Government Remuneration and Discipline Tribunal under this Act as in force before the commencement of the <i>Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018</i> , section 18.
GM	General manager. An employee appointed to a position with a corporate band 2 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register, positions include Deputy Chief Executive Officer, general managers and Executive Manager Advance Rockhampton.
Leadership Team	CEO, Deputy Chief Executive Officer, general managers, Executive Manager Advance Rockhampton, Manager Workforce and Governance and Chief Financial Officer.
Manager	An employee appointed to a position with a corporate band 3 delegated in accordance with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register.
Mayor	The Mayor is 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> .
Pathway	Pathway Request Module. Council's customer request/enquiry and complaints system.

## 5 Policy Statement

The following guides all day-to-day communication between Councillors and employees. This policy should not be used as an alternate procedure for dealing with customer enquiries. Initial customer enquiries should be directed to the Customer Service Centre or Executive Support Officers. Customer service requests should be entered into Pathway on behalf of the Councillor, rather than directly referring requests to an individual employee.

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**5.1 Requests for Advice or Information**

Communication between Councillors and employees must:

- (a) Be conducted in accordance with section 4(2) of the *Local Government Act 2009*;
- (b) Comply with the law and Council policy documents;
- (c) Be conducted in good faith; and
- (d) Be conducted in a respectful, reasonable and professional manner.

Councillors may request advice or information from employees in the following positions:

- (a) Coordinator Communications and Engagement;
- (b) Executive Assistant to the Mayor;
- (c) Executive Support Officers;
- (d) Managers; and
- (e) Leadership Team.

Where these nominated employees are not available, another suitably qualified employee may provide the advice or information requested subject to the following paragraph.

Councillors may be given approval by the CEO or another member of the leadership team to request advice and information from an employee other than the nominated employees, in specific circumstances. In these circumstances, written approval is provided to both the Councillor and employee, however in the first instance the GM or manager should be able to respond to the Councillors request.

Councillors may request from an employee advice or information that would ordinarily be given to the public (for example with a Customer Service Officer at a Customer Service Centre).

Councillors may request, in writing, access to confidential information through the relevant manager or a member of the leadership team.

The CEO must comply with a request made by a Councillor within 10 business days. If the CEO reasonably believes that is not practicable, they must advise of that belief and the reasons for the belief within 10 business days and then comply with 20 business days after receiving the request.

A Councillor's decision to rely on verbal advice given by an employee is at the discretion of the Councillor. Any such decision should be made with due regard to the level of knowledge and experience of the employee and alternative advice available from other sources.

Councillor's use of any advice or information obtained is specifically constrained by section 171 and where applicable former section 171A of the *Local Government Act 2009*.

Councillors must consider any likely cost implications in making requests for advice or information, and will not make requests where the costs cannot be justified as being in the public interest. If the cost of providing advice or information is likely to be high, the Councillor may make the request only to the CEO, who is expressly authorised by the Council to seek to minimise the costs of providing the advice or information.

**5.2 Emergency Situations**

Other than in emergency situations (as per the following paragraph) Councillors are not to contact an employee outside normal office hours other than with the prior approval of the employee and CEO or another member of the leadership team.

- (a) When an emergency situation occurs after hours, Councillors may contact a member of the leadership team or a manager.

If an after-hours matter is of a non-emergency operational nature, Councillors must defer the matter for consideration until during normal office hours. Otherwise, Councillors must log a request through the general Council phone number.

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**5.3 Exemptions to this Policy**

In accordance with section 170A(4) of the *Local Government Act 2009* Councillors may not ask for information:

- (a) That is a record of the Councillor Conduct Tribunal; or
- (b) That was a record of a former conduct review body; or
- (c) If disclosure of the information or document to the Councillor would be contrary to an order of a court or tribunal; or
- (d) That would be privileged from production in a legal proceeding on the ground of legal professional privilege.

Councillors cannot request information which has confidential obligations under legislation and cannot be disclosed to Councillors by specific obligations imposed by that legislation (for example, the *Information Privacy Act 2009*, *Crime and Corruption Act 2001*, *Public Interest Disclosure Act 2010*, *Food Act 2006*).

Other than in accordance with this policy, Councillors must not:

- (a) Behave towards employees in an overbearing or threatening manner;
- (b) Coerce or entice, or attempt to coerce or entice any employee to do anything that does not comply with this policy;
- (c) Unduly disrupt an employee:
  - (i) Undertaking routine employment obligations;
  - (ii) During meal breaks; or
  - (iii) In the workplace i.e. lengthy, unscheduled discussions with an employee in the corridor or unplanned attendance at an employee's work station;
- (d) Place, or attempt to place any employee in a position that may create a conflict of interest for that employee, or may compromise the integrity and honest performance of that employee; and
- (e) Direct or pressure an employee in relation to their work or recommendations they should make or action they should take.

The Mayor is exempt from this policy when seeking advice or information at any time.

During an election period and where it is apparent that a sitting Councillor request relates solely to an election issue, or where there is any doubt as to the entitlement that the Councillor has to that information, then the request should be referred to the CEO for consideration.

A Councillor may request the CEO or another member of the leadership team to arrange for an employee to attend a meeting with a member of the public. Such a request is not a request for advice.

A request about a routine operational matter from a Councillor (for example, the location of a meeting) is not a request for advice.

**5.4 Direction to Employees**

In accordance with section 170 of the *Local Government Act 2009*:

- (a) The Mayor may give a direction to the CEO; and
- (b) No Councillor, including the Mayor, may give a direction to an employee except in accordance with guidelines made under section 170AA about the provision of administrative support to Councillors (this policy).

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**5.5 Complaints**

Where Councillors are dissatisfied with the response from an employee, for a request for advice or information, the Councillor may report their dissatisfaction to the relevant member of the leadership team. Councillors may seek a further review if they are dissatisfied with the member's response, by putting their concerns in writing to the CEO.

**5.6 Employees**

All employees are bound by Council's Code of Conduct, the *Local Government Act 2009* and the *Public Sector Ethics Act 1994* principles. Employees will seek to maintain and enhance public confidence in the integrity of public administration and to advance the common good of the community.

Specifically, employees must not:

- (a) Use information acquired as an employee to gain, directly or indirectly, an advantage for themselves (or someone else); or to cause detriment to the Council;
- (b) Release information that the employee knows, or should reasonably know, is information that is confidential to Council, and which the Council wishes to keep confidential; and
- (c) Improperly use, or allow the improper use of, their official powers or position.

Employees must keep records of advice and information given to Councillors, as they would do when advising a member of the public. This should be recorded electronically in ECM.

Employees must ensure that any conflict that may arise between their personal interests and their official responsibilities is resolved in favour of the public interest.

Employees appointed to a position listed in paragraph 5.1 may contact a Councillor. Where an employee is uncertain about whether or not they should respond to a Councillor enquiry, or how to respond to a Councillor enquiry, they must not provide a response, but rather refer the matter to the relevant member of the leadership team.

If a Councillor behaves inappropriately or asks for information or advice outside of this policy, the employee must inform their manager, a member of the leadership team about the request as soon as practicable.

**5.7 Breaches to the Policy**

An allegation of a breach of this policy by a Councillor (including the Mayor) may constitute a breach of the Code of Conduct for Councillors in Queensland and is referred to the Office of the Independent Assessor, for investigation and action as appropriate.

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**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 Council.

**7 Document Management**

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	Deputy Chief Executive Officer
Policy Quality Control	Legal and Governance



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**11.10 WHOLE OF COUNCIL CORPORATE PERFORMANCE REPORT FOR PERIOD  
ENDING 31 OCTOBER 2023**

**File No:** 1392  
**Attachments:** 1. WOC October 2023 [↓](#)  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Ross Cheesman - Deputy Chief Executive Officer

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**SUMMARY**

*Deputy Chief Executive Officer presenting the Whole of Council Corporate Performance Report for period ending 31 October 2023 for Councillors' information.*

**OFFICER'S RECOMMENDATION**

THAT Whole of Council Corporate Performance Report for period ending 31 October 2023 be "received".

**COMMENTARY**

The Whole of Council Corporate Performance Report for period ending 31 October 2023 is presented for Council's consideration.

**WHOLE OF COUNCIL CORPORATE  
PERFORMANCE REPORT FOR PERIOD  
ENDING 31 OCTOBER 2023**

**WOC October 2023**

**Meeting Date: 28 November 2023**

**Attachment No: 1**

Whole of Council



# Corporate Performance Report

01 October 2023 – 31 October 2023

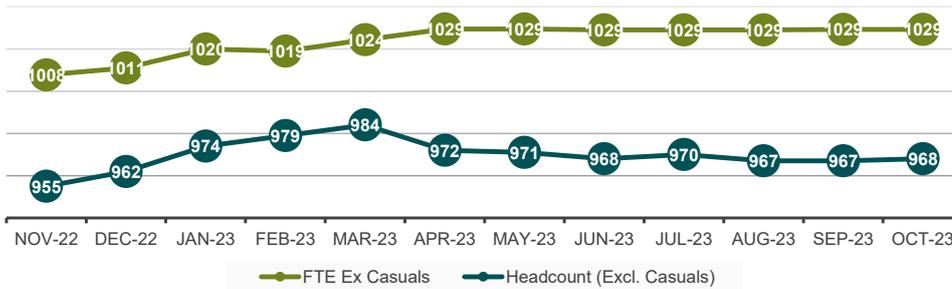
Corporate Performance Report | 01 October 2023 – 31 October 2023

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**CORPORATE SERVICES**  
Human Resources

**WORKFORCE**

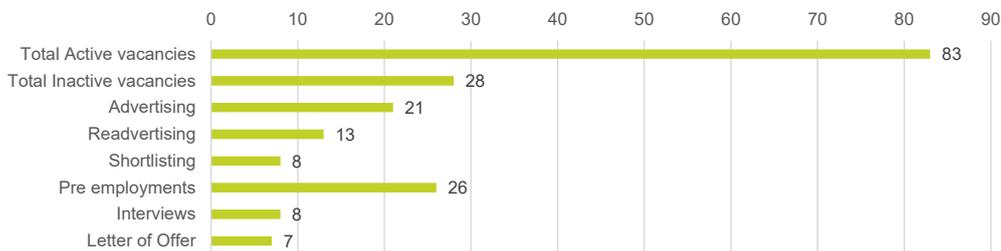


**Commentary:**

**Establishment (FTE)** – Our positions include the total number of positions in Council, including Full Time and Part Time. These positions will vary from Permanent roles to Fixed Term roles and the above figures exclude Casuals.

**Employees (Headcount)** - Our workforce includes the total number of employees employed by Council including full time and part time employees (excludes labour hire and contractors). Figures above show Headcount totals excluding casuals

**RECRUITMENT**



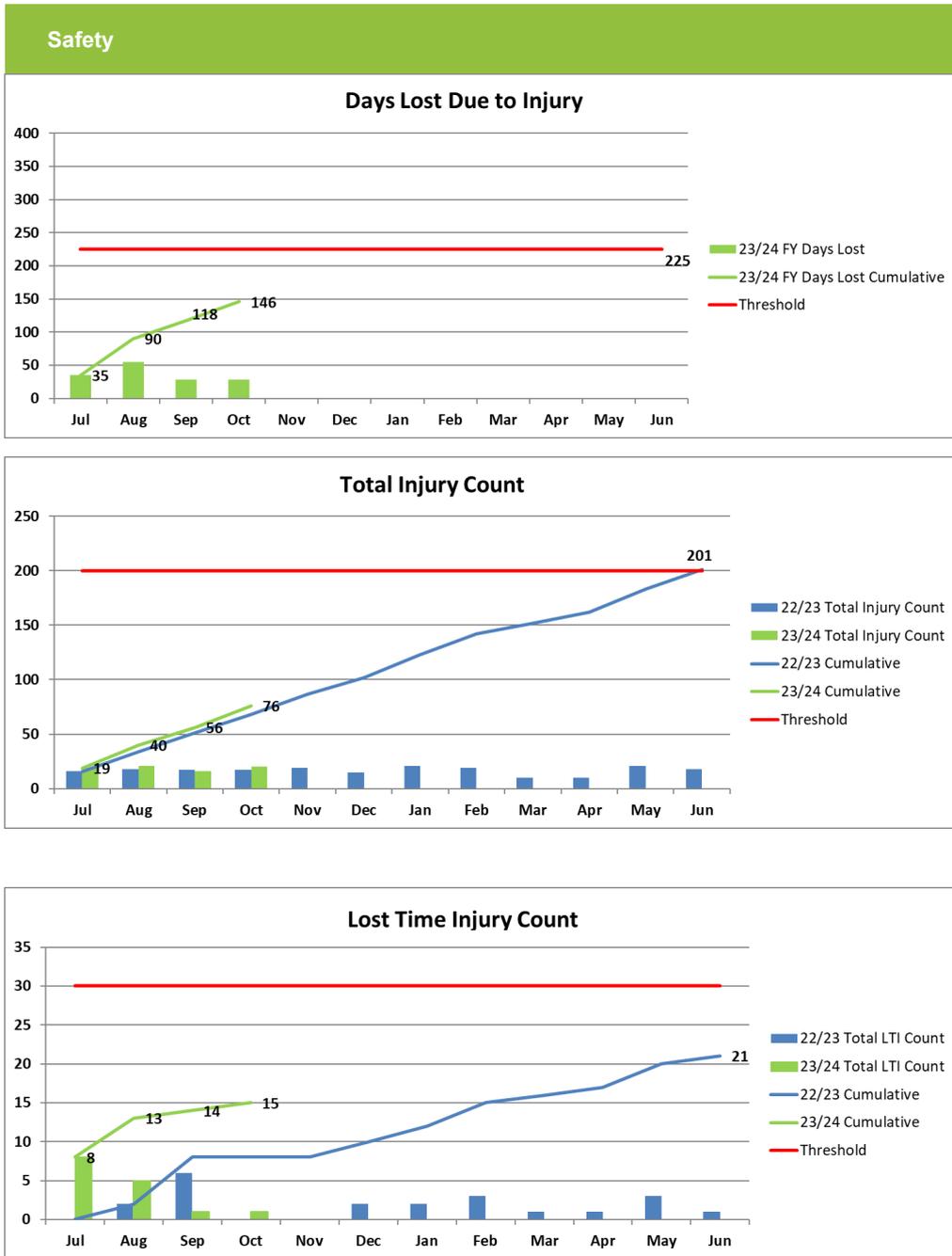
**Commentary:** Active vacancies are those positions currently being recruited, including casual positions, long term leave and fixed term backfilling. Inactive vacancies are positions that are currently under review or on hold.

Inactive vacancies for previous month – 35

**STAFF TURNOVER - 11.55%**



**Commentary:** Staff turnover for the previous 12 months is 11.55%. This is considered to be an acceptable level of employee turnover. Casual employees are excluded from staff turnover calculations.



### Administrative Action Complaints

Departmental Report – Number of level 3 Administrative Action Complaints as of 1 July 2023 – 31 October 2023.

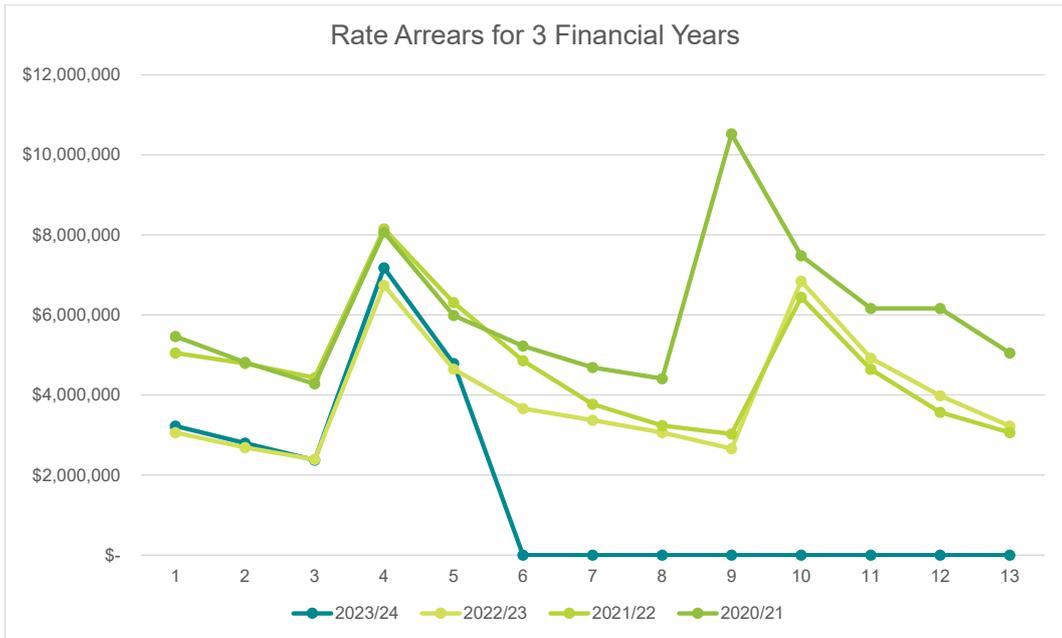
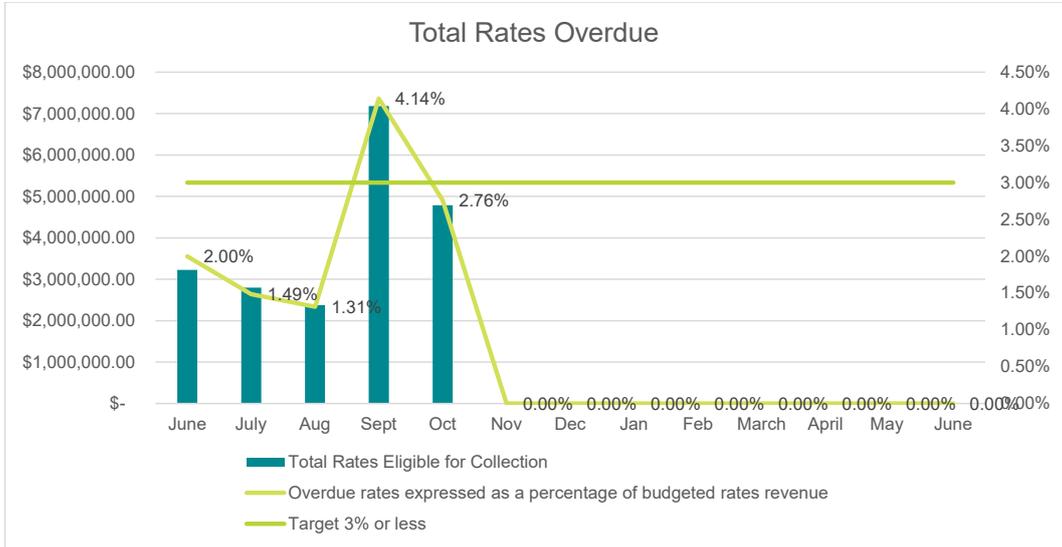
Department	AAC* Level 3	Queensland Ombudsman Referrals to RRC	Queensland Ombudsman Requests from RRC	Open /closed
Office the CEO	0	0	0	-
Regional Services	2	1	0	2 Open
Community Services	5	1	1	4 Open 3 Closed (2 closed from 22/23 FY)
Corporate Services	1	0	0	1 Closed
<b>RRC Totals</b>	<b>8</b>	<b>2</b>	<b>1</b>	

\* AAC - Administrative Action Complaints

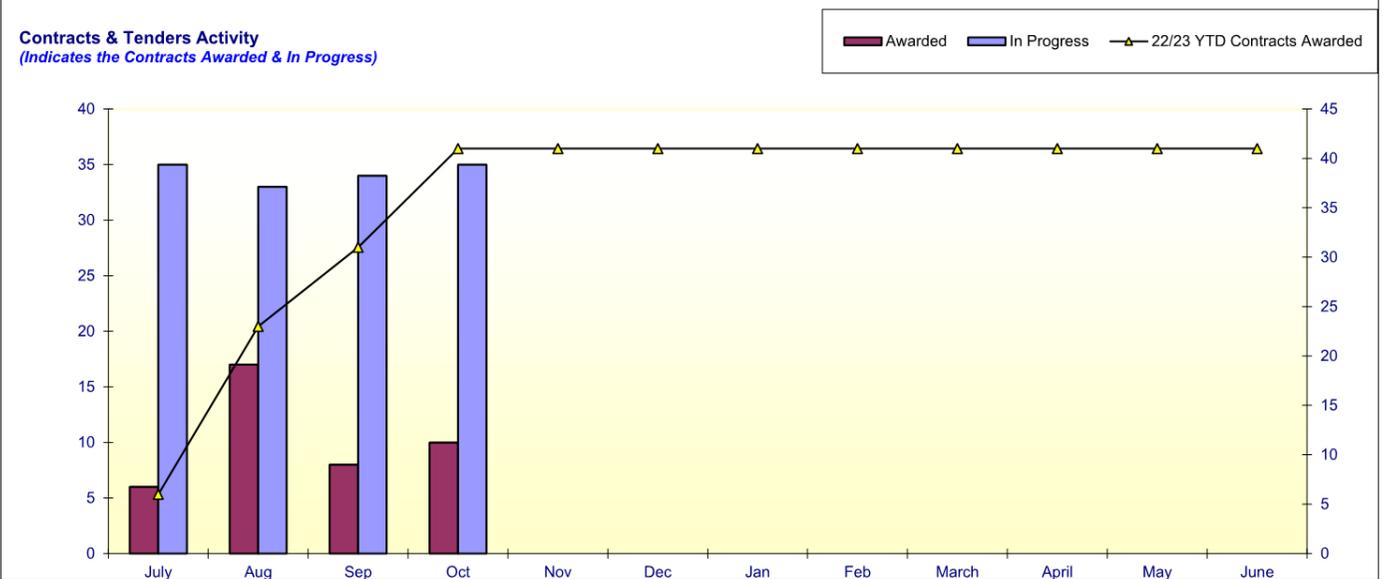
### Service Level Statistics

Service Level	Target	Current Performance
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	91%
IT support services provided within service levels outlined in the IT Service Catalogue.	90%	95%
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%
Ensure supplier payments are made within stated trading terms.	90%	91%

Rates



**Procurement & Logistics**



- Contracts Awarded: 10**
- TEN15605 - Achieving Reef Water Quality in Agricultural Developments (Milestones 1-5) - Verterra Ecological Engineering Pty Ltd - \$177,558
  - QUO15543 - Waste & Recycling School Education Program - Bella M (Qld) Pty Ltd - SOR
  - TEN15274 - D & C Three Water Pump Stations for Mt Morgan Water Supply Project - Haslin Constructions Pty Ltd - \$60,671,924
  - QUO15620 - Ten Year Planning Scheme Review - Mewing Planning Consultants - \$70,000
  - QUO15641 - FRW Admin and Chemical Store Roof Replacement - Konka Constructions Pty Ltd - \$97,731
  - QUO15692 - George Street Tree Protection Project - Loftus Contracting Pty Ltd - \$73,805
  - TEN15603 - RPQS Licensed Herbicides Aerial & Ground Distribution - Various - SOR
  - TEN15586 - Flying Fox Management and Dispersal Program - Ecoshift Wildlife Management Pty Ltd - SOR
  - QUO15714 - Feez Street Roundabout Concrete Works - Shamrock Civil Engineering Pty Ltd - \$54,914
  - CON15617 - Upgrade, Maintenance and Support Baggage Handling System at Airport - Alstef Australia Pty Ltd - \$470,600

**Contracts in Progress: 35**

TEN15475 - Service Maintenance of Airconditioning - Under Evaluation  
 TEN15294 - Kershaw Gardens Playground Precinct Pathway Upgrade - On Hold  
 TEN15295 - Lease of Land and Transfer of Building Ownership - 125 Robinson St - On Hold  
 QUO15529 - Supply & Delivery of Aluminium Chlorohydrate - Under Evaluation  
 TEN15567 - Recyclables Transport - Under Evaluation  
 TEN15575 - Collection of Biosolids - Under Evaluation  
 TEN15592 - Under Road Boring Program - Under Evaluation  
 TEN15595 - Supply of Asphalt Mixture - document development  
 TEN15628 - S & D of Cleaning Products & Cleaning Consumables - Under Evaluation  
 TEN15633 - Stage 1A Botanic Gardens Amenities - Under Evaluation  
 TEN15636 - RPQS Provision of Trade Services - Closing 15 November  
 QUO15647 - Technical Support for Road & Transport Group - Under Evaluation  
 TEN15652 - RPQS Provision of Event Security Services - Under Evaluation  
 TEN15653 - RPQS Events Equipment Hire - Under Evaluation  
 TEN15654 - Chemical Analysis of Water and Effluent - Under Evaluation  
 TEN15655 - RPQS S & D Roadmaking Materials - Under Evaluation  
 TEN15664 - NRSTP Redevelopment of Existing Control Room - Not Proceeding - No submissions Received  
 TEN15668 - 42nd Battalion Memorial Pool Water Slide Maintenance - Document Development  
 TEN15671 - RPQS Supply & Delivery of Motor Vehicles - Under Evaluation  
 TEN15672 - Jeffries Park Pathway and Garden Edging Upgrade - Under Evaluation  
 TEN15676 - Filter & Drum Crushing, Contaminated Waste - Under Evaluation  
 TEN15680 - RPQS Marketing Promotions, Advertising and Media Services - Under Evaluation  
 TEN15683 - RPQS Supply of Tyres and Tyre Related Services - Under Evaluation  
 TEN15684 - RPQS Provision of Staff Training & Development - Closing 15 November  
 TEN15688 - Bitumen Reseal Program 2023-2024 - Under Evaluation  
 TEN15690 - Management of Four Aquatic Facilities - Document Development  
 TEN15693 - RPQS Hire of Road Reclaimers & Spreader Trucks - Document Development  
 TEN15694 - Supply of AV & Production Equipment Rockynats 04 - Document Development  
 TEN15696 - PSA Supply & Delivery of Workshop Consumables - Under Evaluation  
 TEN15698 - Cleaning Services at Various Council Facilities - Under Evaluation  
 TEN15699 - Slurry Seal Program 2024 - Closing 15 November  
 TEN15702 - Temporary Grandstand Rockynats 04 - Closing 22 November  
 TEN15705 - Sale of Land - 44 Wharf Street - Closing 22 November  
 TEN15606 - WW Memorial Aquatic Centre Solar Generation Facilities - Document Development  
 QUO15713 - Meerkat and Perentie Shade Shelters - Closing 22 November  
 RPQS = Register of Pre-Qualified Suppliers  
 D & C = Design and Construct

The operational target is to have 90% of Council's top 100 suppliers covered by formal agreements. To date 99% 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.

## Customer Request Statistics

## Customer Requests Completed Monthly &amp; Top 5 Customer Requests

	October
Requests Logged	3552
Same month Completed	2498
<b>% completed same month</b>	<b>70%</b>
Completed Total for Month	<b>3774</b>
<b>Total Pending</b>	<b>2779</b>
<b>Top 5 Requests for Month</b>	Local Laws Systematic Program (361) Financial Rates Searches Assets & Facilities Water Leak Assets Duty Planner (New Enquiry)

**Total outstanding customer requests up to 3 months old: 2355**

## COMMUNITY SERVICES

### Directorate

#### POINTS OF INTEREST

- Manufacturing of Christmas photo prop 'JOY' sign by Major Venues staff in collaboration with Directorate Supervisor commenced for installation by 1<sup>st</sup> December. Sign will be installed within the courtyard of the 'East Street Link.
- 'End of Year' Volunteer Thank You event preparations being finalised for 16<sup>th</sup> November 2023. Event being held at Rockhampton Heritage Village Shearing Shed.

#### COMMUNITY ENGAGEMENT

During the month the Community Relationship Officer undertook the following:

- Community engagement with 12 community groups/organisations
- Multiple meetings/discussions including some advocacy to assist the SAIMA Torres Strait Islander Corporation
- Multiple discussions/meetings on various projects including RBGZ asphalt artwork and interpretive signage, Mount Morgan Pipeline Cultural Heritage, Indigenous Business Development Project (Economic Development), Cultural Awareness Training, ILUA review, Local Housing Action Plan, Community Master Planning projects which included engagement with Darumbal on some of the projects.
- Darumbal Yarn with Mayor and Councillors

### Environmental Sustainability

#### POINTS OF INTEREST

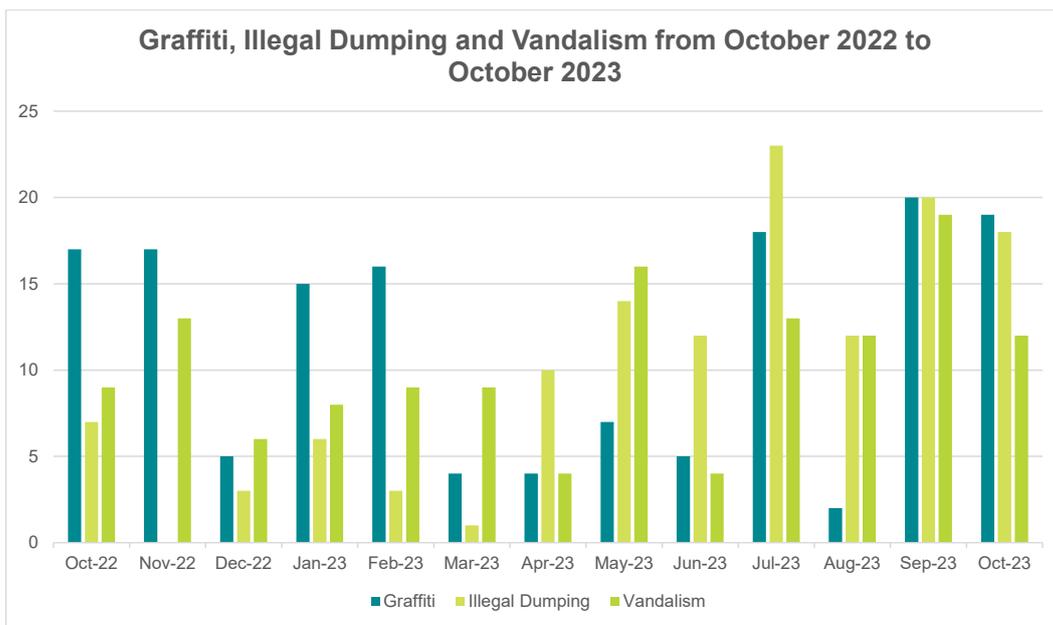
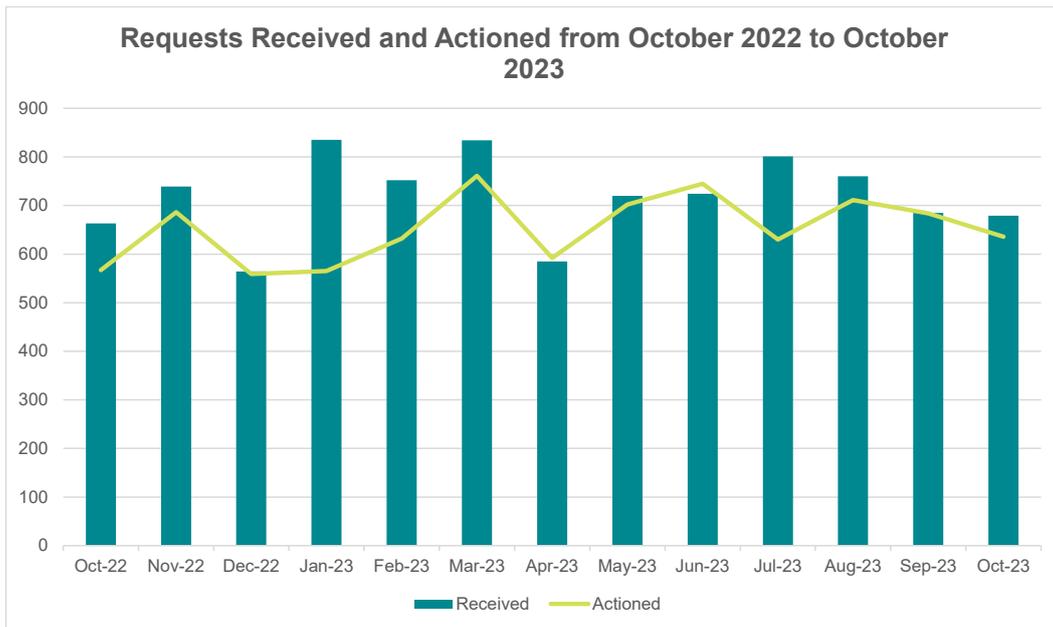
- Council's Natural Resource Management program welcomed the second cohort of Skilling Queenslanders for Work trainees, continuing Council's partnership with Capricornia Catchments and Multicultural Australia. Trainees will undertake a 6-month Work Skills Traineeship (Certificate I in Conservation and Ecosystem Management) from November 2023 to April 2024.
- Council officers collaborated with the Reef Authority and other Reef Councils at the Reef Guardian Councils Working Group and Executive Committee meetings in Gladstone on 18/19 October 2023.

### Community Assets & Facilities

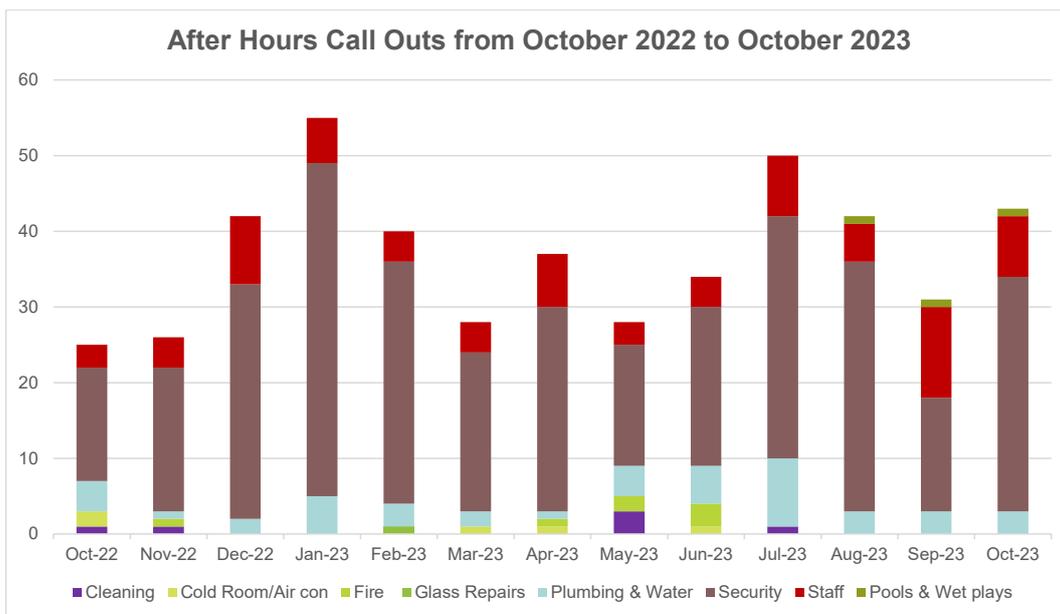
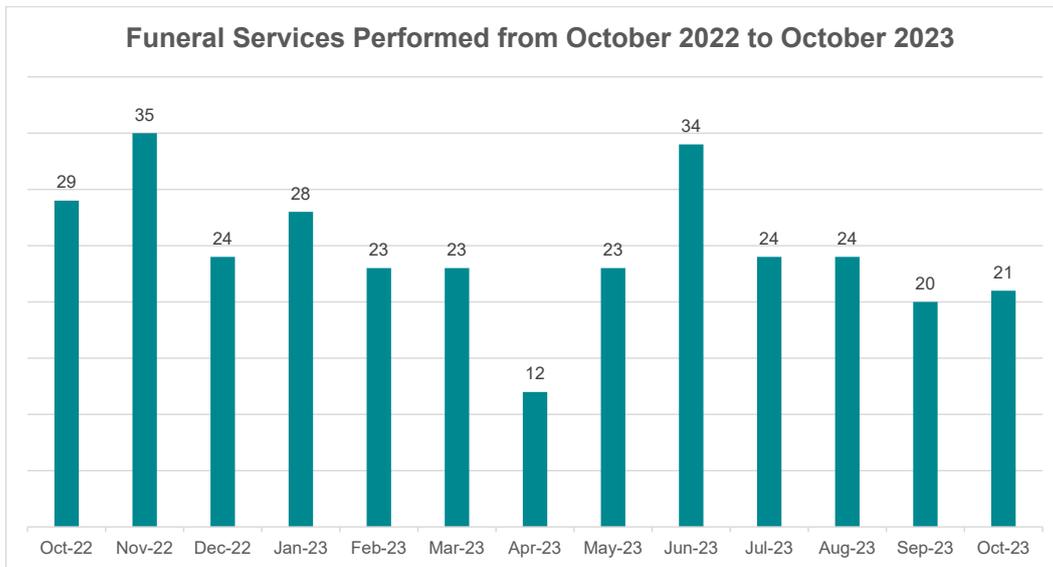
#### POINTS OF INTEREST

- Benke Park Fountain refurbishment completed.
- Conservation Management Plan draft developed for Cenotaph War Memorial at Botanical Gardens.
- Pathway defect rectifications works are on-going at the Botanic Gardens.
- Shade Shelters designs for the Meerat and Perentie enclosure (Zoo) Projects have been completed and the project is currently out for tender.
- Saleyard Park Lighting Upgrade Project completed.
- Riverside Playground deep clean completed with daily monitoring ongoing.
- Showgrounds; Kele Pavilion, McCamley Pavilion, and Agricultural Hall Pavilion repairs to the façade / front sheeting have been completed
- Heritage Village - gazebo behind Admin building demo and rebuild completed.

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## Communities & Culture

### MAJOR VENUES

Seniors Month, saw the Pilbeam Theatre's Morning Melodies entertain a near full house thanks to generous support from the Mayor. The Pilbeam also hosted Rockhampton Musical Unions production of 9to5, Popular comedian – Nurse Georgie, a Neil Diamond Tribute, Sleeping Beauty (ballet) and the Sydney Comedy Festival.

The Rockhampton showgrounds hosted a wide variety of events and activities, including Monster Trucks, the annual Black Dog Ball, the Annual Great Eastern Female Sale, CQ Wedding Expo, Markets and community events.

The WRCC's regular events such as Rocky Flix continued along with community concerts, commercial hirers and the Capricornia Printmakers Exhibition

62 VP (Old Art Gallery) is being utilised as a rehearsal space for the Rockhampton Symphony Orchestra's upcoming concert at the Pilbeam Theatre. It is also being used for leather workshops, as well as the usual meeting space for council departments.

### LIBRARIES

October saw the launch of new products - ComicsPlus, a resource with thousands of graphic novels and comics for all age groups, and a new consortia-based range of eAudio and Ebooks on Overdrive's Libby platform that will increase the number of items available to RRC Library members. There were also new programs – On the verandah, a chat and craft group at Southside Library and expanded Play | Read | Sing capability at Mount Morgan, to now offer a toys-based play session as required.

Libraries also had some shelving and structural changes to increase accessibility and ease of use – at Southside, the Adult Fiction and Large Print collections (some 20,000 books) have been reorganised to provide single alphabetic runs, with shelving now in straight rows, which gives much better visibility improving staff capacity to monitor the area. At Northside, the Junior non-fiction has been rearranged – enabling removal of old, rusty water-damaged shelves. At Gracemere, a wall has been removed to allow expansion of the children's area, while at Mount Morgan, the Adult and Young Adult collections have been given more space.

### ROCKHAMPTON MUSEUM OF ART

Rockhampton Museum of Art had 9256 visitors for October bring total visitation to 34,623 for 2023/2024.

On the 14<sup>th</sup> October The Bayton Award 2023 launched, the largest exhibition opening to date with 235 people in attendance. The award is supported by Rockhampton Regional Council with total prize money of \$16,000 was awarded to Rockhampton Iranian-Australian artist Niloufar (Nelly) Lovegrove as winner and Chinese-Australian artist Hanbing (Lucy) Lu announced as runner-up. A generous donation from his family funded the inaugural Chris Warby Emerging Artist Bursary which was awarded to Sweden-born Rockhampton resident Isabel Kroger and Farnborough resident Lucy Thomasson. Each artist received \$1,000.

Gallery 1 is currently in changeover with the conclusion of Piinpi:Contemporary Indigenous Fashion. This travelling exhibition from Bendigo Regional Art Gallery was attended by 20,668 visitors for the period of 28 July to 22 October 2023.

Rockhampton Museum of Art attended the teacher professional development afternoon held at the Zoo where we were able to share what we offer to schools and groups as they prepare for the 2024 school year. Schools and groups play a large role in visitation at Rockhampton Museum of Art with over 206 students attending in October bring total students who have attended to 433 for the financial year.

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**LIBRARY STATISTICS**

LIBRARY STATISTICS	YTD 23/24	22/23	21/22	SLQ target	YTD RRL	22/23 RRL	QLD AV 21/22
Loans (physical & online)	152,523	448,601	427,335	5-8 per capita	1.87	5.47	7.14
Physical Items	163,422	167,810	177,999	0.85-1.5 per capita	2.00	2.05	1.13
Physical Visits	61,217	165,490	143,145	4.8 per capita	0.75	2.02	2.55
Online Visits (now inc Facebook)	26,720	20,167	16,628	No target			
Programs & Activities	347	897	728	No target			
Program Engagement	17,048	43,328	11,385	0.4 per capita	0.21	0.53	0.18
Active Members	20,444	19,791	20,217	44% of pop.	25.08%	24.14%	39.30%
New Members	1,035	3180	2606	No target			
Customer Queries	23,910	68,404	65,031	No target			

**HISTORY CENTRE ATTENDANCE 23 /24**

Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD 23/24	22/23	21/22
167	75	158	161	191	124	138	155	176	196	163	158	693	1,778	1,715

**CHILDCARE STATISTICS UTILISATION % 23/24**

Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD 23/24	22/23	21/22
93	85	76	78	83	86	91	97	98	99	99	99	99	88	96

Venue Event Attendance	YTD 23/24	22/23	21/22
Pilbeam	24,026	64,130	52,176
R'ton Showgrounds	43,010	169,642	146,947
Mt Morgan Showgrounds	1,452	1,633	N/a
Walter Reid	3,294	6,901	6,641
62 Victoria Parade	1,350	4,104	822

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Walter Reid CC Total Site Attendance	YTD 23/24
Business Hours	18,246
After Hours	10,675

**HERITAGE VILLAGE ATTENDANCE**

Heritage Village Visitor Types	YTD 23/24	22/23	21/22
General Admittance	2,589	6,208	4,738
School Tours Numbers	1,046	1,736	1066
Other Tour Numbers	0	286	202
School Holiday Activities July – 6 day period	260	256 (Rain)	1,801
School Holiday Activities Sept – 6 day period	918	374 (Rain)	803
School Holiday Activities Easter		731	967
School Holiday Activities June		666	
Cultural Festival	N/a	N/a	1,570
Markets	4463	13,375	2,944
Emergency Service Day, Halloween	N/a	500	-
<b>TOTAL</b>	<b>9,276</b>	<b>24,132</b>	<b>15,523</b>

**Number of Shearing Shed Function Bookings**

Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	YTD 23/24	22/23	21/22
3	3	0	0	3	1	3	0	3	6	4	2	15	35	32

Corporate Performance Report | 01 October 2023 – 31 October 2023

**MONTHLY VOLUNTEER HOURS**

Site	YTD 23/24	22/23	21/22
Friends of the Theatre	1,668	3,895	4,002
Friends of the Village	9,297	27,517	26,915
Archer Park Rail Museum	5,003	10,819	7,618
Rockhampton Museum of Art	372	869	160
Mount Morgan Railway	3,363	7,933	1,053
<b>TOTAL</b>	<b>15,017</b>	<b>46,664</b>	<b>39,810</b>

**RAIL MUSEUMS ATTENDANCE**

Museum Attendance	YTD 23/24	22/23	21/22
Archer Park Museum	1,929	5,851	4,713
Mount Morgan Museum	1,701	3,252	2,834

**ROCKHAMPTON MUSEUM OF ART****Monthly Attendance**

Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
6,030	6,545	7,110	5,898	4,998	5,352	6,563	6,340	11,718	6,879	6,770	9,256

RMOA Activity	YTD 23/24	22/23	21/22
Programs	133	321	124
Member Events	6	17	9
Group Tour Bookings	11	55	9
Corporate Hire	11	21	15
Exhibitions	6	13	9
Artist in Residence (days)	20	82	Na
Shop Sales	\$34,621	\$80,313	Na
Attendance	34,623	81,678	32,248

**HOME ASSIST**

*This program provides services to the following local government areas:  
Rockhampton, Banana, Central Highlands, Gladstone, Livingstone*

**State Government – Department of Communities, Housing & Digital Economy –****Home Assist Program**

Measured Service Type	Reporting Hrs/ Month	Monthly Output Target	Year To Date Actual	Output Service Delivery Targets
Info Refer	301 hrs	105 hrs	1,174 hrs	1,268.26
Home Maintenance	628 hrs	775 hrs	2,505 hrs	9,300.55

*CQ Home Assist Secure assisted 408 State Funded clients with a total of 823 information, referral and maintenance activities in October.*

October Breakdown of Client Services Provided by Region			
Region	Number of Registered Clients	% of Clients Serviced for Month	% YTD Avg
Rockhampton	2,397	71	68
Banana Shire	60	0	1
Central Highlands	61	0	1
Gladstone	538	12	13
Livingstone	931	17	19
<b>TOTAL</b>	<b>3,987</b>	<b>100</b>	<b>100</b>

**Federal Government Department of Health Commonwealth Home Support Program (CHSP)**


Measured Service Type	Current Month Outputs	Monthly Output Service Delivery Target	YTD Actual	Financial Year Service Delivery Target
Garden Maintenance	108 hrs	See below	See below	See below
Major Home Maintenance	133 hrs	See below	See below	See below
Minor Home Maintenance #incl Field Officer Travel, First Interviews/Info Refers Minor Home Maintenance Field Officer Additional Hours	565 hrs	See below	See below	See below
<b>Total measure output hours</b>	<b>806 hrs</b>	<b>467 hrs</b>	<b>3,118 hrs</b>	<b>5,613 hrs</b>
Complex & Simple Mods	\$20,270	\$43,473	\$97,814	\$521,685

October Breakdown of Client Services Provided by Region			
Region	Number of Registered Clients	% Total Clients Serviced for Month	% YTD Avg
Rockhampton	1,999	60	58
Banana Shire	98	1	1
Central Highlands	90	1	1
Gladstone	870	18	20
Livingstone	958	20	20
<b>TOTAL</b>	<b>4,015</b>	<b>100</b>	<b>100</b>

CQ Home Assist Secure assisted 544 Federally Funded clients with a total of 1,350 information, referral, maintenance and modification activities in October. The program CQ Home Assist Secure handled a total of 2,576 calls in October.

## Parks

### POINTS OF INTEREST

- Over the month of October 33 events were held and booked through our Parks, these events include weddings, markets, Park Runs.

### PARKS OPERATION

- Juds Park garden bed works completed, with three existing garden beds cleaned out and upgraded with new irrigation lines and plants to assist with clear vision while on footpath and roadway.
- Collaboration with DTMR on landscaping works Lawrie Street Gracemere, Yaamba Road, Gladstone Road.

### ARBORICULTURE STREETSAPES

- October has seen an increase in irrigation work due to hot dry conditions.
- Arboriculture teams have onboarded the new EWP, there has been a slight steadying of job output due to a backlog of EWP work which traditionally takes much longer and is more complex than groundwork.
- Median maintenance from the New Bridge to Knight Street intersection – Oleander reduction.
- 10 x trees planted in the new tree pits along Campbell Street

Data:	26th Sept 2023	27 <sup>th</sup> Oct 2023
Tree trimmings over 3 months old	78	82
Tree and stump removals over 3 months old	34	36
Tree trimmings in total	179	159
Tree and stump removals in total	59	59
Outstanding pathways over 3 months old	112	118
Outstanding pathways in total	238	220
Jobs sitting with contractors	9	4
Waiting for stump grinding before completion off system	30	13
Jobs received since last reporting period	18	24
Street tree planting requests	8	6

### BOTANIC GARDENS, KERSHAW GARDENS & NURSERY

- Creation of tree pits with soil and mulch plus a planting palette within the Cenotaph Outer Precinct. This outcome will be beneficial for the tree health and secondly raising the standards in a highly visual area.
- Flying fox dispersal began this month on a 14-day program with some success at reducing numbers.
- Had assistance from Park operations to mulch around the waterfall adjacent to Moore's Creek Road in time for school formal photos.
- Scoping of new site for Riparian restoration works and the Skilling Queenslanders for Work program at Duthie Park drainage line.

**ZOO VISITATION, ENCOUNTERS & COMMUNITY INVOLVEMENT**

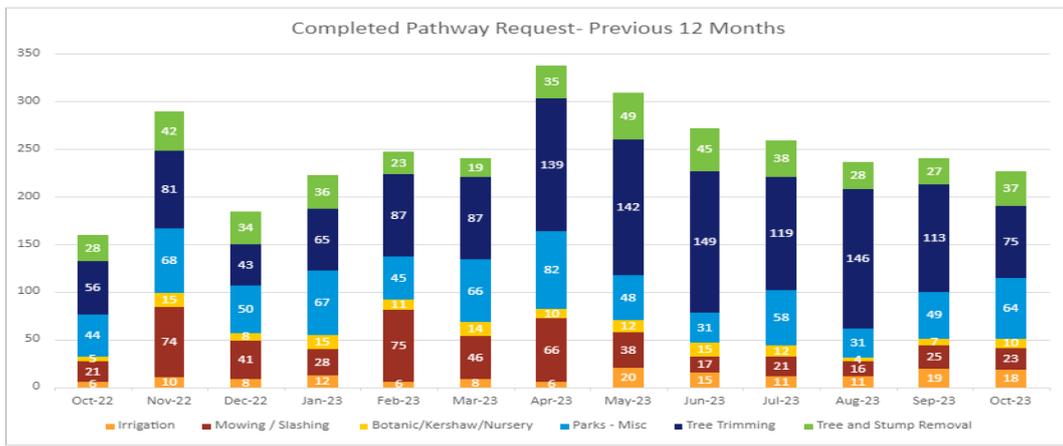
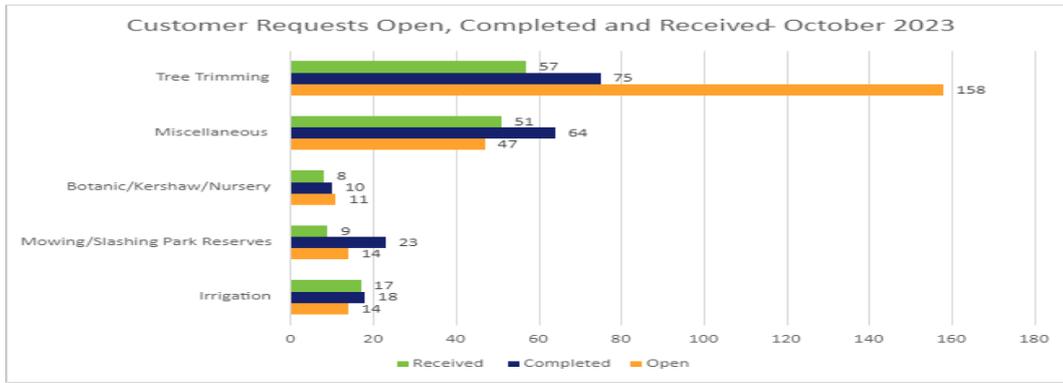
Measure	Measurement	October 2023	October 2022
Zoo Visitors	Numbers	11,463	10,871
Animal Encounters <b>CONDUCTED</b>	# Meerkat Encounters	20	28
	\$ Meerkat Encounters	\$5,400	\$5,500
	# Otter Encounters	8	-
	\$ Otter Encounters	\$715	-
	# Junior Zookeeper	0	-
	\$ Junior Zookeeper	\$0	-
	# Snake Encounters	4	-
	\$ Snake Encounters	\$126	-
	Encounters Free	0	2
	\$ Equivalent Free	\$0	\$600
Tours (Time Safaris)	#Bookings	24	-
Volunteers / Students	Volunteer Hours	416	410
	Student Hours	30.5	39.5
Guest donations	Donation \$	\$1,258	\$1,645.85
	Online donations	\$92	-
Money RRC donated to Conservation Trust	15% Encounters	\$972	\$987.40
	15% Donations	\$202	\$246.88
	Total	\$1,174	\$1,234.28
Facebook	Facebook Followers	40,377	31,139
	Facebook Reach	317,863	227,889
	Facebook Engagements	19,002	26,275

- Rockhampton Zoo received a donation of over \$3,000 in Kong brand animal toys from the manufacturer to go toward enrichment exercises with the animals, these are toys that are seconds with minor flaws.
- Teachers Professional Development sessions was held at the front entrance of the Zoo, this Council wide initiative saw approximately 45 attendees join in for the afternoon.
- International Zoo Keeper Day was held on 4<sup>th</sup> October.

**SPORTS AND RECREATION**

- Rockhampton Cycling Club was successful in securing a grant valued just under \$200k to upgrade the track surface to improve the quality of cycling at the Velodrome in Frenchville. Expecting to be finished by the start of December.

**PARKS PATHWAY REQUESTS**



Planning & Regulatory Services

**POINTS OF INTEREST**

New housing provisions came into effect 1 October 2023 and applies to all new houses and apartments. It has been introduced as a mandatory part of the National Construction Code to ensure housing is designed to meet the needs of the community, including older people and those with mobility-related disabilities. The major changes include:

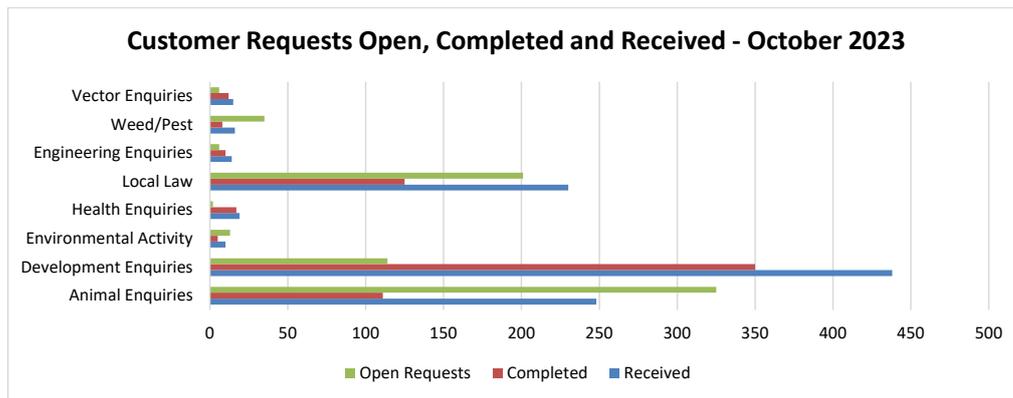
- step free access to the home
- reinforced walls in bathrooms to retrofit grabrails if required
- wider hallways and doorways
- increased energy efficiency requirements to make homes more sustainable

Local Laws currently have the Animal Management and Parking Subordinate Local Laws out for public consultation with the major changes being the addition of Native Bees, allowing the keeping of native bees differently from European bees, changed provisions for nuisance animals to allow greater barking dog management, changes to parking area's and offences and changes to allow Council to create more off-leash dog areas for the community.

Invasive species and temporary weed boom signs have been installed at all public boat ramps on the Fitzroy River (except Port Alma). Floating boom signs mean we are one step closer to being able to use the booms in the river when required.

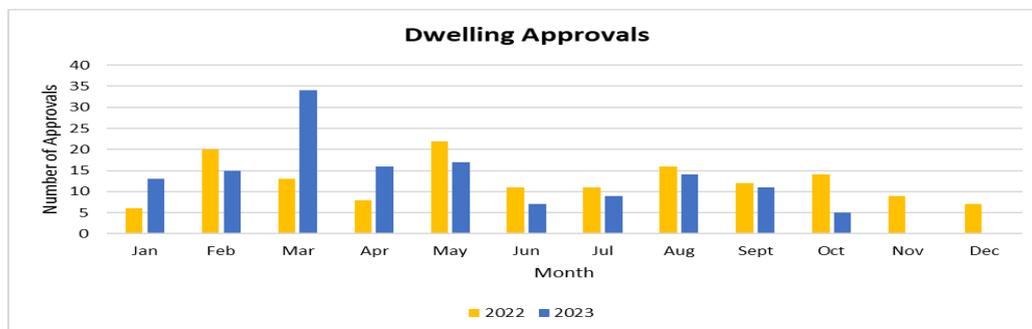


**CUSTOMER REQUESTS RECEIVED**

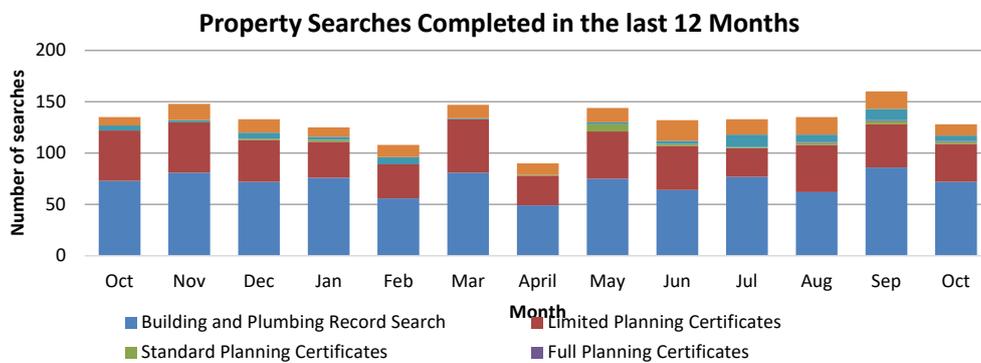


Open Requests – total number of customer requests currently under investigation  
 Completed – the number of requests completed in October that were received in October  
 Received – the number of requests received in October

**DWELLING APPROVALS GRAPH**



**PROPERTY SEARCHES GRAPH**



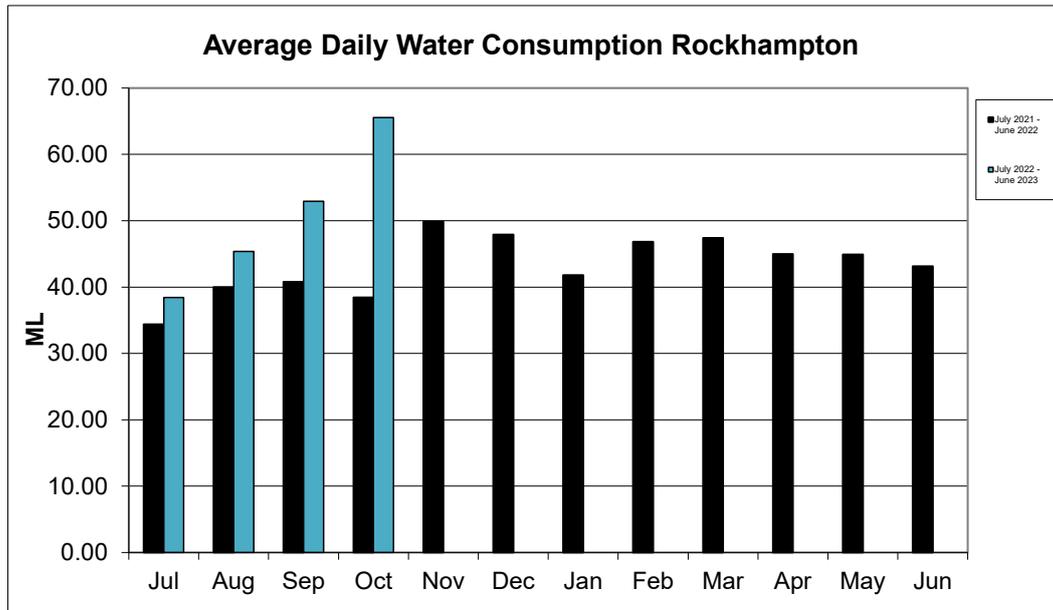
**REGIONAL SERVICES**

**Fitzroy River Water**

**Drinking Water Supplied**

Data is presented in graphs from July 2022 to June 2023 and July 2023 to June 2024.

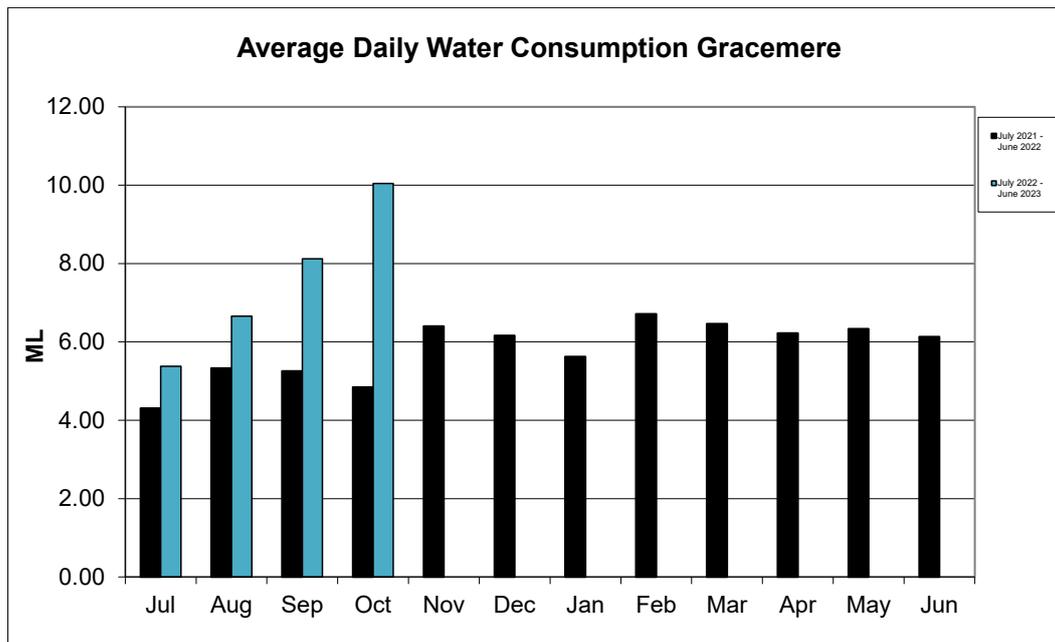
**Rockhampton**



Average daily water consumption during October (65.55 ML per day) increased compared to that recorded in September (52.94 ML per day) and was significantly higher than that reported in the same period last year. The increased consumption was due to the absence of rainfall during October.

The Fitzroy Barrage Storage is currently at 92% of accessible storage volume and remains above the threshold in the Drought Management Plan used to trigger the implementation of water restrictions. However, communication has commenced with the community to provide a reminder of the need to use water wisely and take measures to identify and eliminate unnecessary consumption or wastage.

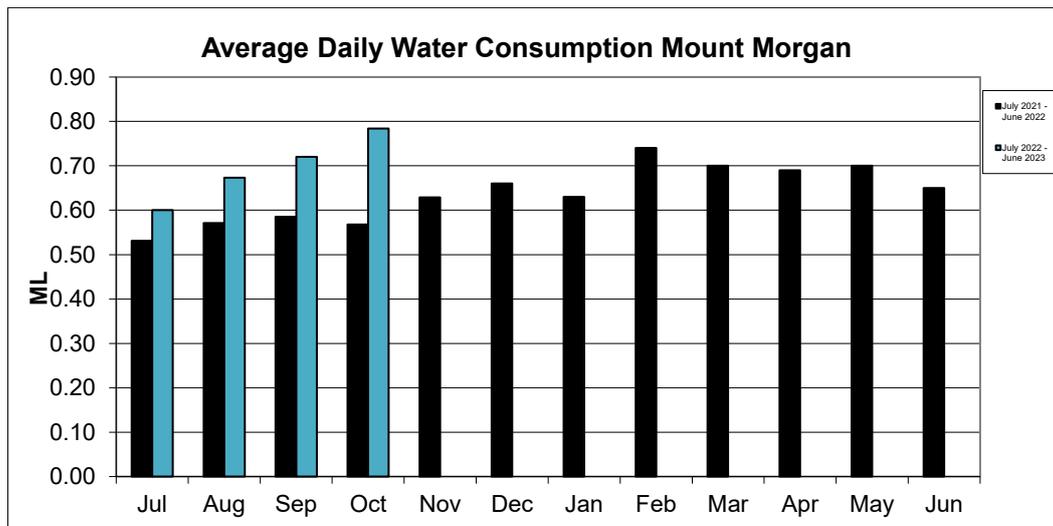
**Gracemere**



Average daily water consumption during October (10.05 ML per day) increased compared to that recorded September (8.12 ML per day) and was significantly higher than that reported in the same period last year. The increased consumption was due to the absence of rainfall during October.

The Fitzroy Barrage Storage is currently at 92% of accessible storage volume and remains above the threshold in the Drought Management Plan used to trigger the implementation of water restrictions. However, communication has commenced with the community to provide a reminder of the need to use water wisely and take measures to identify and eliminate unnecessary consumption or wastage.

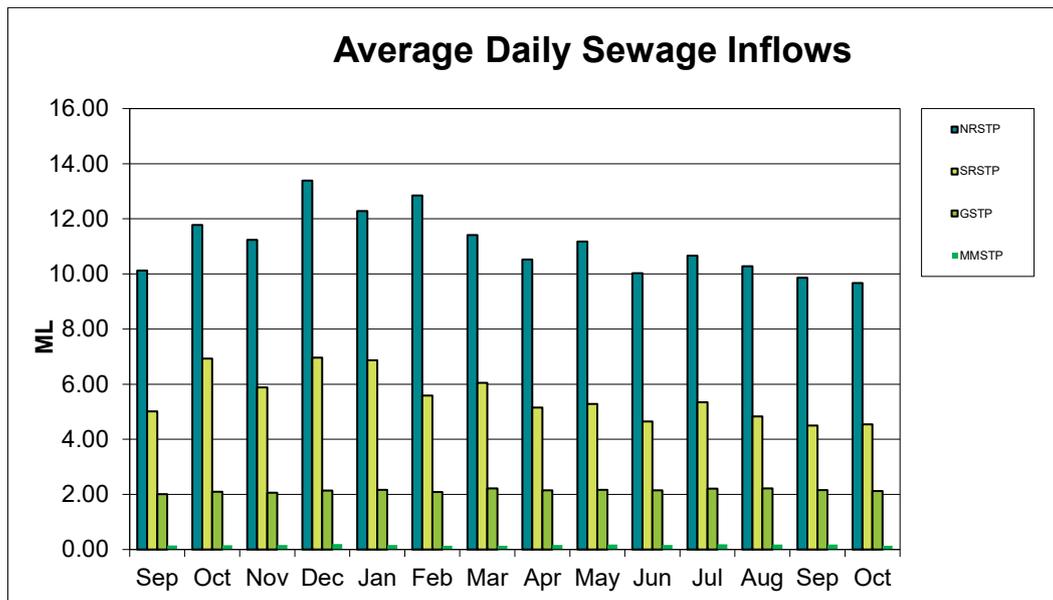
**Mount Morgan**



Average daily water consumption during October (0.78 ML per day) increased compared to that recorded in September (0.72 ML per day) and was higher than that reported in the same period last year. The increased consumption could be attributed to growing community frustration with the severe water restrictions and occurrences of non-compliance.

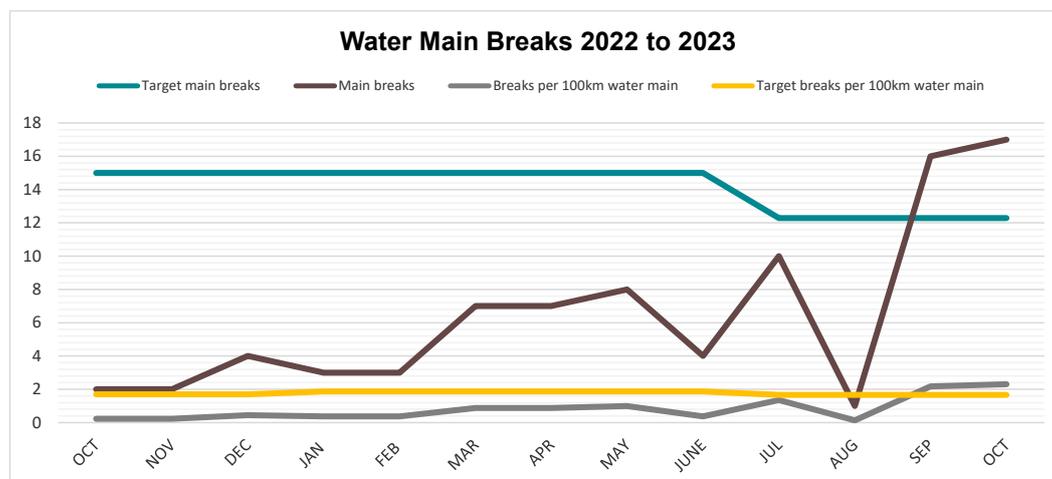
Mount Morgan remains on Level 6 Water Restrictions. Mount Morgan No. 7 Dam storage is currently at 35%. The town water supply continues to be 100% reliant on potable water carted in water trucks from Gracemere.

**Sewage Inflows to Treatment Plants**



Average daily sewage inflows during October decreased at North Rockhampton, Gracemere and Mount Morgan STPs from September. South Rockhampton STP recorded slightly higher inflow. The decreased inflows were due to no significant rainfall during September, and increased inflow at South Rockhampton STP can be attributed to seasonal fluctuations related to hotel accommodation occupancy rates for South Rockhampton. Inflows to North Rockhampton, South Rockhampton and Mt Morgan STPs were lower compared to that recorded in the same period last year, Gracemere STP recorded slightly higher flow compared to the previous year and this can be attributed to housing construction on vacant lots and continuing high rental property occupancy rates.

**Regional Water Main Breaks**



**Performance**

Target not achieved with a significant increase in water main breaks when compared to recent months. Changing weather conditions, significantly increased consumption and resulting ground movement could be contributing factors to recent failures.

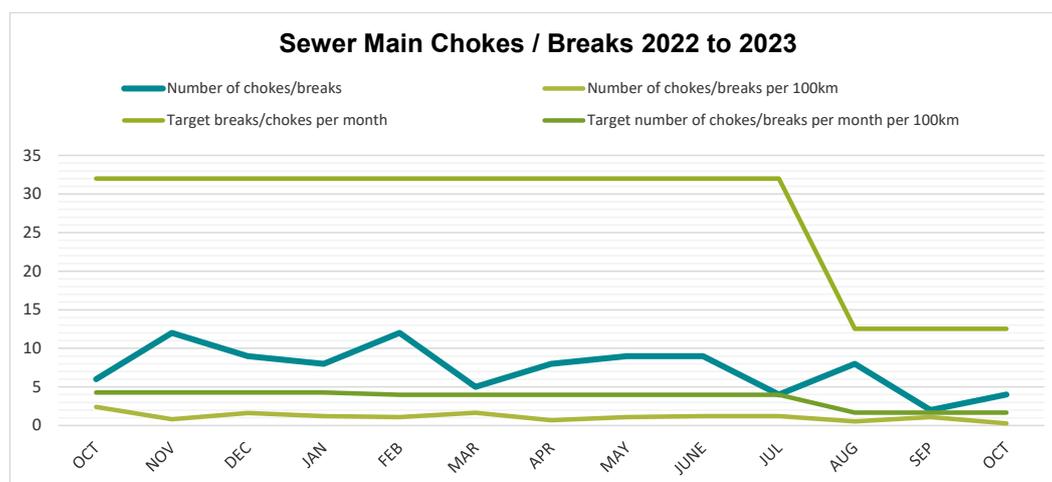
**Response to Issues**

Continue defect logging and investigation of main break causes, district metering and pressure management will contribute to a reduction in failure occurrences. Water mains experiencing repeated failures are assessed against specific criteria for inclusion in the annual Water Main Replacement program.

	Number of Main Breaks	Target Main Breaks	Breaks per 100 km	Target Breaks per 100 km
October	17	12	2.31	1.67

Locality	Main Breaks
Rockhampton	17
Mount Morgan	0
<b>Regional Total</b>	<b>17</b>

**Rockhampton Regional Sewer Main Chokes/Breaks**



**Performance**

Target achieved with mainline sewer blockages continuing to trend at an acceptable level in line with capital sewer refurbishment programs.

**Issues and Status**

Data indicates that a high percentage of blockages/overflows continue to be caused by fat build up and defective pipes resulting in tree root intrusion.

**Response to Issues**

Continue defect logging and CCTV inspection following each individual blockage for prioritisation and inclusion in the Capital Sewer Main Relining program. Rehabilitation programs are also in place annually for the repair of defective mainlines, property connections (jump ups), access chambers and combined lines.

	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
October	4	12.5	0.5	1.67

Locality	Surcharges	Mainline Blockages
Rockhampton	3	4
Mount Morgan	0	0
<b>Regional Total</b>	<b>3</b>	<b>4</b>

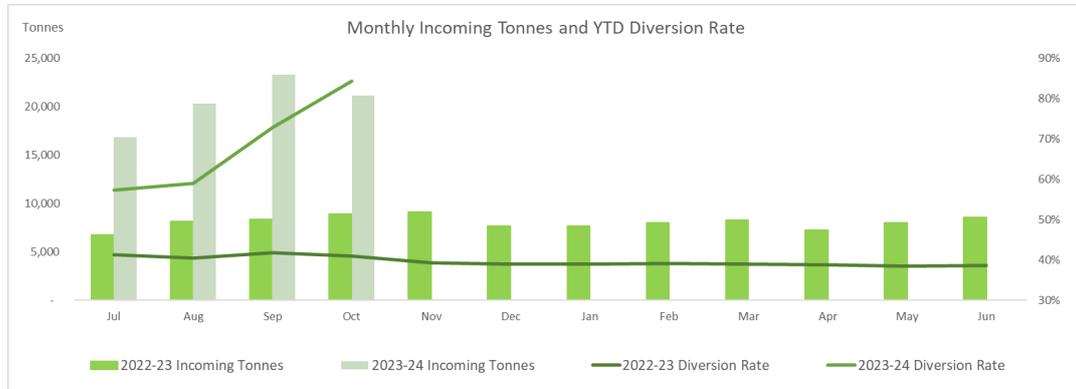
**Water Meter Replacement**

	<b>Number completed</b>	<b>FY to date totals</b>
Reactive Replacement	221	<b>1510</b>
Planned Replacement	0	<b>0</b>
<b>Regional Total</b>	<b>221</b>	<b>1510</b>

Water meter replacements continue to be carried out on a reactive basis, failed meters and meters meeting select criteria are replaced. Reinstatement of the capital water meter replacement program has been provided for in the current capital budget.

Rockhampton Regional Waste and Recycling

**Total Incoming Tonnes**



**Reading this Chart**

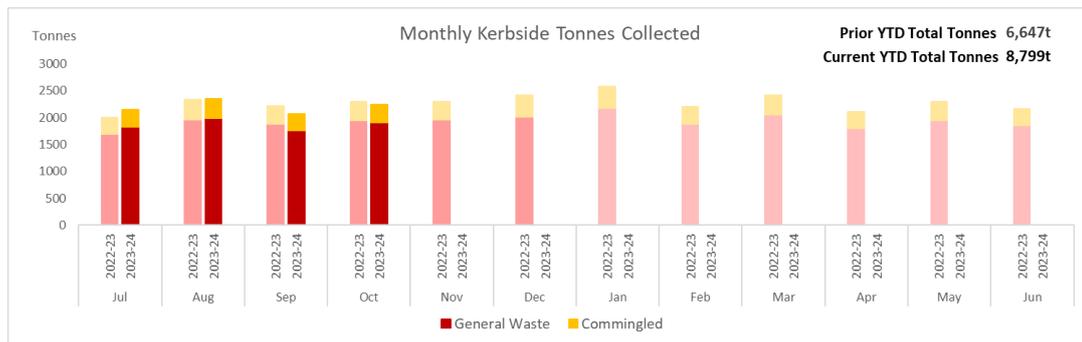
Diversion rate is % of incoming waste we recover as opposed to burying in landfill. This is a strategic KPI measuring our progress to zero waste to landfill by 2050. Incoming tonnes is an indicator of the waste generation trends in our region, and the impact our current strategies are having on reducing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

**Current Commentary**

Incoming tonnes in October are up compared to the same period last year, driven by changes in State Legislation that demands the inclusion of Clean Earth as a Waste. Note that Clean Earth is not landfilled, rather used under an Operational Use Exemption for the purpose of landfill operations. Therefore, our October YTD diversion rate is above 70% due to an increase in incoming Clean Earth for Operational purposes.

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**Kerbside Tonnes**



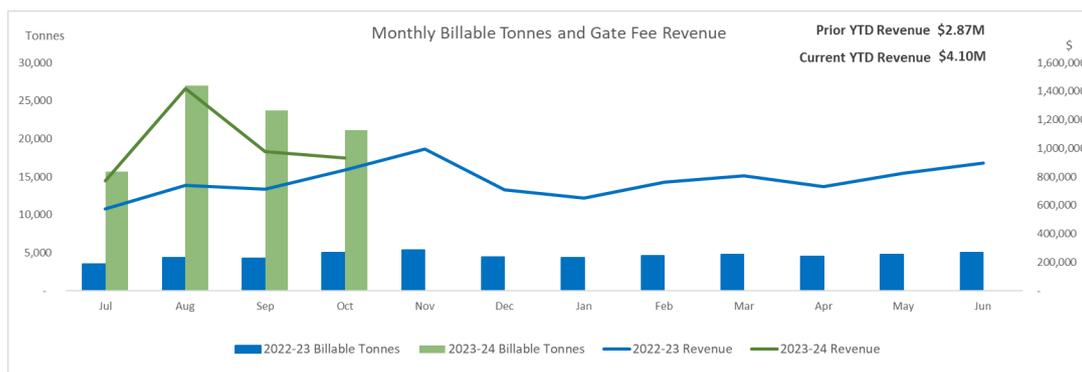
**Reading this Chart**

Showing 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**

YTD kerbside tonnages are smaller to prior year but with a slight increase of tonnes on General Waste and Commingled. For the month of October, Commingled represents 15% of total tonnes.

**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 green.

**Current Commentary**

October revenue remains above budget and is made up of ongoing levels of commercial and industrial and asbestos waste but with a slight decrease of incoming Hazardous Waste.

**Civil Operations**

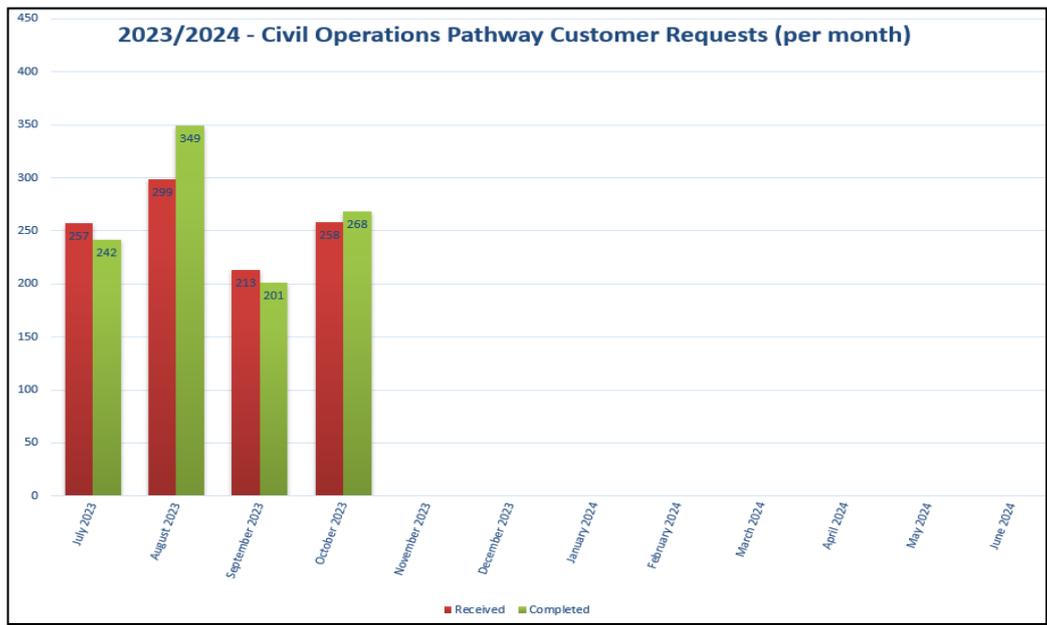
**CUSTOMER REQUESTS**

Received – October 2023	Total Received YTD
258	1027
Completed – October 2023	Total Completed YTD
268	1060

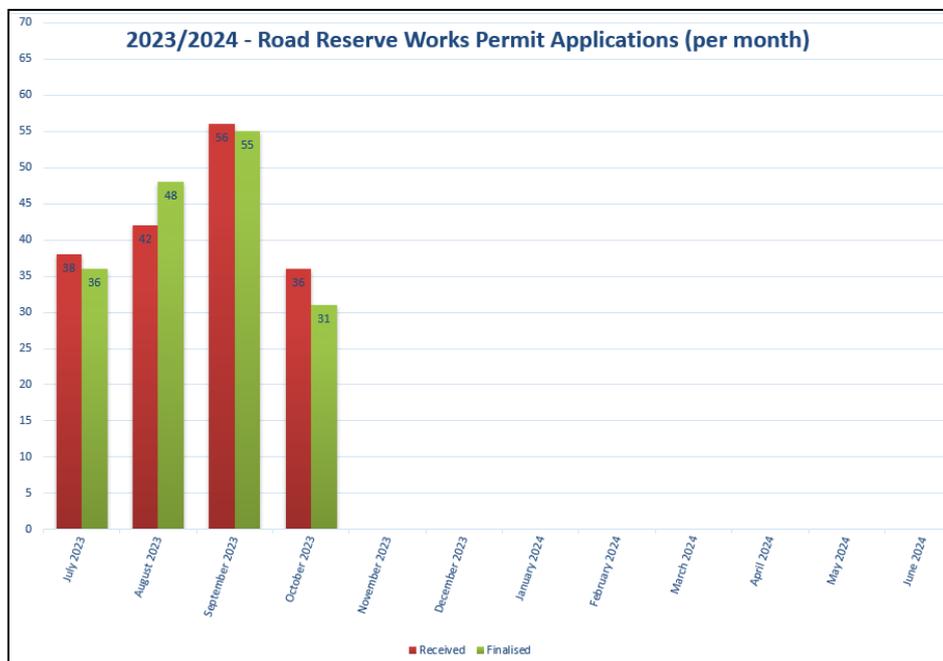
**Comments**

Some of the common themes emerging with requests are:

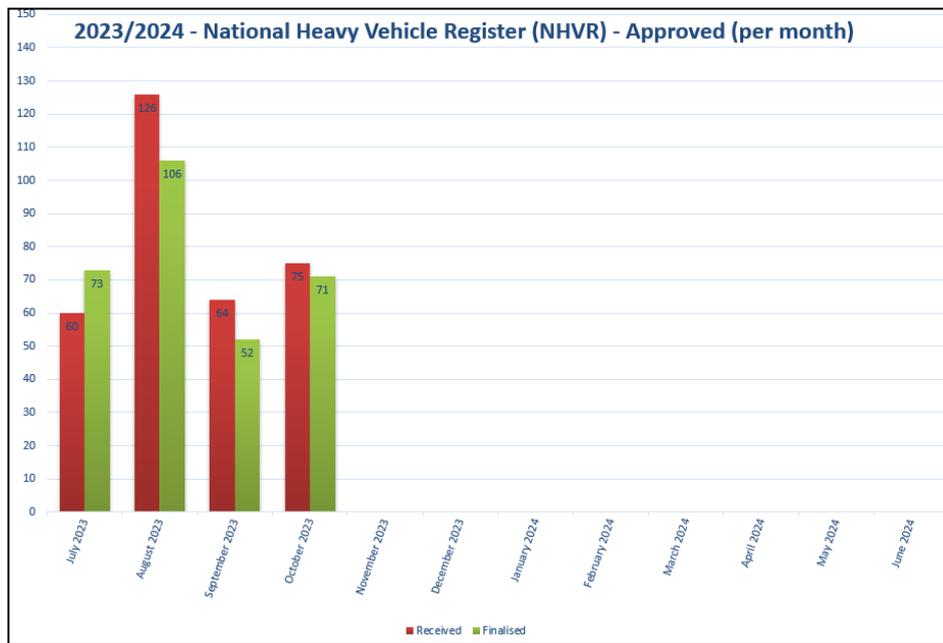
- Vegetation maintenance within drains and creeks & blocked/ silted drainage structures.
- Street Sweeping requests for leaf litter (seasonal)
- Unsealed road grading requests (i.e. grading program is not keeping up with community expectations).



ROAD RESERVE WORKS PERMIT APPLICATIONS	
<b>Received – October 2023</b>	<b>Total Received YTD</b>
<b>36</b>	<b>172</b>
<b>Finalised – October 2023</b>	<b>Total Finalised YTD</b>
<b>31</b>	<b>170</b>
<b>Comments</b>	
<ul style="list-style-type: none"> <li>Steady number of applications received from Telstra and Ergon due to their maintenance works programs across the Region.</li> <li>Rockhampton Ring Road – Applications received however awaiting payment of fees.</li> <li>Steady number of applications from Aurizon requesting ballast stockpile storage on our rural road network.</li> </ul>	

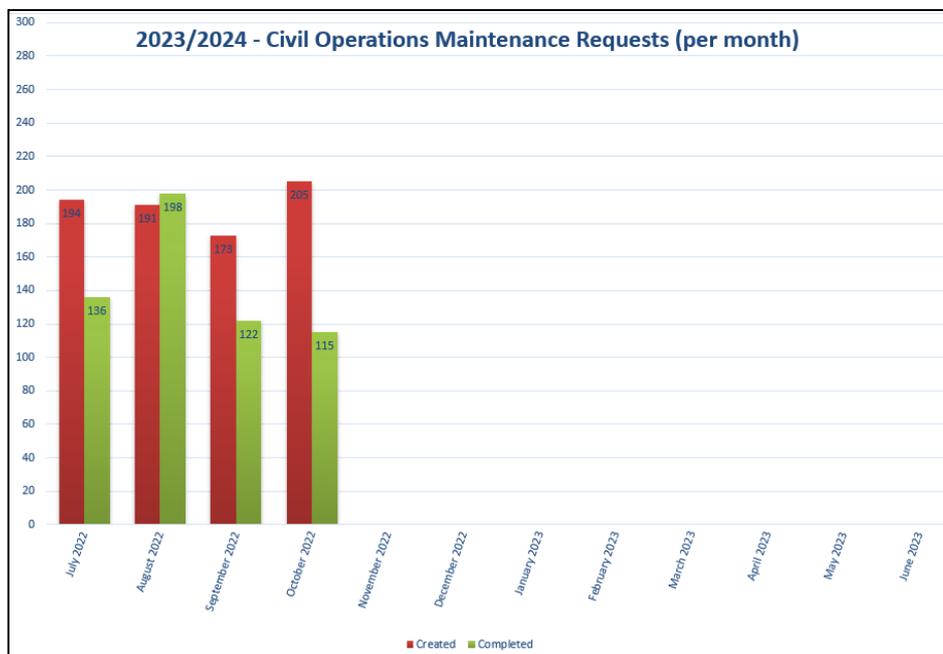


NATIONAL HEAVY VEHICLE REGISTER (NHVR) - APPROVED	
<b>Received – October 2023</b>	<b>Total Received YTD</b>
75	325
<b>Completed – October 2023</b>	<b>Total Completed YTD</b>
71	302
<b>Comments</b>	
<ul style="list-style-type: none"> <li>• There was an increase in movement of Special Vehicle Cranes across the region.</li> <li>• There was an increase in Heavy Vehicle Permit Requests into the Pink Lilly area (ie. Nine Mile Road) due to the Ring Road Project (mostly PBS Vehicles – truck and quad dogs)</li> </ul>	



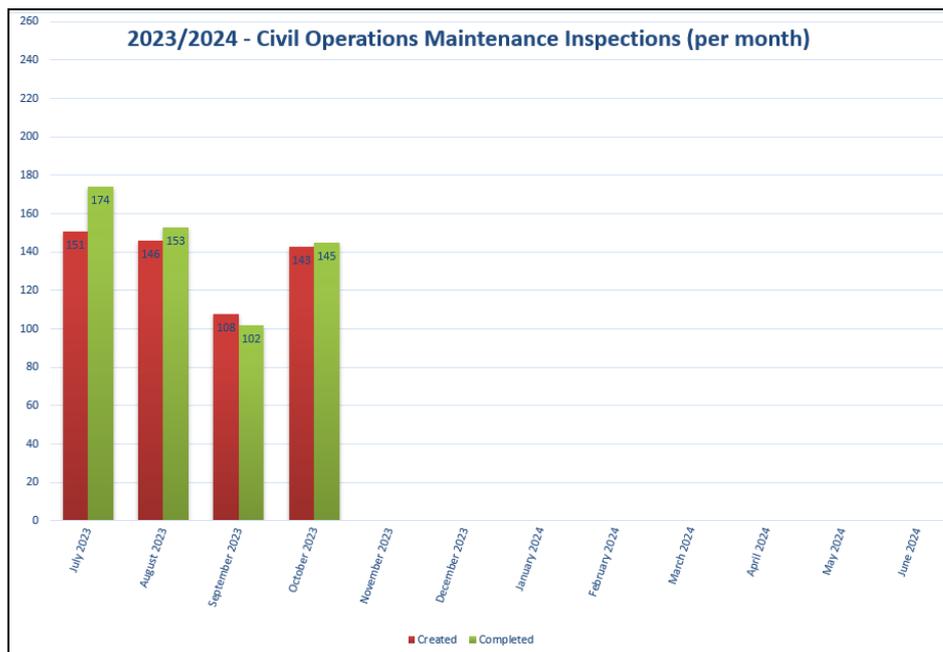
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MAINTENANCE REQUESTS	
<b>Created – October 2023</b>	<b>Total Created YTD</b>
205	763
<b>Completed – October 2023</b>	<b>Total Completed YTD</b>
115	571
<b>Comments</b>	
<ul style="list-style-type: none"> <li>• Several stormwater related maintenance requests have come through from the GIS team, identified through their pipe inspection program.</li> <li>• Increase in maintenance requests for overgrown drainage channels and inlets.</li> </ul>	

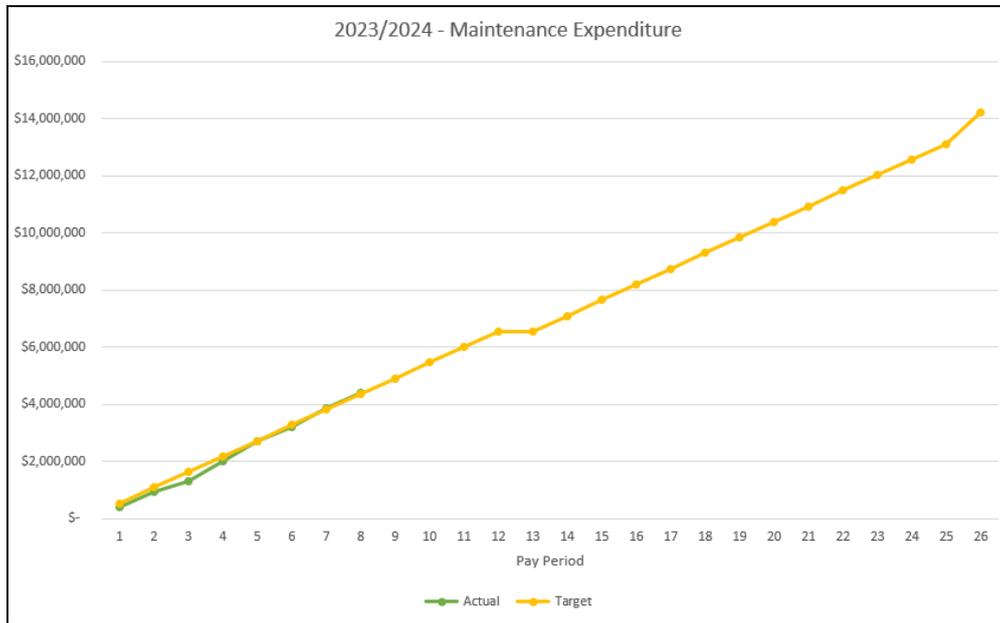


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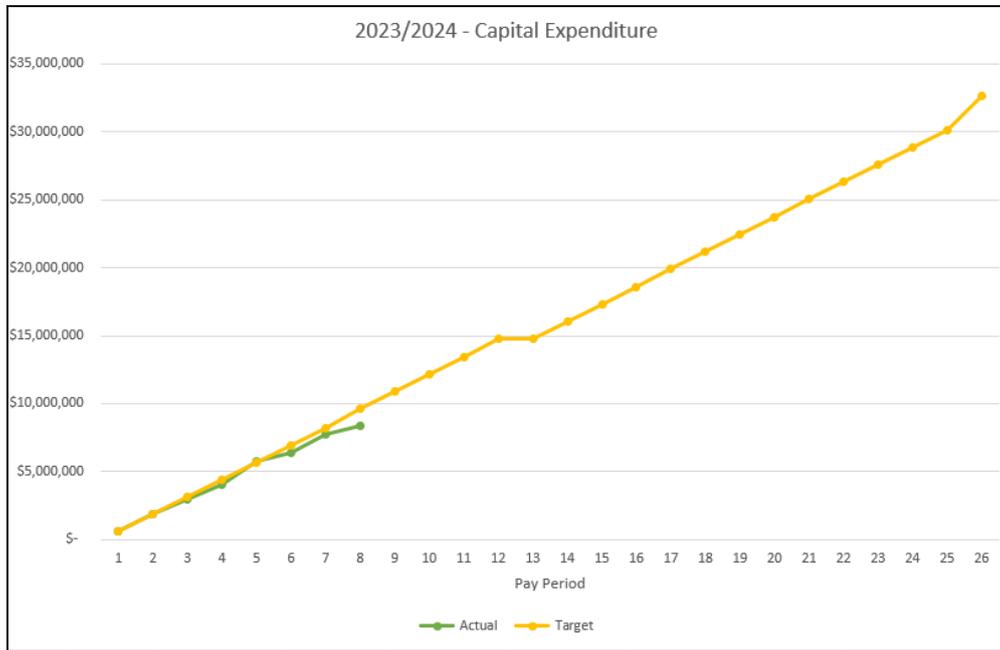
MAINTENANCE INSPECTIONS	
Created – October 2023 143	Total Created YTD 548
Completed – October 2023 145	Total Completed YTD 574
Comments	
<ul style="list-style-type: none"> <li>Increase in maintenance inspections for overgrown drainage channels and inlets.</li> </ul>	



**MAINTENANCE EXPENDITURE**



**CAPITAL WORKS EXPENDITURE**



**ADVANCE ROCKHAMPTON****Key Regional Statistics**

Gross Regional Product – \$5.71B (Jun 2022)

Population – 83,604 (June 2022)

Unemployment Rate – 4.1% (Mar 2023)

Labour Force – 7.3% increase 46,140 (March 2023) 43, 000 (March 2022)

GST Registered Businesses – 5,898 (Mar 2023) UP 165 (Mar 2022)

Residential Rental Vacancy Rate – 0.9% (Jun 2023) UP 0.5% (Jun 2022)

**Key Events & Engagements**

LinkedIn Local (19 Oct)

Queensland New Industry Development Strategy Forum (24 Oct)

Heritage Minerals Local Content Industry Briefing (25 Oct)

Bravus Carmichael Coal Mine Site Engagement (27 Oct)

IAP2 Local Area Network Event (30 Oct)

**Industry Development – Infrastructure Project Updates****ASMTI Shoalwater Bay Project**

- Fully Procured
- 86% of Sub-contracts procured from regional Queensland
- Over \$430M committed to be spent in Rockhampton and Capricorn Coast
- Precinct A complete: Early 2024
- Precinct B complete: Oct 2023
- Precinct C complete: Sept 2023
- Total Workers: 1590 (452 on-site currently)

**Construction of Rookwood Weir**

- 99% complete
- Commenced: Late 2020
- Completion: Late 2023
- CQ Spend to date: \$260M

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- 356 CQ Workforce

**Renewable Energy Projects**

- Bouldercombe Battery Storage: Reached energisation, Expected commissioning Oct 2023
- Boulder Creek Wind Farm: Forecast commencement Late 2023, Forecast Late completion 2025
- Clarke Creek Wind Farm (Stage One): Commenced July 2022, Forecast completion Mid 2025,
- Mount Hopeful Wind Farm: Forecast commencement Early 2024, Forecast completion 2026
- Moah Creek Project: Forecast commencement 2024, Forecast completion Late 2026
- Boomer Green Energy Hub: Commencing Q1 2025, Forecast completion Q1 2026
- Lotus Creek: Construction commences 2023, Target operation 2025

**Olive Downs Coking Coal Complex– Pembroke Resources**

- Project Cost: \$1.0B
- Construction commenced April 2022
- Forecast 500-700 jobs during construction, 1000+ ongoing
- Production forecast commencement 2023

**Alliance Airlines MRO**

- Project Cost: \$60M
- Officially opened this month.

**Rockhampton Ring Road**

- Project cost: \$1.0B
- Commenced (early Works): Late 2022
- Stage one Completion: 2025/2026FY
- \$22m+ in local expenditure to date
- \$70+m committed locally to date

**Fitzroy To Gladstone Pipeline**

- Project cost: \$983M
- Early works: March 2023
- Construction: August 2023
- Expected completion: December 2025
- Local Workforce during construction: 400 (25 Trainees/Apprentices)

## Events

### Projects

**Laser Vision 1-24 December 2023** - Site visits completed, supplier engagement commenced, marketing plan finalised.

**CBD Christmas Fair | 2 December 2023** - Event footprint confirmed, road closure permit submitted, trade sites confirmed, entertainment program locked in, services booked.

**NYE Light Up The Sky** - Road closure permits submitted, meeting with sponsor complete, marketing plan approved.

**Australia Day | 26 January 2024** - National Australia Day Council (NADC) Grant application successful for \$10,000, event footprint reviewed, supplier scopes drafted for quoting.

**Rockynats 04 | 29-31 March 2024** - Deed variation signed, tender and procurement documents drafted, marketing plan complete for out-of-region campaign, approved vendors notified, Charity Expression of Interest open.

**Rocky River Run | 19 May 2024** - New website under review, t-shirt quotes received, ops requirements out for quote.

**Rockhampton Agricultural Show | 12-14 June 2024** - Expressions of interest for Committee Members sent, Trade Prospectus reviewed, Section volunteers added to Better Impact for recruitment, draft entertainment program presented.

**Rockhampton River Festival | 26-28 July 2024** - Entertainment programming draft underway.

**CapriCon Pop Culture Convention | 31 August 2024** - MC and minor guests secured, trade applications open, event partnership discussions underway, Sponsor Prospectus complete.

## Tourism Infrastructure

### Hotel, Flights and Explore Rockhampton Visitor Information Centre

Hotels & Flights	Hotels Average Occupancy	Hotels Average Daily Rate	Total Arrivals	Total Departures
<b>TY</b>	81.5%	\$166.19		
<b>LY</b>	76.3%	\$166.20	21.1K	21.9K
<b>VAR</b>	+5.2%	-\$0.01		

October 2023 compared to October 2022

NB: Airport statistics not received in time for this month's report.

## Corporate Performance Report | 01 October 2023 – 31 October 2023

Explore Rockhampton VIC	Walk-ins	Intrastate	Interstate	International
TM	767	334	301	129
LY	972	452	423	97
VAR	-205	-118	-122	+32

Note: Visitor numbers are slightly lower than this time last year, however we are still seeing some good international numbers as this market continues to thrive post-covid.

## Tourism Positioning and Marketing

### Campaigns – Top 5 projects in Tourism

- 1. Accessible Tourism** - we have secured talent for filming our first video series focusing on 'mobility' for experiences, accommodation, shopping and dining in our region. Filming will take place 17-20 November, which will allow us to commence putting technical information together to build an 'Accessibility' landing page on Explore Rockhampton.
- 2. 2024 Major Event Calendar** - We launched the 2024 Major Event Calendar with a media opportunity in October. This is the earliest and 'fullest' calendar we have released to date allowing visitors to plan their 2024 in Rockhampton.
- 3. Visitor Information Centre Upgrade** - vinyl imagery and branding has been installed along with some new feature painting to make our centre more inviting with a modern and fresh welcome to the region.
- 4. 2023 Net Free Fishing Forum** - The 2023 Net Free Fishing Forum was held in Mackay this year. Advance Rockhampton presented an update including new boat ramps, aquaculture facilities, events, fish tagging and the ongoing success of Fishing The Fitzroy.
- 5. Creek to Coast** - We welcomed Scott Hillier and the team from Creek to Coast to the region to promote Fishing the Fitzroy and Explore Rockhampton in an episode of Channel 7's Creek to Coast.

### Billboards

- Airport: departure lounge bathrooms (MTB/Meerkats) - 16.5K REACH
- Airport: static entry/exit sign (Nurim/Meerkats) - 32K REACH
- Airport: digital exit sign (Explore Rockhampton various x 6) - 32K REACH
- Brisbane digital AoSco Billboards x 11 (Yeah the Girls) - 1M REACH

### Social

- Fishing The Fitzroy boosted post - 8.8K REACH
- Explore Rockhampton boosted Facebook post -6.9K REACH
- Explore Rockhampton boosted Instagram post -6.5K REACH

### SEM (Search Engine Marketing)

- Explore Rockhampton campaign – 6.23K REACH

### Print

- CQ Today - Fortnightly tourism column - 160K REACH

### Digital

- Out and About With Kids - 92.9K REACH

## Social Media

### @ExploreRockhampton

	Facebook			Instagram		
	Reach	Impressions	Fans	Impressions	Engagement	Fans
<b>TM</b>	26.2K	160.5K	10,526	34.4K	834	3,267
<b>LM</b>	21.7K	62.1K	10,498	14.7K	599	3,202
<b>VAR</b>	+4.5K	-98.4K	+28	+19.7K	+235	+65

NB: Social media reach did well in October due to some great user generated content we shared.

### @MyRockhampton

	Facebook				
	Reach	Views	Likes	Impressions	Engagements
<b>TM</b>	20.1K	1.6K	16.3K	92.8K	2.8K
<b>LM</b>	21.4K	1.7K	16.3K	129.73	2.9K
<b>VAR</b>	-1.3K	-0.1K	0	-36.93K	+0.1K

NB: Numbers slightly down this month but Christmas content is tracking well.

### @AdvanceRockhampton

	LinkedIn			
	Impressions	Engagements	Post Clicks	Followers
<b>TM</b>	11.8K	1742	1992	2321
<b>LM</b>	10K	1429	1429	2315
<b>VAR</b>	+1.8K	+313	+563	+6

NB: LinkedIn impressions are up with increased posting this month.

### @FishingTheFitzroy

	Facebook		
	Reach	Views	Likes
<b>TM</b>	114.5K	2.9K	24,532
<b>LM</b>	54.8K	2,712	24,525
<b>VAR</b>	+59.7K	+0.2K	+7

NB: Fishing the Fitzroy numbers were up this month due to some amazing trophy sized fish photos being shared across the page.

**12 NOTICES OF MOTION**

Nil

**13 QUESTIONS ON NOTICE**

Nil

**14 URGENT BUSINESS/QUESTIONS**

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

## 15 CLOSED SESSION

In accordance with the provisions of section 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.

#### 16.1 Confidential Management Letter

In accordance with section 254J(3)(i) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

## 16 CONFIDENTIAL REPORTS

### 16.1 CONFIDENTIAL MANAGEMENT LETTER

**File No:** 4321

**Attachments:**

1. Attachment 1
2. Attachment 2

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

**Author:** Ross Cheesman - Deputy Chief Executive Officer

In accordance with section 254J(3)(i) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss a matter the local government is required to keep confidential under a law of, or formal arrangement with, the Commonwealth or a State.

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#### SUMMARY

*The attached report is presented to Council for its information.*

**17 CLOSURE OF MEETING**