



# ORDINARY MEETING

## AGENDA

**9 APRIL 2024**

*Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 9 April 2024 commencing at 9:00am for transaction of the enclosed business.*

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

**ACTING CHIEF EXECUTIVE OFFICER**  
4 April 2024

Next Meeting Date: 23.04.24

**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
- 1.2 Opening Prayer delivered by Bishop Michael McCarthy, Catholic Diocese of Rockhampton

**2 PRESENT**

Members Present:

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

In Attendance:

- Mr E Pardon – Chief Executive Officer

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

- Minutes of the Ordinary Meeting held 5 March 2024
- Minutes of the Post-Election Statutory Council Meeting held 27 March 2024

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

**6 BUSINESS OUTSTANDING**

Nil

**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

**8 PRESENTATION OF PETITIONS**

Nil

**9 COMMITTEE REPORTS**

Nil

**10 COUNCILLOR/DELEGATE REPORTS**

Nil

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## 11 OFFICERS' REPORTS

### 11.1 SPONSORSHIP OPPORTUNITY - CAPRICORNIA COMBINED SCHOOLS INDUSTRY BREAKFAST

<b>File No:</b>	<b>2440</b>
<b>Attachments:</b>	<b>1. Letter from Capricornia School of Distance Education</b> <a href="#">↓</a>
<b>Authorising Officer:</b>	<b>Angus Russell</b>
<b>Author:</b>	<b>Wade Clark - Economic Development Manager</b>

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#### SUMMARY

*The inaugural Capricornia Combined Schools Industry Breakfast has been developed to assist engagement between the region's high schools and local industry with an emphasis on discussing skill requirements and employment pathways. A sponsorship proposal has been put to Advance Rockhampton which will assist in funding the engagement whilst providing the Council a platform to speak at the event and address an action from the Rockhampton Region Economic Action Plan (2023-2028).*

#### OFFICER'S RECOMMENDATION

THAT Council sponsors the Capricornia Combined Schools Industry Breakfast to be held on 29 May, 2024 for \$5,000 inclusive of GST.

#### COMMENTARY

The Capricornia Combined Schools Industry Breakfast has been developed to help address a pressing need in the community which is to enable more effective skill building and employment pathways between local high schools and industry in the Rockhampton Region.

Current unemployment figures show that Rockhampton has a lower-than-average unemployment rate of 4.5% (June 2023) with anecdotal information from industry that recruitment of skilled workers in the region is getting more difficult as the local economy expands in scale.

To help address future employer requirements a closer relationship between high schools, their students and industry is one method that could help to address labour constraints and improve the region's workforce capability. The upside for local students would be better articulated pathways from the school environment to the workplace.

In November 2023, Advance Rockhampton as the peak economic body in the Rockhampton Region was approached with the concept from a cohort of high school representatives headed up by the Capricornia School of Distance Education with the concept of enabling greater connections between schools and industry.

In January 2024, a sponsorship proposal was put to Advance Rockhampton to assist in the delivery of the Capricornia Combined Schools Industry Breakfast. Please see attachment.

It is envisaged that this event, which is planned to be held on 29 May 2024 at the Rockhampton Leagues Club will bring together 300 people from local schools and industry.

Sponsorship benefits also include co-branding and a speaker opportunity at the event.

#### BUDGET IMPLICATIONS

The Capricornia Combined Schools Industry Breakfast will cost Council \$5,000 (Incl GST), noting that Advance Rockhampton's Economic Development team has allocated budget for this expense.

**STAFFING IMPLICATIONS**

A representative from the Economic Development team will participate in monthly meetings, assist to engage local industry for the event and develop a presentation for the event as part of the sponsorship package.

**CORPORATE/OPERATIONAL PLAN**Corporate Plan

Goal 3.2: Our work attracts business and industry to our region.

Effort: We work collaboratively with business and industry partners and stakeholders.

Operational Plan

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

Rockhampton Region Economic Action Plan

Pillar: Talent Retention & Attraction

Outcome: Work with industry and stakeholders to implement actions to improve the Region's workforce capability.

**CONCLUSION**

Enabling greater connections between industry and schools through an Industry Breakfast is one engagement method that is envisaged that can help to improve the region's workforce capability in the longer term and assist the region's economy whilst it expands in scale and size.



**SPONSORSHIP OPPORTUNITY -  
CAPRICORNIA COMBINED SCHOOLS  
INDUSTRY BREAKFAST**

**Letter from Capricornia School of  
Distance Education**

**Meeting Date: 9 April 2024**

**Attachment No: 1**

Be different.  
MAKE A DIFFERENCE!



15 January 2024

Wade Clark  
Economic Development Manager  
Advance Rockhampton  
P.O. Box 1860  
ROCKHAMPTON QLD 4700

Dear Wade

Subject: Sponsorship Opportunity for Capricornia Combined Schools Industry Breakfast

I trust this letter finds you well. I am writing to follow up on our recent discussions, both via email and in person, regarding the potential sponsorship of the upcoming Capricornia Combined Schools Industry Breakfast scheduled for Wednesday, May 29, 2024, at the Rockhampton Leagues Club.

We are excited about the prospect of partnering with Advance Rockhampton for this significant event, and we believe your involvement would greatly contribute to its success. The proposed sponsorship arrangement is outlined below:

- **Co-branding:** The event will feature co-branding with Advance Rockhampton, showcasing a collaborative effort. Please find an example of the letterhead attached for your reference.
- **Venue and Menu:** The Rockhampton Leagues Club has been secured as the venue for the breakfast, with the menu details already discussed. Menu details will be finalised at the first planning meeting.
- **Speaker/Presenter:** We invite a representative from the Council/Advance Rockhampton to be a distinguished speaker/presenter at the event, sharing valuable insights with the attendees.
- **Active Participation:** A representative of Advance Rockhampton is encouraged to actively participate in all planning meetings. The first meeting is scheduled to take place at the Capricornia School of Distance Education on Monday, January 29, 2024, at 2 pm.
- **Financial Contribution:** In support of the planning, advertising, and execution of the breakfast, we kindly request a sponsorship amount of \$5000 from Advance Rockhampton.

We believe that your involvement will not only enhance the event's overall impact but also strengthen the collaboration between our organisations.

An Independent Public School

EMERALD CAMPUS  
cnr Gladstone & Gray Streets  
PO Box 1616 Emerald Q 4720  
P (07) 4987 9100 F (07) 4987 4156

ROCKHAMPTON CAMPUS  
241-259 Farm Street  
North Rockhampton Q 4701  
P (07) 4931 4800 F (07) 4926 2435

[www.capricorniasde.eq.edu.au](http://www.capricorniasde.eq.edu.au)

Be different.  
MAKE A DIFFERENCE!



I am eager to discuss any further details or address any queries you may have regarding this sponsorship arrangement. Your support is invaluable, and we look forward to the positive contribution Advance Rockhampton can make to this event.

Thank you for considering this partnership opportunity. I anticipate your favourable response and am available at your earliest convenience to discuss this further.

Best regards,

Handwritten signature of Amanda Rynne in black ink.

Amanda Rynne  
Principal

Handwritten signature of Desolee Cowley in black ink.

Desolee Cowley  
Deputy Principal

Handwritten signature of Veronica Coggan in black ink.

Veronica Coggan  
Business Services Manager

An Independent Public School

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**11.2 SPONSORSHIP OPPORTUNITY BOWEN BASIN MINING CLUB SEPTEMBER 2024 LUNCHEON IN ROCKHAMPTON**

<b>File No:</b>	<b>8444</b>
<b>Attachments:</b>	<b>1. Proposed Bowen Basin Mining Club Sponsorship Agreement 2024 with Advance Rockhampton</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**

*Rockhampton Regional Council through Advance Rockhampton has the opportunity to sponsor the annual Bowen Basin Mining Club (BBMC) luncheon to be held in Rockhampton on 5 September 2024. This sponsorship provides a key engagement platform with the resources industry including the mining equipment, technology and services sector.*

**OFFICER'S RECOMMENDATION**

THAT Council sponsor the Bowen Basin Mining Club Luncheon in Rockhampton on 5 September 2024 for \$5,000 (excl. GST).

**COMMENTARY**

The BBMC's annual Rockhampton luncheon provides an opportunity for major companies, industry leaders and local business to meet and discuss industry insights. The presenters and audience include key executives from major producers and industry enablers in Queensland.

The BBMC luncheon supports advocacy and championing of the businesses operating in the Bowen Basin, while also providing the opportunity to celebrate the sectors achievements.

The proposed BBMC sponsorship agreement (please see attached) provides the Council (through Advance Rockhampton) an opportunity to present at the event, sponsor and provide a speaker for the morning tea prior to the luncheon, provision of marketing materials at the event and provision of social media coverage to established networks.

This event will provide exposure for the Rockhampton region as a resource sector hub and the gateway to Bowen and Galilee basins. The event provides opportunity to position and promote the region to a wider audience across energy, resources, mining, construction and engineering sectors.

**PREVIOUS DECISIONS**

Ordinary Council meeting | 14 June 2022

*THAT Rockhampton Regional Council sponsor the July 2022 Rockhampton Bowen Basin Mining Club Luncheon for \$5,000 (ex-gst).*

**BUDGET IMPLICATIONS**

The sponsorship of the 2024 luncheon will cost \$5,000 (excl. GST), which can be accommodated within the Advance Rockhampton Economic Development budget.

**STAFFING IMPLICATIONS**

The BBMC staff will organise and undertake the event with Advance Rockhampton staff providing support for the promotion of the event locally, presentations and marketing material.

**CORPORATE/OPERATIONAL PLAN**Corporate Plan

Goal 3.2: Our work attracts business and industry to our region.

Effort: We work collaboratively with business and industry partners and stakeholders.

Operational Plan

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

Rockhampton Region Economic Action Plan

Pillar: Regional Collaborations & Partnerships

Outcome: Local businesses are engaged with B2B networking opportunities and collaboratively drive regional priority industry areas.

**CONCLUSION**

Previous BBMC events held in Rockhampton have provided a key engagement platform for the region, Council and Advance Rockhampton to engage with the resources sector. As the gateway to the Bowen and Galilee basins sponsorship of this event will help to further position and promote the region to a wider audience across energy, resources, mining, construction and engineering sectors.

**SPONSORSHIP OPPORTUNITY  
BOWEN BASIN MINING CLUB  
SEPTEMBER 2024 LUNCHEON  
IN ROCKHAMPTON**

**Proposed Bowen Basin Mining Club  
Sponsorship Agreement 2024 with  
Advance Rockhampton**

**Meeting Date: 9 April 2024**

**Attachment No: 1**



**SPONSORSHIP AGREEMENT**

**Rockhampton Regional Council (through Advance Rockhampton)** has agreed to purchase a Single Event Sponsorship Package for the Bowen Basin Mining Club Networking Luncheon to be held in September 2024.

The Luncheon Package will entitle **Rockhampton Regional Council (through Advance Rockhampton)** to the following-

- Invitation to present a five minute overview of company products/services at sponsored luncheon
- Invitation to exclusive Sponsor & Speaker Morning Tea prior to sponsored luncheon (2 people)
- Small logo on BBMC website - 12 month duration
- Logo displayed on presentation screen
- Sponsor logo on all event tables
- The option to place marketing material on luncheon tables
- Mention of company name by MC at the event
- Sponsor logo on any electronic media sent to BBMC advertising sponsored event
- Extensive social media coverage to established networks
- 4 complimentary tickets to sponsored event (seated at head table)

The Bowen Basin Mining Club will only use approved company information and logo as provided by **Rockhampton Regional Council (through Advance Rockhampton)** for all promotional items outlined above.

The total cost for the event sponsorship package is \$5,000 + GST.

\_\_\_\_\_  
**Jodie Currie**  
Director  
Bowen Basin Mining Club

\_\_\_\_\_  
**Wade Clark**  
Economic Development Manager  
Rockhampton Regional Council

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



**11.3 RENAMING BLACK GIN CREEK ROAD**

<b>File No:</b>	<b>394</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Ross Cheesman - Deputy Chief Executive Officer</b>
<b>Author:</b>	<b>Emma Brodel - Coordinator Communications and Engagement</b>

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**SUMMARY**

*The purpose of this report is to provide the consultation outcome of a targeted community engagement undertaken in October 2023 and early 2024 to rename Black Gin Creek Road in Alton Downs and to provide a recommendation in relation to the new road name.*

**OFFICER'S RECOMMENDATION**

THAT Council rename 'Black Gin Creek Road' to 'Gum Tree Creek Road'.

**COMMENTARY**

Council has undertaken further public consultation with property owners located along Black Gin Creek Road to consider alternate name suggestions, other than 'Dundula Creek Road', for the renaming of this road.

Letters were sent to all affected property owner/occupiers advising of their opportunity to submit name suggestions and to attend a community meeting on 9 October 2023 for an open discussion on the matter with their divisional Councillor.

Road name suggestions were sought from all Black Gin Creek Road residents who had the opportunity to provide those to Council. Council subsequently wrote to all residents asking them to put forward their preferred name from the suggestions provided. The options they were asked to consider included:

- Hynes Road;
- Gum Tree Road;
- Old Waroula Road; and
- Dundula Creek Road.

From the 30 occupied properties, 30 responses were received. Feedback showed support for all options – Hynes Road (8), Gum Tree Road (11), Old Waroula Road (4), Dundula Creek Road (4) and three properties opting not to provide any preferences.

To secure a majority, residents' preferences were considered which resulted in an overall majority for Gum Tree Road (15), followed by Hynes Road (11) with one preference exhausted.

'Gum Tree Road' aligns with the renaming of the local creek, now called Dundula Creek, which means 'Gum Tree' in Darumbal language. While roads are traditionally named after a creek, it is suggested that 'Gum Tree Road' is extended to 'Gum Tree Creek Road'.

The name 'Gum Tree Creek Road' would also assist in differentiating it from Gum Tree Avenue in Bouldercombe as duplications of road names is discouraged, as per section 5.1 of the Naming of Infrastructure Assets Policy. Throughout the consultation period, Council's Infrastructure team was also consulted on these proposed names, including Gum Tree Creek Road.



**BACKGROUND**

On 2 October 2020 the Queensland Government announced the decision to change the creek name to Dundula Creek. DNRME have confirmed to Council that they received 723 submissions, 714 which were in support of the creek name change.

In 2020 Council resolved to rename the corresponding Black Gin Creek Road (see Previous Decisions) with this report concluding that process.

Council's Naming of Infrastructure Assets Policy states that:

"Renaming is discouraged however an infrastructure asset may be renamed upon request if:

- The person or body or entity after which the infrastructure asset was named has been discredited or dishonoured;
- There is very strong community desire (for example over 100 submissions) for a name change;
- The name is duplicated elsewhere in the Council area; It has been found that the information submitted regarding the naming of the infrastructure asset is factually incorrect; or
- The name does not comply with AS/NZS 4819.2011 Rural and Urban Addressing."

**PREVIOUS DECISIONS**

At the Council Meeting on 24 November 2020, Council resolved to:

1. confirm that 'Black Gin Creek Road' be renamed;
2. not proceed with renaming to 'Dundula Creek Road';
3. consultation be undertaken with the residents to achieve an appropriate name; and
4. that a further report be presented to the table.

**BUDGET IMPLICATIONS**

Minor budget implications associated with a new street sign which will be met through existing allocations.

**LEGISLATIVE CONTEXT**

Renaming of the road would be undertaken in accordance with the Local Government Act 2009.

**LEGAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**CORPORATE/OPERATIONAL PLAN**

This aligns with Council's 2022-27 Corporate Plan Goal 2.1 where Council takes into consideration the diversity of our communities throughout the Region and Goal 2.2 where we provide opportunities for people to contribute to their communities.

**CONCLUSION**

Consultation for the renaming of Black Gin Creek Road has now concluded with the majority of residents indicating a preference for Gum Tree Road.

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**11.4 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**File No:** 8148  
**Attachments:** 1. [Income Statement February 2024](#)  
2. [Key Indicator Graphs February 2024](#)  
**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer  
**Author:** Marnie Taylor - Chief Financial Officer

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**SUMMARY**

*The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 29 February 2024.*

**OFFICER'S RECOMMENDATION**

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 29 February 2024 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 29 February 2024), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after eight months of the 2023/24 financial year. Results should be approximately 66.7% of budget.

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

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

- Net Rates and Utility Charges are at 96% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2024 have been raised and were due on 6 March 2024.
- Private and recoverable works are at 77% of budget. This is mostly due to the timing of the works performed and invoiced.
- Grants and Subsidies are at 61%. This is mainly due to the timing of payments for Federal Assistance Grant and water carting to Mt Morgan.
- Other Income is at 75% mainly due to additional car rental concession income from the Airport.
- All other revenue items are in proximity to budget.

Total Operating Expenditure is at 63% of the revised budget. Key components of this result are:

- Contractors and Consultants are at 55% due to the timing of the work performed.
- Asset operational expenses are at 59% due to the timing of payments for services such as electricity which are billed quarterly.
- Administrative expenses are at 49% 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 46% due to the timing of payments for the disbursement of Community Assistance Grants and 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 56% of the revised 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, grant funding is claimed.

Total Capital Expenditure is at 50% of the revised budget. The timing of delivery of several projects within the capital expenditure budget has been rescheduled to next financial year reducing the 2023/24 capital expenditure budget to \$143.9M.

Total Investments are \$83.8M at 29 February 2024.

Total Loans are \$124.0 M at 29 February 2024.

### **CONCLUSION**

After eight months of the financial year, operational income and expenses are mostly in line with expectations.

The capital program saw \$13.5M spent during February and overall, a total of \$71.4M has been expended to the end of February and capital expenditure will need to gain momentum over the coming months to deliver the projects budgeted for the 2023/24 financial year. The timing for delivery of a number of major projects will be reassessed in upcoming budget reviews.

# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2024**

## **Income Statement February 2024**

**Meeting Date: 9 April 2024**

**Attachment No: 1**



**Income Statement**  
**For Period July 2023 to February 2024**  
**66.7% of Year Gone**

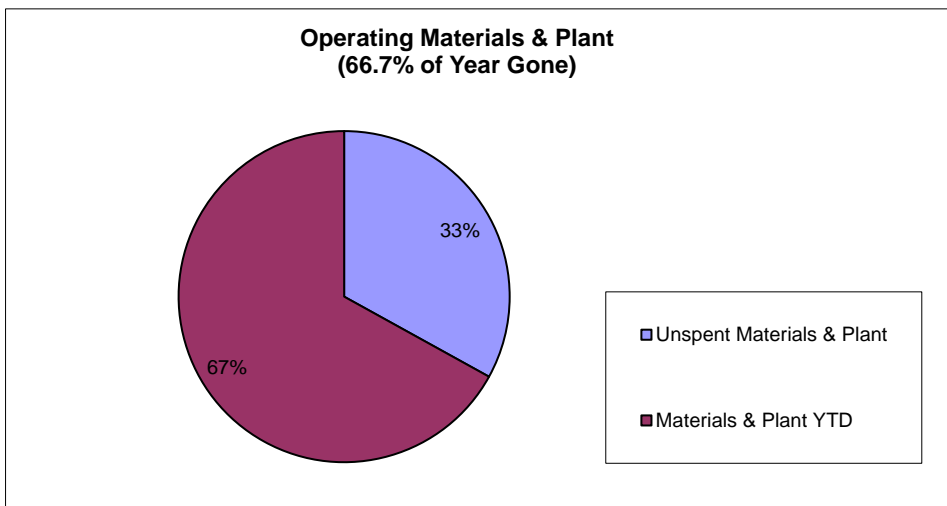
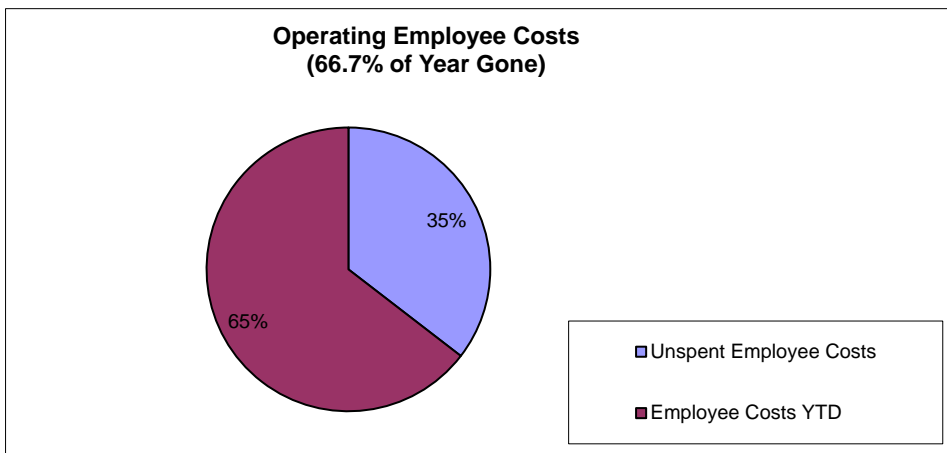
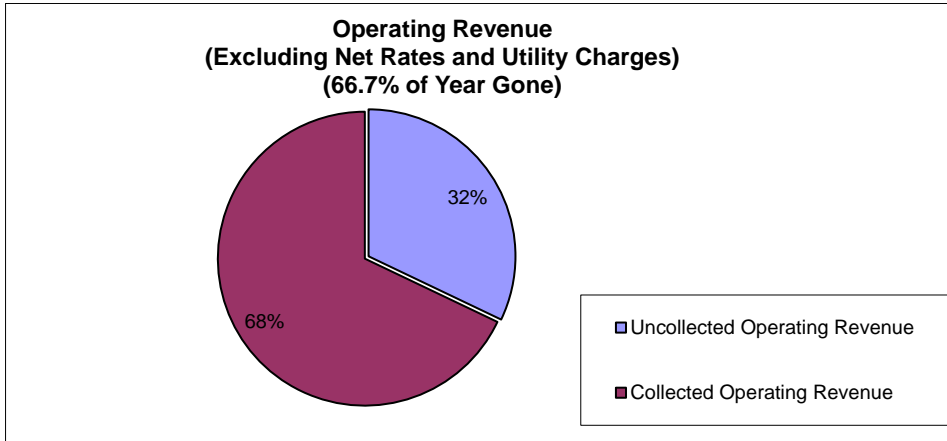
	Adopted Budget	Revised Budget	YTD Actual	Commitments	YTD Actuals (inc commitments)	% of Revised Budget
	\$	\$	\$	\$	\$	
<b>OPERATING</b>						
<b>Revenues</b>						
Net rates and utility charges	(187,045,651)	(187,045,651)	(180,352,456)	0	(180,352,456)	96% A
Fees and Charges	(37,940,957)	(38,414,409)	(26,228,605)	0	(26,228,605)	68% A
Private and recoverable works	(6,357,439)	(7,256,661)	(5,565,342)	0	(5,565,342)	77% A
Rent/Lease Revenue	(3,658,701)	(3,662,201)	(2,401,838)	0	(2,401,838)	66% A
Grants Subsidies & Contributions	(11,738,257)	(13,747,208)	(8,329,666)	0	(8,329,666)	61% A
Interest revenue	(3,842,750)	(3,842,750)	(2,470,084)	0	(2,470,084)	64% A
Other Income	(5,583,817)	(6,187,506)	(4,657,696)	0	(4,657,696)	75% A
<b>Total Revenues</b>	<b>(256,167,572)</b>	<b>(260,156,386)</b>	<b>(230,005,688)</b>	<b>0</b>	<b>(230,005,688)</b>	<b>88% A</b>
<b>Expenses</b>						
Employee Costs	99,783,767	99,720,261	64,372,199	198,781	64,570,980	65% A
Contractors & Consultants	26,140,307	28,132,699	15,526,112	10,239,661	25,765,773	55% A
Materials & Plant	20,316,259	21,065,914	14,106,950	6,643,340	20,750,290	67% A
Asset Operational	30,601,904	31,105,891	18,309,464	1,816,413	20,125,877	59% A
Administrative expenses	15,990,307	16,108,507	7,921,569	1,709,359	9,630,928	49% A
Depreciation	67,171,870	67,171,870	45,698,674	0	45,698,674	68% A
Finance costs	3,777,460	3,777,460	2,534,198	0	2,534,198	67% A
Other Expenses	1,331,865	1,311,865	597,666	30,702	628,368	46% A
<b>Total Expenses</b>	<b>265,113,740</b>	<b>268,394,467</b>	<b>169,066,832</b>	<b>20,638,255</b>	<b>189,705,088</b>	<b>63% A</b>
<b>Transfer / Overhead Allocation</b>						
Transfer / Overhead Allocation	(7,474,642)	(7,341,029)	(5,459,872)	0	(5,459,872)	74% A
<b>Total Transfer / Overhead Allocation</b>	<b>(7,474,642)</b>	<b>(7,341,029)</b>	<b>(5,459,872)</b>	<b>0</b>	<b>(5,459,872)</b>	<b>74% A</b>
<b>TOTAL OPERATING POSITION (SURPLUS)/DEFICIT</b>	<b>1,471,526</b>	<b>897,052</b>	<b>(68,398,727)</b>	<b>20,638,255</b>	<b>(45,760,472)</b>	<b>-7402% A</b>
<b>CAPITAL</b>						
Total Developers Contributions Received	(7,273,428)	(7,273,428)	(1,716,143)	0	(1,716,143)	24%
Total Capital Grants and Subsidies Received	(55,043,604)	(78,084,403)	(45,677,086)	0	(45,677,086)	58%
Total Proceeds from Sale of Assets	0	(70,000)	(61,755)	0	(61,755)	88%
<b>Total Capital Income</b>	<b>(62,317,032)</b>	<b>(85,427,831)</b>	<b>(47,454,984)</b>	<b>0</b>	<b>(47,454,984)</b>	<b>56%</b>
Total Capital Expenditure	150,637,323	143,914,802	71,401,910	125,682,336	197,084,245	50%
<b>Net Capital Position</b>	<b>88,320,291</b>	<b>58,486,971</b>	<b>23,946,926</b>	<b>125,682,336</b>	<b>149,629,262</b>	<b>41%</b>
<b>TOTAL INVESTMENTS</b>			83,827,026			
<b>TOTAL BORROWINGS</b>			124,082,323			

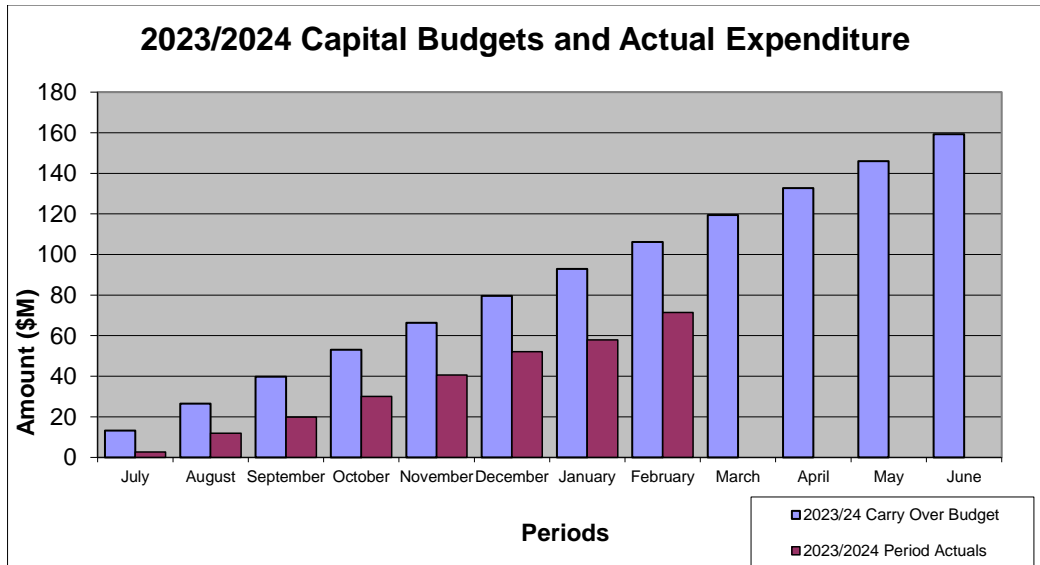
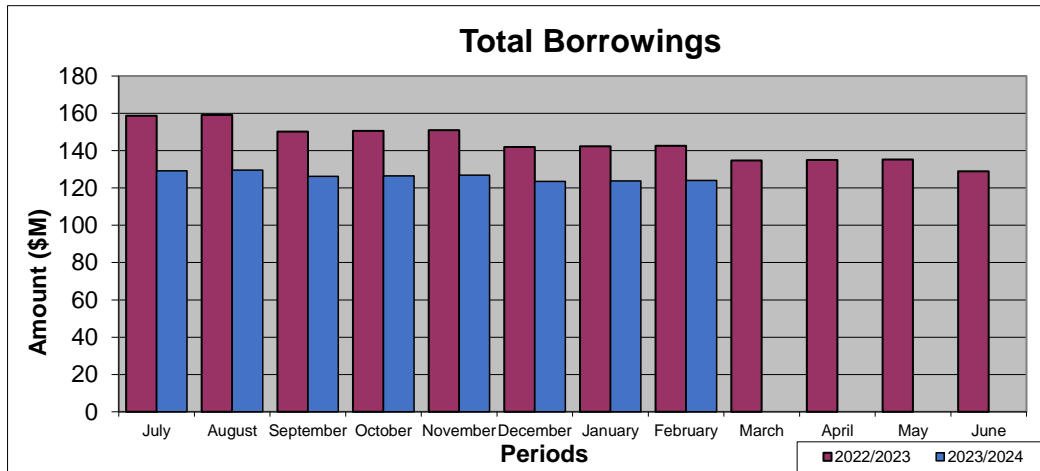
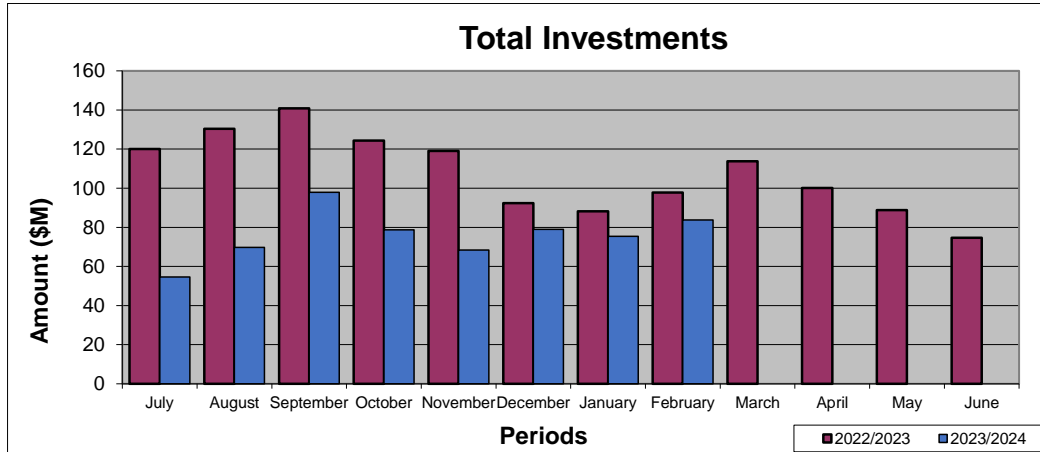
# **SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 29 FEBRUARY 2024**

## **Key Indicator Graphs February 2024**

**Meeting Date: 9 April 2024**

**Attachment No: 2**







**11.5 COUNCILLOR PORTFOLIO POLICY**

**File No:** 10072

**Attachments:**

1. [Draft Councillor Portfolio Policy - Clean](#)
2. [Draft Councillor Portfolio Policy - Tracked](#)

**Authorising Officer:** Ross Cheesman - Deputy Chief Executive Officer

**Author:** Ross Cheesman - Deputy Chief Executive Officer

**SUMMARY**

*This report presents the draft Councillor Portfolio Policy for Councils consideration. A recommended Portfolio structure and Portfolio Councillors are included within the policy.*

**OFFICER'S RECOMMENDATION**

THAT Council adopt the Councillor Portfolio Policy as attached to this report.

**COMMENTARY**

Attached to this report is the draft Councillor Portfolio Policy. Within the policy itself the Portfolios are recommended as are the Portfolio Councillors. Assistant Portfolio Councillors can be added by resolution at any time.

The following Portfolios and relevant Councillors are recommended.

<b>Portfolio</b>	<b>Portfolio Councillor</b>
Advance Rockhampton	Mayor Tony Williams
Waste and Recycling	Councillor Shane Latcham
Airport	Councillor Neil Fisher
Infrastructure	Councillor Marika Taylor
Planning and Regulation	Councillor Grant Mathers
Parks, Sport and Public Spaces	Councillor Cherie Rutherford
Communities and Heritage	Councillor Drew Wickerson
Water	Councillor Edward Oram

**BUDGET IMPLICATIONS**

Nil

**LEGISLATIVE CONTEXT**

Nil

**LEGAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**RISK ASSESSMENT**

N/A

**CONCLUSION**

It is recommended that Council adopt the attached Councillor Portfolio Policy.

# **COUNCILLOR PORTFOLIO POLICY**

## **Draft Councillor Portfolio Policy - Clean**

**Meeting Date: 9 April 2024**

**Attachment No: 1**

## COUNCILLOR PORTFOLIO POLICY

### COUNCILLOR POLICY



#### 1 Scope

This policy applies to portfolio activities undertaken by Councillors and employees of Rockhampton Regional Council.

#### 2 Purpose

The purpose of this policy is to provide a governance framework and associated protocols related to the appointment of Councillors to portfolios that facilitate Council's engagement with the community and productive, professional and appropriate relationships within the organisation to advance the delivery of Council's strategic priorities and services.

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Local Government Act 2009*

*Local Government Regulation 2012*

Civic Events Policy

Code of Conduct for Councillors in Queensland (Queensland Government)

Community Engagement Policy

Councillor Acceptable Requests Guidelines Policy

Council Meeting Procedures Policy

Media Policy

Rockhampton Regional Council Corporate Plan

Rockhampton Regional Council Operational Plan

#### 4 Definitions

To assist in interpretation, the following definitions apply:

Act	<i>Local Government Act 2009</i>
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the Act. This includes a person acting in this position.
Corporate Plan	Council's 5 year outline of the strategic direction of the local government as required by the <i>Local Government Regulation 2012</i> .

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Council	Rockhampton Regional Council
Council Meeting	A meeting of the local government as detailed in Chapter 8, Part 2, Division 1 of the <i>Local Government Regulation 2012</i> , other than meetings of its committees.
Councillor/s	The Mayor and/or Councillors of Council, within the meaning of the Act.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the Act.
General Manager	An employee appointed to a position delegated a corporate band 2 delegated in line with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register, positions include Deputy Chief Executive Officer, general managers and executive managers.
Leadership Team	CEO, Deputy Chief Executive Officer, general managers, executive managers, Manager Workforce and Governance and Chief Financial Officer.
Manager	An employee appointed to a position delegated a corporate band 3 delegated in line 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 Act.
Meeting	Council meeting or committee meeting.
Operational Plan	The annual plan adopted by Council as required by the <i>Local Government Regulation 2012</i> .
Portfolio	A specified strategic priority, service and function of Council.
Portfolio Councillor	A Councillor who has been allocated responsibility of a portfolio by Council.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Report	Documents and information that relate to the business to be dealt with at a meeting.

## 5 Policy Statement

Council has established a portfolio system for nominated Councillors to be assigned specific responsibilities linked to the key strategic priorities of Council and the core responsibilities required to discharge consistent with the local government principles contained in the Act.

### 5.1 Role of Portfolio Councillors

In addition to their responsibilities as a Councillor under the Act, Portfolio Councillors are required to:

- (a) Familiarise themselves with the Corporate Plan and Operational Plan, in particular the objectives, strategies, issues and activities which are relevant to their portfolio;
- (b) Liaise with other Portfolio Councillors regarding matters that may affect their respective portfolio areas;
- (c) Keep the Mayor and the relevant divisional Councillor (as appropriate) fully informed on portfolio matters;
- (d) Act as the official Council spokesperson or representative on portfolio relevant matters in accordance with this policy to ensure consistent communication and messaging on portfolio relevant matters;

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- (e) Liaise with and engage with industry and community groups and associations on portfolio related matters;
- (f) Provide an elected representative's viewpoint and act as a sounding board for employees and Council on issues relating to their portfolio through participation, discussion and debate at meetings;
- (g) Lead discussion and generally advocate for the advancement of Council's key priorities and decisions relevant to their portfolio responsibilities; and
- (h) Introduce reports under their relevant portfolio at meetings.

#### 5.1.1 Limitations

The role of Portfolio Councillors is subject to the following limitations:

- (a) The Act and the framework established under this policy does not provide for formal delegated authority to a Portfolio Councillor for policy determination and operational decision-making for matters relevant to their portfolio.
- (b) Portfolio Councillors do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as a Councillor.
- (c) In discharging their responsibilities as Portfolio Councillors and consistent with their role under the Act and the local government principles as provided for under the Act, Councillors should maintain a focus on strategic issues relevant to their portfolio, rather than day to day operational matters.
- (d) Portfolio Councillors do not assume any of the roles, powers and functions assigned to the Mayor under the Act unless delegated by the Mayor. This includes the portfolio responsibilities exclusively assigned to the Mayor.
- (e) This policy does not set aside or amend the provisions contained in the following instruments:
  - (i) The Act;
  - (ii) The *Local Government Regulation 2012*;
  - (iii) The Code of Conduct for Councillors in Queensland; and/or
  - (iv) The Councillors Acceptable Requests Guidelines Policy.
- (f) Where there is any inconsistency between this policy and a provision in any of the instruments detailed in paragraph 5.1.1(e) of this policy the provision of the instrument shall prevail to the extent of any inconsistency.

## 5.2 Role of the Mayor and Councillors

### 5.2.1 Mayor and Councillor Responsibilities

A Councillor must represent the current and future interests of the Region's residents.

All Councillors have the following responsibilities under the Act:

- (a) Ensuring the local government:
  - (i) Discharges its responsibilities under this Act;
  - (ii) Achieves its Corporate Plan; and
  - (iii) Complies with all laws that apply to local governments;
- (b) Providing high quality leadership to the local government and the community;
- (c) Participating in meetings, policy development, and decision-making, for the benefit of the Region; and
- (d) Being accountable to the community for the local government's performance.

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Specific responsibilities are assigned to the Mayor under the Act including:

- (a) Leading and managing meetings of the local government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings;
- (b) Leading, managing, and providing strategic direction to, the CEO in order to achieve the high quality administration of the local government;
- (c) Directing the CEO of the local government under section 170 of the Act;
- (d) Conducting a performance appraisal of the CEO, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);
- (e) Ensuring the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;
- (f) Being a member of each standing committee of the local government; and
- (g) Representing the local government at ceremonial or civic functions.

**5.3 Spokesperson/Media**

**5.3.1 Mayor**

The Mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to:

- (a) Matters of emergency, for example floods, fires, cyclones;
- (b) Major reputation management;
- (c) State and/or Federal Government matters, policies, plans, initiatives and relationships;
- (d) Civic events in accordance with Council’s Civic Events Policy;
- (e) Initiatives and projects of major regional significance;
- (f) Region wide planning matters;
- (g) Major regional events and promotions;
- (h) General commentary on the performance of the regional economy and Council finances which impact on or are relevant to the Region generally; and
- (i) Matters of regional environmental significance.

If the Mayor is not available to comment on a regional issue and/or project as detailed above, the Deputy Mayor will be the Council spokesperson for the media.

**5.3.2 Portfolio Media**

The Portfolio Councillor should be the key Council spokesperson on a portfolio related matter (other than those matters specified in paragraph 5.3.1). The Portfolio Councillor may however, agree that the Assistant Portfolio Councillor may act as a spokesperson on specific portfolio issues, matters or projects. The Mayor can also make comment on any portfolio matters and be quoted in Council releases along with the Portfolio Councillor (including for media statements arising from decisions of Council).

Where a portfolio-related issue or project has a Divisional focus, the Divisional Councillor will assist and work with the Portfolio Councillor, with the Portfolio Councillor being the lead spokesperson on that matter with the opportunity being provided to the Divisional Councillor to be secondary spokesperson.

If neither the Mayor nor Deputy Mayor is available to comment on a regional issue and/or project, a relevant Divisional Councillor or the CEO may act as the spokesperson in that instance for the media.

All media will be undertaken in accordance with Council’s Media Policy and Media Procedure.

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**5.4 Operating Protocols**

**5.4.1 Support**

Portfolio Councillors must be appropriately supported by the Leadership Team and managers to enable them to:

- (a) Be across the details of portfolio relevant proposals coming before Council;
- (b) Be well placed to present and advocate portfolio issues within the community;
- (c) Remain informed of research and other developments relevant to their portfolio; and
- (d) Understand and communicate the implications of decisions by other levels of government on portfolio matters.

**5.4.2 Engagement with Leadership Team and Managers**

Portfolio Councillors should be engaged by the Leadership Team at the earliest opportunity:

- (a) On all matters where there is an intention to develop a report;
- (b) Where it is proposed to conduct community engagement activities in accordance with Council's Community Engagement Policy; and/or
- (c) On matters which are likely to generate media or strong community interest.

The Deputy Chief Executive Officer, general managers and managers should meet regularly with their Portfolio Councillor(s) to ensure they remain informed of current information, service issues and proposed response strategies.

**5.4.3 Reports**

Reports to a meeting which are relevant to a portfolio should be introduced by the Portfolio Councillor(s). The Portfolio Councillor does not have to support the recommendations in a report but should be aware a report is proposed for a meeting and is fully briefed on the content, direction and proposals in the report.

The Deputy Chief Executive Officer, general managers, executive managers and managers should ensure the Portfolio Councillor(s) is provided with the appropriate information prior to the meeting for any reports that the Portfolio Councillor is introducing.

**5.4.3.1 Dual Portfolio Matters**

Where a matter spans the responsibilities of more than one Portfolio Councillor, the relevant general manager(s), executive manager(s) and manager(s) or Deputy Chief Executive Officer will work collaboratively with the Portfolio Councillors to ensure their needs are addressed in line with the roles, obligations and protocols within this policy. Similarly, the relevant Portfolio Councillors shall engage with each other and the Mayor at the earliest opportunity on issues and matters which span their portfolio responsibilities.

**5.5 Assistant Portfolio Councillors**

Subject to a resolution of Council, a Councillor may be nominated as an Assistant Portfolio Councillor to assist a Portfolio Councillor. The areas of responsibility may span the whole portfolio, or may be targeted at a specific element of the portfolio and should be specified.

The Portfolio Councillor will provide details to the Assistant Portfolio Councillor and/or invite them to any meeting or briefing in relation to the relevant Portfolio they deem necessary.

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**5.6 Portfolio Appointments**

The Portfolio appointments of Portfolio Councillors are as follows:

Portfolio	Portfolio Councillor	Assistant Portfolio Councillor
Advance Rockhampton	Mayor Tony Williams	
Waste and Recycling	Councillor Shane Latcham	
Airport	Councillor Neil Fisher	
Infrastructure	Councillor Marika Taylor	
Planning and Regulation	Councillor Grant Mathers	
Parks, Sport and Public Spaces	Councillor Cherie Rutherford	
Communities and Heritage	Councillor Drew Wickerson	
Water	Councillor Edward Oram	

**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 Council.

**7 Document Management**

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



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# **COUNCILLOR PORTFOLIO POLICY**

## **Draft Councillor Portfolio Policy - Tracked**

**Meeting Date: 9 April 2024**

**Attachment No: 2**

## COUNCILLOR PORTFOLIO POLICY

### COUNCILLOR POLICY



#### 1 Scope

This policy applies to portfolio activities undertaken by Councillors and employees of Rockhampton Regional Council.

#### 2 Purpose

The purpose of this policy is to provide a governance framework and associated protocols related to the appointment of Councillors to portfolios that facilitate Council's engagement with the community and productive, professional and appropriate relationships within the organisation to advance the delivery of Council's strategic priorities and services.

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Local Government Act 2009*

*Local Government Regulation 2012*

Civic Events Policy

Code of Conduct for Councillors in Queensland (~~Department of State Development, Infrastructure, Local Queensland Government and Planning~~)

Community Engagement Policy

Councillor Acceptable Requests Guidelines Policy

Council Meeting Procedures Policy

Media Policy

Rockhampton Regional Council Corporate Plan

Rockhampton Regional Council Operational Plan

#### 4 Definitions

To assist in interpretation, the following definitions apply:

Act	<i>Local Government Act 2009</i>
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Council	Rockhampton Regional Council
Council Meeting	A meeting of the local government as detailed in Chapter 8, Part 2, Division 1 of the <a href="#">Local Government Regulation 2012</a> , other than meetings of its committees.
Councillor/s	The Mayor and/or Councillors of Council, within the meaning of the Act.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the Act.
General Manager	An employee appointed to a position delegated a corporate band 2 delegated in line with the Delegation and Authorisation Policy and detailed in the Delegations Corporate Register, positions include Deputy Chief Executive Officer, general managers and executive managers.
Leadership Team	CEO, Deputy Chief Executive Officer, general managers, executive managers, Manager <del>Office of the Mayor</del> <a href="#">Workforce and Governance</a> , and Chief Financial Officer <del>and Manager Strategy and Planning</del> .
Manager	An employee appointed to a position delegated a corporate band 3 delegated in line 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 Act.
Meeting	Council meeting or committee meeting.
Operational Plan	The annual plan adopted by Council as required by the <a href="#">Local Government Regulation 2012</a> .
Portfolio	A specified strategic priority, service and function of Council.
Portfolio Councillor	A Councillor who has been allocated responsibility of a portfolio by Council.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Report	Documents and information that relate to the business to be dealt with at a meeting.

## 5 Policy Statement

Council has established a portfolio system for nominated Councillors to be assigned specific responsibilities linked to the key strategic priorities of Council and the core responsibilities ~~that it is~~ required to discharge consistent with the local government principles contained in the Act.

### 5.1 Role of Portfolio Councillors

In addition to their responsibilities as a Councillor under the Act, Portfolio Councillors are required to:

- Familiarise themselves with the Corporate Plan and Operational Plan, in particular the objectives, strategies, issues and activities which are relevant to their portfolio;
- Liaise with other Portfolio Councillors regarding matters that may affect their respective portfolio areas;
- Keep the Mayor and the relevant divisional Councillor (as appropriate) fully informed on portfolio matters;
- Act as the official Council spokesperson or representative on portfolio relevant matters in accordance with this policy to ensure consistent communication and messaging on portfolio relevant matters;

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- (e) Liaise with and engage with industry and community groups and associations on portfolio related matters;
- (f) Provide an elected representative's viewpoint and act as a sounding board for employees and Council on issues relating to their portfolio through participation, discussion and debate at meetings;
- (g) Lead discussion and generally advocate for the advancement of Council's key priorities and decisions relevant to their portfolio responsibilities; and
- (h) Introduce reports under their relevant portfolio at meetings.

#### 5.1.1 Limitations

The role of Portfolio Councillors is subject to the following limitations:

- (a) The Act and the framework established under this policy does not provide for formal delegated authority to a Portfolio Councillor for policy determination and operational decision-making for matters relevant to their portfolio.
- (b) Portfolio Councillors do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as a Councillor.
- (c) In discharging their responsibilities as Portfolio Councillors and consistent with their role under the Act and the local government principles as provided for under the Act, Councillors should maintain a focus on strategic issues relevant to their portfolio, rather than day to day operational matters.
- (d) Portfolio Councillors do not assume any of the roles, powers and functions assigned to the Mayor under the Act unless delegated by the Mayor. This includes the portfolio responsibilities exclusively assigned to the Mayor.
- (e) This policy does not set aside or amend the provisions contained in the following instruments:
  - (i) The Act;
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## 5.2 Role of the Mayor and Councillors

### 5.2.1 Mayor and Councillor Responsibilities

A Councillor must represent the current and future interests of the Region's residents ~~of the local government area~~.

All Councillors have the following responsibilities under the Act:

- (a) Ensuring the local government:
  - (i) Discharges its responsibilities under this Act;
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  - (iii) Complies with all laws that apply to local governments;
- (b) Providing high quality leadership to the local government and the community;
- (c) Participating in meetings, policy development, and decision-making, for the benefit of the ~~local government area~~ Region; and
- (d) Being accountable to the community for the local government's performance.

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Specific responsibilities are assigned to the Mayor under the Act including:

- (a) Leading and managing meetings of the local government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings;
- (b) Leading, managing, and providing strategic direction to, the CEO in order to achieve the high quality administration of the local government;
- (c) Directing the CEO of the local government under section 170 of the Act;
- (d) Conducting a performance appraisal of the CEO, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);
- (e) Ensuring the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;
- (f) Being a member of each standing committee of the local government; and
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**5.3 Spokesperson/Media**

**5.3.1 Mayor**

The Mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to:

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If the Mayor is not available to comment on a regional issue and/or project as detailed above, the Deputy Mayor will be the Council spokesperson for the media.

**5.3.2 Portfolio Media**

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Where a portfolio-related issue or project has a Divisional focus, the Divisional Councillor will assist and work with the Portfolio Councillor, with the Portfolio Councillor being the lead spokesperson on that matter with the opportunity being provided to the Divisional Councillor to be secondary spokesperson.

If neither the Mayor nor Deputy Mayor is available to comment on a regional issue and/or project, a relevant Divisional Councillor or the CEO may act as the spokesperson in that instance for the media.

All media will be undertaken in accordance with Council’s Media Policy and Media Procedure.

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**5.4 Operating Protocols**

**5.4.1 Support**

Portfolio Councillors must be appropriately supported by the Leadership Team and managers to enable them to:

- (a) Be across the details of portfolio relevant proposals coming before Council;
- (b) Be well placed to present and advocate portfolio issues within the community;
- (c) Remain informed of research and other developments relevant to their portfolio; and
- (d) Understand and communicate the implications of decisions by other levels of government on portfolio matters.

**5.4.2 Engagement with Leadership Team and Managers**

Portfolio Councillors should be engaged by the Leadership Team at the earliest opportunity:

- (a) On all matters where there is an intention to develop a report;
- (b) Where it is proposed to conduct community engagement activities in accordance with Council's Community Engagement Policy; and/or
- (c) On matters which are likely to generate media or strong community interest.

The Deputy Chief Executive Officer, general managers and managers should meet regularly with their Portfolio Councillor(s) to ensure they remain informed of current information, service issues and proposed response strategies.

**5.4.3 Reports**

Reports to a meeting which are relevant to a portfolio should be introduced by the Portfolio Councillor(s). The Portfolio Councillor does not have to support the recommendations in a report but should be aware a report is proposed for a meeting and is fully briefed on the content, direction and proposals in the report.

The Deputy Chief Executive Officer, general managers, executive managers and managers should ensure the Portfolio Councillor(s) is provided with the appropriate information prior to the meeting for any reports that the Portfolio Councillor is introducing.

**5.4.3.1 Dual Portfolio Matters**

Where a matter spans the responsibilities of more than one Portfolio Councillor, the relevant general manager(s), executive manager(s) and manager(s) or Deputy Chief Executive Officer will work collaboratively with the Portfolio Councillors to ensure their needs are addressed in line with the roles, obligations and protocols within this policy. Similarly, the relevant Portfolio Councillors shall engage with each other and the Mayor at the earliest opportunity on issues and matters which span their portfolio responsibilities.

**5.5 Assistant Portfolio Councillors**

Subject to a resolution of Council, a Councillor may be nominated as an Assistant Portfolio Councillor to assist a Portfolio Councillor. The areas of responsibility may span the whole portfolio, or may be targeted at a specific element of the portfolio and should be specified.

The Portfolio Councillor will provide details to the Assistant Portfolio Councillor and/or invite them to any meeting or briefing in relation to the relevant Portfolio they deem necessary.

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**5.6 Portfolio Appointments**

The Portfolio appointments of Portfolio Councillors are as follows:

Portfolio	Portfolio Councillor	Assistant Portfolio Councillor
Advance Rockhampton	Mayor Tony Williams	
Waste and Recycling	Councillor Shane Latcham	<del>Councillor Neil Fisher</del>
Airport	Councillor Neil Fisher	<del>Councillor Shane Latcham</del>
Infrastructure	Councillor <del>Marika Taylor</del> Ellen Smith	<del>Councillor Shane Latcham</del>
Planning and Regulation	Councillor Grant Mathers	<del>Councillor Ellen Smith</del>
Parks, Sport and Public Spaces	Councillor Cherie Rutherford	<del>Councillor Drew Wickerson</del>
Communities and Heritage	Councillor Drew Wickerson	<del>Councillor Cherie Rutherford</del>
<del>Water and Environmental Sustainability</del>	Councillor <del>Edward Oram</del> Donna Kirkland	<del>Councillor Drew Wickerson</del>

**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 Council.

**7 Document Management**

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



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**11.6 COUNCIL COMMITTEES**

<b>File No:</b>	<b>10072</b>
<b>Attachments:</b>	<ol style="list-style-type: none"> <li><b>Draft Terms of Reference - Communities Committee</b><a href="#">↓</a></li> <li><b>Draft Terms of Reference - Infrastructure Committee</b><a href="#">↓</a></li> </ol>
<b>Authorising Officer:</b>	<b>Ross Cheesman - Acting Chief Executive Officer</b>
<b>Author:</b>	<b>Ross Cheesman - Acting Chief Executive Officer</b>

**SUMMARY**

*The purpose of this report is to present for Council's consideration, the affirmation of the Committees utilised in the previous term of Council. If approved, this will be included in the draft Capital Project Framework Policy which will be presented to Council at a later date.*

**OFFICER'S RECOMMENDATION**

THAT pursuant to Chapter 8, Part 2 Div 2 of the *Local Government Regulation 2012*:

- Council affirm the following Committee structure:

<b>Committee</b>	<b>Members</b>	<b>Chairperson</b>
Communities	All Councillors	Mayor
Infrastructure	All Councillors	Mayor

- The Terms of Reference for each Committee, as attached to the report, be approved.

**COMMENTARY**

On 1 March 2022 Council moved from a program of Portfolio Information Sessions, Workshops and Council Meetings to a model with two (2) Standing Committees namely Communities and Infrastructure as well as Council Meetings. This model has allowed an approach that permitted Councillors to focus increased attention on strategy, advocacy and communication without detracting from important Portfolio issues that did and will continue to require attention.

There is no doubt that some improvements can be made to the delivery around the Terms of Reference for these Committees. A major improvement proposed is the redrafting of the Capital Project Framework Policy. The proposal is that, if approved as recommended, these Committees will be a key link in the monthly reporting and oversight of major and significant projects. The Capital Project Framework Policy can be finalised for Council's consideration once a decision on this matter has been made.

A slight change is proposed to the Terms of Reference that currently exist. In their current state, the Committee Chairperson cannot exercise their casting vote if there is not an absolute majority and the matter must be presented to an Ordinary Council Meeting. This appears to be counterintuitive, as all Councillors are members of the Committees. It is proposed in the attached Terms of Reference that the Chairperson does have the ability to use their casting vote where there is no absolute majority.

The following points outline the key points of the draft Terms of Reference included as attachments for further context:

- The continuation of two (2) Standing Committees, namely Communities and Infrastructure.

- In accordance with s. 257(1)(c) of the *Local Government Act 2009*, Council delegate authority to both Standing Committees to make resolutions on its behalf. For clarity, a casting vote can be used by the Chairperson to determine a resolution.
- Decisions under the *Planning Act 2016* will continue to be referred to Ordinary Council meetings.
- Committee members to be all Councillors.
- Meetings are to take place every Tuesday for a full day in some format (refreshments and lunch provided). Generally
  - The first Tuesday of each month reserved for Infrastructure Committee Meeting potentially followed by a strategic briefing session.
  - The second and fourth Tuesday of each month, Ordinary Council meetings are scheduled with time dedicated post-Council meetings for briefing sessions on issues related to strategy, advocacy and/or communication.
  - The third Tuesday of each month allocated for Communities Committee Meetings potentially followed by a strategic briefing session.
- Portfolio responsibilities are retained and led by the Portfolio Councillor at the Table.
- Portfolio Councillors liaise and meet regularly with relevant Managers and General Managers on portfolio matters.
- Intended content for the Committee meetings will be those matters across Council requiring a decision or is strategic information or information that is in the public interest.

### **PREVIOUS DECISIONS**

Council adopted the Standing Committee model to take effect from 1 March 2022.

### **BUDGET IMPLICATIONS**

Nil if adopted as recommended.

### **LEGISLATIVE CONTEXT**

The *Local Government Regulation 2012* stipulates the requirements of Council meetings and Committee. If adopted all options comply with this legislation.

### **LEGAL IMPLICATIONS**

Nil

### **STAFFING IMPLICATIONS**

Nil

### **RISK ASSESSMENT**

Nil

### **CORPORATE/OPERATIONAL PLAN**

Corporate Plan Goal 1.1 includes effective governance with accountable decision-making practices.

### **CONCLUSION**

The process has generally worked well and continue to be improved with feedback from Councillors. It is also viewed that these Committees will form an important link in the dissemination of information in the proposed Capital Project Framework Policy.

It is recommended that Council continue with the previous model of Standing Committees and adopt the Terms of Reference as attached.

# **COUNCIL COMMITTEES**

## **Draft Terms of Reference - Communities Committee**

**Meeting Date: 9 April 2024**

**Attachment No: 1**

**Date:** 9 April 2024  
**Subject:** Terms of Reference – Communities Committee  
**File Ref:** 8237

---

### 1. PURPOSE

The Communities Committee is a formal standing committee of Rockhampton Regional Council and provides direction and leadership on the functional responsibilities that fall under its Community Services Department.

### 2. SCOPE

This Committee comprises all Councillors of Rockhampton Regional Council. The Mayor is an ex-officio member of the Committee pursuant to s12(4)(f) of the Local Government Act 2009.

This Committee is primarily responsible for overseeing Strategy, Advocacy and Communication along with the Policy and Performance in the areas of Council that operate under its Community Services Department. This includes the following areas of operation:

- Environmental Sustainability
- Community Asset and Facilities
- Heritage Village
- Venues
- Rockhampton Museum of Art
- Library and Childcare Services
- Parks Management (including Botanics and Kershaw Gardens and Cemeteries)
- Sport
- Rockhampton Zoo
- Development Engineering
- Building Plumbing & Compliance
- Health & Environment
- Local Laws

Executive Officer is the General Manager Community Services.

### 3. FUNCTIONS

The main functions of the Committee are to:

1. Consider and decide on the most appropriate forms of advocacy pertaining to the above scope.
  2. Review and decide on relevant strategies as they relate to the areas of operation listed in the scope of this Terms of Reference.
- 

Communities Committee Terms of Reference

3. Consider the best forms of communication for the betterment of the organization and community in line with the scope listed above.
4. Receive reports from the Chief Executive Officer and appropriately delegated officers.
5. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.

#### 4. LIMITATIONS

In accordance with s. 257(1)(c) of the Local Government Act 2009, Council delegate authority to the committee to make resolutions on its behalf. For clarity, a casting vote can be used by the Committee Chair to determine a resolution in the event of a tied vote.

Development Assessment approvals to go to Council meetings as opposed to this Committee.

Committee members to be all Councillors.

A quorum of the committee is a majority of its member Councillors. However, if the number of Councillors is an even number, one half of the number is the quorum

In accordance with s. 267(1) of the Regulation, the Mayor be appointed as Chair of the Committee. The Committee Chair shall assume overall responsibility for the good governance and order of the Committee meeting.

**Evan Pardon**  
**Chief Executive Officer**

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Communities Committee Terms of Reference

## **COUNCIL COMMITTEES**

### **Draft Terms of Reference - Infrastructure Committee**

**Meeting Date: 9 April 2024**

**Attachment No: 2**

**Date:** 9 April 2024  
**Subject:** Terms of Reference – Infrastructure Committee  
**File Ref:** 8237

---

### 1. PURPOSE

The Infrastructure Committee is a formal standing committee of Rockhampton Regional Council and provides direction and leadership on the functional responsibilities that fall under its Regional Services Department.

### 2. SCOPE

This Committee comprises all Councillors of Rockhampton Regional Council. The Mayor is an ex-officio member of the Committee pursuant to s12(4)(f) of the Local Government Act 2009.

This Committee is primarily responsible for overseeing Strategy, Advocacy and Communication along with the Policy and Performance in the areas of Council that operate under its Regional Services Department. This includes the following areas of operation:

- Civil Operations
- Infrastructure Planning
- Asset Management
- Waste Services (Collections and Operations)
- Recycling
- Project Delivery
- Fitzroy River Water (Treatment & Supply and Network Services)

Executive Officer is the General Manager Regional Services.

### 3. FUNCTIONS

The main functions of the Committee are to:

1. Consider and decide on the most appropriate forms of advocacy pertaining to the above scope.
2. Review and decide on relevant strategies as they relate to the areas of operation listed in the scope of this Terms of Reference.
3. Consider the best forms of communication for the betterment of the organization and community in line with the scope listed above.
4. Receive reports from the Chief Executive Officer and appropriately delegated officers.
5. Consider the material in the reports from officers and seek further information from relevant officers, if necessary.

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Infrastructure Committee Terms of Reference

#### 4. LIMITATIONS

In accordance with s.257(1)(c) of the Local Government Act 2009, Council delegate authority to the committee to make resolutions on its behalf. For clarity, a casting vote can be used by the Committee Chair to determine a resolution in the event of a tied vote.

Committee members to be all Councillors.

A quorum of the committee is a majority of its member Councillors. However, if the number of Councillors is an even number, one half of the number is the quorum

In accordance with s. 267(1) of the Regulation, the Mayor be appointed as Chair of the Committee. The Committee Chair shall assume overall responsibility for the good governance and order of the Committee meeting.

**Evan Pardon**  
**Chief Executive Officer**

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Infrastructure Committee Terms of Reference



## 11.7 APPOINTMENT OF REPRESENTATIVES OF COUNCIL TO EXTERNAL ORGANISATIONS

**File No:** 10072  
**Attachments:** Nil  
**Authorising Officer:** Ross Cheesman - Acting Chief Executive Officer  
**Author:** Ross Cheesman - Acting Chief Executive Officer

### SUMMARY

*The Chief Executive Officer is seeking nominations to represent Rockhampton Regional Council on external organisations.*

### OFFICER'S RECOMMENDATION

THAT Council appoint members to represent Rockhampton Regional Council on organisations, associations or bodies as below:

<b>Organisation</b>	<b>Council Representative</b>
Rockhampton Museum of Art Philanthropy Board	Councillor Wickerson
Australian Local Government Women's Association	Councillor Taylor
CQ Airport Group	Councillor Fisher
Capricorn Pest Management Group	Councillor Mathers Councillor Oram (Proxy)
Fitzroy Basin Association	Councillor Oram
Fitzroy Partnership for River Health	Councillor Oram
Fitzroy River Restocking Group	Councillor Oram
Floodplain Management Australia	Councillor Taylor
Leichhardt Way/Drive Inland Promotions Association	Councillor Taylor
Local Authority Waste Management Advisory Committee	Councillor Latcham
Local Disaster Management Group	Mayor Williams Councillor Wickerson
Regional Arts Development Fund Committee	Councillor Wickerson
Rockhampton Regional Roads and Transport Group	Councillor Taylor

**COMMENTARY**

Rockhampton Regional Council has extensive involvement in numerous organisations across the region and it is necessary that Council determine its ongoing representation on those bodies and organisations.

While the below list of relevant organisations is not exhaustive, it is considered to encapsulate those bodies which currently have a high priority within the region and for which Council currently has representation. It is anticipated that this will be added to by Council resolution.

- Rockhampton Museum of Art Philanthropy Board
- Australian Local Government Women's Association
- CQ Airport Group
- Capricorn Pest Management Group
- Fitzroy Basin Association
- Fitzroy Partnership for River Health
- Fitzroy River Restocking Group
- Floodplain Management Australia
- Leichhardt Way/Drive Inland Promotions Association
- Local Authority Waste Management Advisory Committee
- Local Disaster Management Group
- Regional Arts Development Fund Committee
- Rockhampton Regional Roads and Transport Group

**BUDGET IMPLICATIONS**

Nil

**LEGISLATIVE CONTEXT**

There are no legislative implications associated with Council representation on external organisations.

**LEGAL IMPLICATIONS**

There are no direct legal implications associated with Council representation on external organization, save for decisions made by external organisations are not binding on Council in the absence of a formal Council resolution.

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan Goal 1.2 We are respected and recognised for our engagement with the community and our contributions to the region.

**CONCLUSION**

Council has existing representation on a number of organisations, association and bodies across the region and it is recommended that Council determine its ongoing representation on those bodies and organisations.

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**11.8 APPOINTMENTS TO COUNCIL'S AUDIT AND BUSINESS IMPROVEMENT COMMITTEE**

**File No:** 3012  
**Attachments:** 1. [Terms of Reference](#)  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Ross Cheesman - Deputy Chief Executive Officer

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**SUMMARY**

*This report seeks the appointment of two (2) Councillors to Council's Audit and Business Improvement Committee.*

**OFFICER'S RECOMMENDATION**

THAT Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ be appointed to Council's Audit and Business Improvement Committee.

**COMMENTARY**

At the commencement of each term of Council, appointments to its Audit and Business Improvement Committee are made. The committee structure follows the requirements of the *Local Government Regulation 2012*. It consists of three (3) external members and two (2) Councillors.

**PREVIOUS DECISIONS**

Previously Councillor Kirkland and Councillor Latcham were Councillor representatives on this Committee. Whilst the legislation stipulates that Council only needs to appoint one (1) Councillor, two (2) appointments has been Council's preferred position and reflected in the Terms of Reference.

The Terms of Reference, as previously approved are attached. No changes are recommended to these Terms at this point in time.

The next meeting of this Committee is Thursday 11 April 2024.

**BUDGET IMPLICATIONS**

Committee expenses are included in Council operating budget.

**LEGISLATIVE CONTEXT**

s210 *Local Government Regulation 2012* states that the audit committee of a local government must -

- (a) consist of at least 3 and no more than 6 members; and
- (b) include -
  - (i) 1, but no more than 2, councillors appointed by the local government; and
  - (ii) at least 1 member (external) who has significant experience and skills in financial matters.
- (2) The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.
- (3) The local government must appoint 1 of the members of the audit committee as chairperson

**LEGAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**RISK ASSESSMENT**

Nil

**CORPORATE/OPERATIONAL PLAN**

Nil

**CONCLUSION**

It is recommended that Council continue to have two (2) Councillors appointed to its Audit and Business Improvement Committee.

# **APPOINTMENTS TO COUNCIL'S AUDIT AND BUSINESS IMPROVEMENT COMMITTEE**

## **Terms of Reference**

**Meeting Date: 9 April 2024**

**Attachment No: 1**



**Subject:** Terms of Reference – Audit and Business Improvement Committee  
**File Ref:** 8237

**1 Establishment of the Audit and Business Improvement Committee**

The Audit and Business Improvement Committee (committee) is established in accordance with section 105 of the *Local Government Act 2009*.

This committee, having no delegated authority, is a source of independent advice to Council and the CEO. It does not replace the responsibilities of executive management. Accordingly, the committee is not responsible for supervising the performance of officers and it is not to become involved in the day-to-day operations, management functions, or decision making of Council.

The committee can make recommendations to Council for consideration, or where the CEO has approval authority for an item under discussion, the committee can make recommendations directly to the CEO for consideration.

**2 Purpose**

The Audit and Business Improvement Committee is constituted under the *Local Government Act 2009*. It provides direction and leadership on the functional responsibilities detailed in paragraph 4 Duties and Responsibilities.

**3 Objectives of the Committee**

The overall objective of the committee is to assist Council and the CEO to discharge their duties by providing specialist high level advice, with respect to matters of financial reporting, corporate governance, risk and control and internal and external audit functions.

**4 Duties and Responsibilities**

The committee has a key role in strengthening the control environment and ascertaining the establishment of an appropriate ethical culture. The main responsibilities of the committee are to:

- (a) Monitor and review:
  - (i) The integrity of financial documents;
  - (ii) The internal audit function; and
  - (iii) The effectiveness and objectivity of the local government’s internal auditors.

This will be achieved by the following activities.

**4.1 Financial Reporting**

The financial reporting activities include:

- (a) Review with management and the external auditors the results of audit engagements, including any difficulties encountered, significant accounting and reporting issues, and recent professional and regulatory changes, and understand their impact on the financial statements.
- (b) Understand strategies, assumptions and estimates that management has made in preparing financial statements, budgets and investment plans.

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- (c) Understand how management develops interim financial information and the nature and extent of internal and external auditor involvement in the process.
- (d) Review, for the preceding financial year, the draft Financial Statements, before the statement is certified, and the Auditor General's report about Council's financial statements and consider whether they are complete and consistent with the information known to the committee members.

**4.2 Audit**

The audit activities include:

- (a) Ascertain that the activities undertaken by the Internal Audit function are in accordance with relevant charters, international standards, professional practices etc. through the annual and periodic Quality Assurance and Improvement Program process.
- (b) Ascertain the objectivity and independence of both the internal and external audit functions.
- (c) Monitor cooperation levels of management with the relevant audit functions.
- (d) Monitor and review, providing input for consideration to, Internal and External Audit's annual risk-based plans, which may include providing possible areas for inclusion and input to the scope.
- (e) Review the results of the internal audit reports.
- (f) At least twice during the year, review and track the recommendations, and the actions in response, to address the results of the audit engagements and improve the control environment.
- (g) Review the progress report for the internal audit recommendations and actions for the preceding financial year.
- (h) Monitor and review results of periodic surveys undertaken on the effectiveness of Internal Audit.
- (i) The committee may meet with Internal and External Audit independent of management as determined necessary.

**4.3 Other**

Other activities include:

- (a) To obtain reasonable assurance with respect to Council's governance processes, the committee will monitor and provide advice on the processes and procedures established and maintained to ascertain they are operating as intended.
- (b) Consider the effectiveness of Council's control environment including information technology, security, and the status of any significant breaches.
- (c) Receive reports on all matters of significance arising from work performed by other providers.
- (d) Review the effectiveness of risk management through monitoring of the Enterprise Risk Management risk registers, and Fraud and Corruption Risk Checklist.
- (e) Ascertain that management has appropriate antifraud programs and controls in place and investigations are undertaken if fraud is detected.
- (f) Monitor the standard of corporate conduct, for example conflicts of interest, and take an interest in ethical considerations regarding Council policies and practices.
- (g) Monitor the quality and scope of Council's insurance cover.
- (h) Monitor significant litigation issues.
- (i) Review any other matters referred to it by the CEO.
- (j) The committee will self-assess annually and confirm that all responsibilities outlined in the Terms of Reference (this document) have been carried out.

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**5 Composition and Membership**

In accordance with section 210 of the *Local Government Regulation 2012*:

1. The audit committee of a local government must:
  - (a) consist of at least 3 and no more than 6 members; and
  - (b) include:
    - (i) 1, but no more than 2, councillors appointed by the local government; and
    - (ii) at least 1 member who has significant experience and skills in financial matters.
2. The chief executive officer can not be a member of the audit committee but can attend meetings of the committee.

The membership of the committee is to be as follows:

- (a) 2 Councillors; and
- (b) 3 independent external members with appropriate qualifications and experience.

**5.1 Appointments**

Councillors will be appointed by resolution to the committee for the full Council term unless otherwise determined by the Council.

Independent external members will be recruited through expressions of interest, publicly advertised, and appointed based on merit for a two year term. Council will appoint members to the committee by Council resolution. Upon completion of the term, the position would be declared vacant and expressions of interest may be sought. An outgoing external member may be re-appointed by the CEO without the position being declared vacant, however, the maximum period an external member can serve is for three consecutive terms being a maximum of six years.

In accordance with section 210(3) of the *Local Government Regulation 2012*, the local government must appoint one member of the audit committee as chairperson.

Best practice indicates the chairperson should be one of the independent external members. The committee will discuss and recommend to Council one member to be the chairperson. The appointment of the chairperson will be approved through formal Council resolution.

Council may appoint a Councillor to be an alternate member of the committee. An alternate member is a person who attends meetings of the committee and acts as a member of the committee only if another Council member of the committee is absent. Other elected members of Council may participate in committee meetings, however, will not be a member and will not have voting rights.

**6 Role of Chairperson**

The committee chairperson will assume overall responsibility for:

- (a) The good governance and order of the committee;
- (b) Providing assurance that the committee responsibilities as per the Terms of Reference (this document) have been met;
- (c) Acting as the chairperson of each committee meeting; and
- (d) Providing leadership in promoting and supporting appropriate committee culture.

**7 Voting**

Motions are decided on by a majority of the votes of the members present.

If the votes are equal, the chairperson will have a casting vote.

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**8 Quorum**

A quorum of the committee is a majority of its members. However, if the number of members is an even number, one half of the number is the quorum.

**9 Meetings**

The committee will meet at least twice each financial year in accordance with section 211 of the *Local Government Regulation 2012*. The CEO in conjunction with the CAE will determine the number of meetings, meeting dates and venue (i.e. a site or teleconference meeting).

Meetings, including reports, will be closed to the public, unless resolved by the committee.

The committee may invite others to attend. Invitees are not members of the committee and have no voting rights. Permanent invitees include:

- (a) Councillors;
- (b) General managers;
- (c) Chief Financial Officer;
- (d) Representatives from internal audit and risk management; and
- (e) Representatives from external audit.

**9.1 Agendas for Meetings**

The CEO and CAE will determine the agenda presented to a committee meeting.

At a minimum, the agenda will be distributed at least 2 working days before the meeting.

The agenda with attachments are designed for internal reporting purposes only and shall not be released to the general public.

The minutes of the committee meetings will be provided to Council as soon as practicable after each meeting and upon adoption by Council, extracts will be distributed to relevant officers for information and action.

**9.2 Administrative Support**

The CEO will make administrative arrangements so that an agenda, supported by the relevant explanatory documentation, is circulated to all committee members and any other invitees, as well as providing secretarial functions to the meetings and preparation of the minutes.

**10 Access to Information**

The committee has the authority to seek information it deems necessary to fulfil its duties and responsibilities. All requests are to be submitted through the CEO in line with the Councillor Acceptable Request Guidelines Policy.

**EVAN PARDON**

**CHIEF EXECUTIVE OFFICER**

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

<b>File No:</b>	<b>11979</b>
<b>Attachments:</b>	<b>1. Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Clean</b> <a href="#">↓</a> <b>2. Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Tracked</b> <a href="#">↓</a>
<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**

*Each new term of Council considers the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy. This Policy and associated process is a requirement of the Local Government Regulation 2012.*

**OFFICER'S RECOMMENDATION**

THAT Council:

1. adopts the amended Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy attached to this report; and
2. approves a review date of the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy of April 2028.

**COMMENTARY**

The current Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy has worked well by all accounts hence only some minor changes are being recommended. Councillors will note these suggested changes by the track changes feature in the attachment.

Councillors of course may well have a different view and this is the opportunity to have these discussions. The legislation also requires these discussions not to be held in closed session.

Following formal adoption, this policy must be published on Council's website and available for inspection and/or purchase.

**BACKGROUND**

Each term of Council reviews its Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy. Once adopted this is made available for the public via the website or inspection and/or purchase.

**PREVIOUS DECISIONS**

This policy has previously been adopted by the former Council and suggested changes made as per the attached document.

**BUDGET IMPLICATIONS**

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

**LEGISLATIVE CONTEXT**

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

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**LEGAL IMPLICATIONS**

Nil

**STAFFING IMPLICATIONS**

Nil

**RISK ASSESSMENT**

Nil

**CORPORATE/OPERATIONAL PLAN**

Nil

**CONCLUSION**

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

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

## **Draft Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy - Clean**

**Meeting Date: 9 April 2024**

**Attachment No: 1**

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

### STATUTORY POLICY



#### 1 Scope

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

#### 2 Purpose

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

#### 3 Related Documents

##### 3.1 Primary

*Local Government Regulation 2012*

##### 3.2 Secondary

*Income Tax Assessment Act 1997 (Cwth)*

*Local Government Act 2009*

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

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

Entertainment and Hospitality Policy

Fleet Acquisition Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

#### 4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
CQROC	Central Queensland Regional Organisation of Councils
CQROC Local Government Areas	The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council and Rockhampton Regional Council.
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
Mayor	An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> .
Official Council Business	<p>Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete) and where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council including, but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Official Council meetings, Councillor forums and workshops,</li> <li>(b) Meetings and engagements associated with Councillors who have been formally appointed to an external organisation;</li> <li>(c) Attendance at prescribed Local Government training/workshops and conferences;</li> <li>(d) Attendance at civic ceremonies and community events where a formal invitation has been received inviting Councillors in their capacity to undertake official duties;</li> <li>(e) Attending public meetings, annual meetings, community meetings, organised/official events or presentation dinners where invited as a Councillor;</li> <li>(f) Attending meetings of community groups where invited to speak about Council programs or initiatives;</li> <li>(g) Attending private meetings with constituents about Council strategies, programs or initiatives; and/or</li> <li>(h) Attending organised meetings, inspections and community consultations pertaining to Council responsibilities.</li> </ul> <p>Participating in a community group event or being a representative on a board not associated with Council is not regarded as official Council business.</p>

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

## 5 Policy Statement

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

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

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

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

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

### 5.1 Expense Categories

#### 5.1.1 Official Council Business

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

#### 5.1.2 Professional Development

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

- (a) Mandatory training; and
- (b) Discretionary training provided the expenses do not exceed the following limits:
  - (i) Mayor No limit
  - (ii) Councillors \$7,500 per year

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

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**5.1.3 Travel Expenses**

Council pays or reimburses expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy.

If associated travel expenses are in line with the budget allocation prior Council approval is not required for travel undertaken:

- (a) Within the CQROC Local Government Areas provided the expenses are deemed necessary for undertaking official Council business or professional development; or
- (b) Outside of the CQROC Local Government Areas where the purpose of the travel is connected with fulfilling the Councillor’s duties as the Council endorsed representative to an external organisation, association or body.

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

Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel or if attending as an endorsed representative to an external organisation, association or body.

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

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

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

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

**5.1.3.1 Flights**

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

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

**5.1.3.2 Accommodation**

All Councillor accommodation should be selected having regard to:

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

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

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

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

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

#### 5.1.3.3 Private Vehicle Use

Use of private motor vehicles (excluding Council provided vehicles) is not permitted without CEO prior approval. The use of private vehicles for official Council business will only be approved where every effort to use Council vehicles has been explored in advance of its required need.

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

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

#### 5.1.3.4 Parking and Associated Fees

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

#### 5.1.3.5 Public Transport/Taxi and Ride Share Fares

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

#### 5.1.3.6 Conference Proceedings

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

#### 5.1.3.7 Laundry/Dry Cleaning

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

#### 5.1.3.10 Meals

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

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

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

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

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

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**5.1.3.11 Non Allowable Expenditure**

Expenses not reimbursed as part of your official duties will not be reimbursed whilst travelling, excluding items in paragraphs 5.1.3.1 to 5.1.3.10. The following are examples of expenses are not reimbursed by Council:

- (a) Beverages not included within a meal allowance;
- (b) Tips and gratuities other than where travel is to a place where tips and gratuities are the custom;
- (c) Applying for or renewing passports;
- (d) Airline club fees (that is, Qantas Frequent Flyer or Virgin Australia Velocity Club), other than approved by the CEO;
- (e) Excess baggage claims, unless items are directly related to the approved event;
- (f) Toiletries;
- (g) Barber or hair stylist;
- (h) Babysitting fees;
- (i) Kennel fees;
- (j) Tourism related costs;
- (k) Traffic parking fines;
- (l) Fees and charges associated with personal travel on Queensland tolls charges;
- (m) Travel costs not applicable to the official Council business;
- (n) In-flight and in-house movies

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

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

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

**5.1.3.12.2 Local Government WorkCare**

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

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

**5.1.3.12.3 Extended Personal Travel**

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

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**5.1.3.12.4 Travel by Family Members**

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

**5.1.3.12.5 Rewards Programs**

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

**5.1.3.12.6 Non-Attendance**

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

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

**5.1.3.12.7 Purchase Cards**

The Mayor may be issued with a corporate purchase card. It must not be used to book travel arrangements, including flights, accommodation or registrations. The only exception is for emergency flight or accommodation changes outside the Mayor's control.

**5.1.3.12.8 Additional Expenses**

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

**5.1.3.12.9 Claiming and Declaration of Travel Expenses**

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

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

All travel supporting documentation including unused cab charge vouchers and airtrain tickets must be returned with the Declaration of Travel Expenses Form within 14 days of completion of travel for processing and payment. Committee Support arranges reimbursement in accordance with this policy.

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**5.2 Entertainment and Hospitality****5.2.1 Expenditure**

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

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

(b) \$1,200 per annum for each Councillor.

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

**5.3 Facilities**

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

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

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

**5.3.1 Administrative Tools and Office Amenities**

Council provides Councillors with the facilities listed below:

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

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

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

**5.3.1.2 Support**

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

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

**5.3.1.3 Computer**

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

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

**5.3.1.5 Stationery**

Councillors are provided stationery for official purposes only.

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

Stationery does not include any form of advertising by Council.

**5.3.1.6 Telecommunication Needs**

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

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

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**5.3.1.7 Publications**

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

**5.3.1.8 Advertising**

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

**5.3.1.9 Community Consultation**

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

**5.3.1.10 Other Equipment**

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

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

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

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

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

**5.3.1.12 Maintenance**

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

**5.3.2 Vehicles****5.3.2.1 Vehicle Allowance**

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official Council business use, up to Council's fleet purchase price of \$45,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle). Whilst consultation with the Councillor will be undertaken, the vehicle supplied will be at the determination of the CEO taking into account the sound contracting principles in the *Local Government Act 2009*.

As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be official Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$75,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

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

**5.3.2.2 Greenhouse Gas Emissions**

Council provided vehicles must meet the requirements of the Fleet Acquisition Policy.

**5.3.2.3 Private Use**

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

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

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4,516 plus yearly Council plant hire increases.

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

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

**5.3.2.4 Conditions of Use**

**5.3.2.4.1 Roadworthiness and Appearance**

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

It is a Councillor’s responsibility to ensure:

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

**5.3.2.4.2 Authorised Drivers**

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

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

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**5.3.2.4.3 Replacing Vehicles**

Mayor and Councillor vehicles will generally be replaced at or around 120,000kms and where possible in conjunction with local government election cycles. Circumstances leading to different replacement intervals will be at the discretion of the CEO.

**5.3.2.4.4 Infringements**

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

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

**5.3.2.4.5 Insurance**

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

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

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

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

**5.3.2.4.6 Theft of a Council Vehicle**

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

**5.3.2.4.7 Loss of Drivers Licence**

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

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

**5.3.2.4.8 Accidents**

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

**5.4 Legal Costs and Insurance Cover**

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

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

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

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

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

**5.5 Vacation of Office**

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

**5.6 Payment of Expenses**

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

**6 Review Timelines**

This policy is reviewed when any of the following occur:

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

**7 Document Management**

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



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

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

**Meeting Date: 9 April 2024**

**Attachment No: 2**

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

### STATUTORY POLICY



#### 1 Scope

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

#### 2 Purpose

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

#### 3 Related Documents

##### 3.1 Primary

*Local Government Regulation 2012*

##### 3.2 Secondary

*Income Tax Assessment Act 1997 (Cwth)*

*Local Government Act 2009*

Civic Events Policy

Council Vehicle Incident Procedure

Declaration of Travel Expenses Form

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

Entertainment and Hospitality Policy

Fleet ~~Vehicle Greenhouse Gas Emissions Reduction~~ Acquisition Policy

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Notice of Incident – Insurance Purposes (Internal)

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel Request Form

#### 4 Definitions

To assist in interpretation, the following definitions apply:

CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
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Civic Event	An event or ceremony which involves a guest/s of honour and invites guests approved by the Mayor. Civic events are initiated by the Mayor.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the <i>Local Government Act 2009</i> or <i>Local Government Regulation 2012</i> .
Council	Rockhampton Regional Council
Council Table	The body of elected Councillors of Council.
Councillors	The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
CQROC	Central Queensland Regional Organisation of Councils
CQROC Local Government Areas	The boundaries of the local government areas of Banana Shire Council, Central Highlands Regional Council, Gladstone Regional Council, Livingstone Shire Council, Woorabinda Aboriginal Shire Council and Rockhampton Regional Council.
Discretionary Training	Training a Councillor wishes to attend, outside the provisions of mandatory training.
Expenses	Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council.
Facilities	Facilities deemed necessary to assist Councillors in their role.
<a href="#">GVC</a>	<a href="#">Green Vehicle Guide</a>
Mandatory Training	Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role.
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Reasonable	Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.
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Resolution	A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made.

**5 Policy Statement**

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

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

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

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

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

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

**5.1 Expense Categories**

**5.1.1 Official Council Business**

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

**5.1.2 Professional Development**

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

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

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

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### 5.1.3 Travel Expenses

Council pays or reimburses expenses incurred by a Councillor (for example, flights, car, accommodation, meals) as set out in this policy.

If associated travel expenses are in line with the budget allocation prior Council approval is not required for travel undertaken:

- (a) Within the CQROC Local Government Areas provided the expenses are deemed necessary for undertaking official Council business or professional development; or
- (b) Outside of the CQROC Local Government Areas where the purpose of the travel is connected with fulfilling the Councillor's duties as the Council endorsed representative to an external organisation, association or body.

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

Any travel expenses outside of the budget allocation requires approval by Council resolution regardless of the location of the travel or if attending as an endorsed representative to an external organisation, association or body.

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

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

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

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

#### 5.1.3.1 Flights

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

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

#### 5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

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

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

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

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

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

#### 5.1.3.3 Private Vehicle Use

Use of private motor vehicles (~~excluding Council provided vehicles~~) is not ~~permitted without CEO prior approval. encouraged and should only be utilised where no other means of transport is available, practical or economical.~~ The use of private vehicles for official Council business ~~will only be approved~~ ~~is only acceptable~~ where every effort to use Council vehicles has been explored in advance of its required need.

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

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

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

#### 5.1.3.4 Parking and Associated Fees

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

#### 5.1.3.5 Public Transport/Taxi [Fares and Ride Share Fares](#)

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

#### 5.1.3.6 Conference Proceedings

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

#### 5.1.3.7 Laundry/Dry Cleaning

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

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

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

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

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

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**5.1.3.10 Meals**

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

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

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

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

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

**5.1.3.11 Non Allowable Expenditure**

Expenses not reimbursed as part of your official duties will not be reimbursed whilst travelling, excluding items in paragraphs 5.1.3.1 to 5.1.3.10. As a guide, expenses not normally reimbursed at home, are not reimbursed when travelling. The following are examples of expenses are not reimbursed by Council:

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

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~~(r) Public transport or taxi fares for personal matters, for example, shopping, visiting friends/relatives etc.~~

**5.1.3.12 Other Travel Matters**

**5.1.3.12.1 Travel Insurance**

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

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

**5.1.3.12.2 Local Government WorkCare**

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

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

**5.1.3.12.3 Extended Personal Travel**

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

**5.1.3.12.4 Travel by Family Members**

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

**5.1.3.12.5 Rewards Programs**

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

**5.1.3.12.6 Non-Attendance**

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

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

**5.1.3.12.7 Purchase Cards**

~~The Mayor may be issued with a corporate purchase card. It~~Councillors must not ~~be used~~ ~~corporate purchase cards~~ to book travel arrangements, including flights, accommodation or registrations. The only exception is for emergency flight or accommodation changes outside the ~~Mayor~~Councillor's control.

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**5.1.3.12.8 Additional Expenses**

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

**5.1.3.12.9 Claiming and Declaration of Travel Expenses**

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

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

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

**5.2 Entertainment and Hospitality**

**5.2.1 Expenditure**

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

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

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

**5.3 Facilities**

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

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

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

**5.3.1 Administrative Tools and Office Amenities**

Council provides Councillors with the facilities listed below:

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

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

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

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**5.3.1.2 Support**

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

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

**5.3.1.3 Computer**

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

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

**5.3.1.4 Photocopier and Paper Shredder**

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

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

**5.3.1.5 Stationery**

Councillors are provided stationery for official purposes only.

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

Stationery does not include any form of advertising by Council.

**5.3.1.6 Telecommunication Needs**

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

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

**5.3.1.7 Publications**

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

**5.3.1.8 Advertising**

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

**5.3.1.9 Community Consultation**

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

**5.3.1.10 Other Equipment**

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

- (a) Laptop docking station;
- (b) Printer/scanner/copier;
- (c) Computer screen;
- (d) Lockable filing cabinet;
- (e) Desk and chair; and

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(f) Internet access for official Council business use only.

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

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

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

#### 5.3.1.12 Maintenance

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

### 5.3.2 Vehicles

#### 5.3.2.1 Vehicle Allowance

Councillors, with the exception of the Mayor, are provided with a Council vehicle for official Council business use, up to Council's fleet purchase price of ~~\$37,500~~45,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle). Whilst consultation with the Councillor will be undertaken, the vehicle supplied will be at the determination of the CEO taking into account the sound contracting principles in the Local Government Act 2009.

As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be official Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of ~~\$69,500~~75,000 (exclusive of GST but inclusive of any extras or accessories fitted to the vehicle).

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

#### 5.3.2.2 Greenhouse Gas Emissions

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

#### 5.3.2.3 Private Use

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

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

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of ~~\$4,232.54~~4,516 plus yearly Council plant hire increases.

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

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

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**5.3.2.4 Conditions of Use**

**5.3.2.4.1 Roadworthiness and Appearance**

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

It is a Councillor’s responsibility to ensure:

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

**5.3.2.4.2 Authorised Drivers**

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

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

**5.3.2.4.3 Refuelling Replacing of Vehicles**

Vehicles are to be refuelled at Council’s preferred supplier’s service station using the supplied fuel card. Mayor and Councillor vehicles will generally be replaced at or around 120,000kms and where possible in conjunction with local government election cycles. Circumstances leading to different replacement intervals will be at the discretion of the CEO.

**5.3.2.4.4 Infringements**

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

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

**5.3.2.4.5 Insurance**

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

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

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

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

#### 5.3.2.4.6 Theft of a Council Vehicle

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

#### 5.3.2.4.7 Loss of Drivers Licence

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

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

#### 5.3.2.4.8 Accidents

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

### 5.4 Legal Costs and Insurance Cover

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

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

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

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

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

### 5.5 Vacation of Office

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

### 5.6 Payment of Expenses

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

### 5.7 Reporting

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

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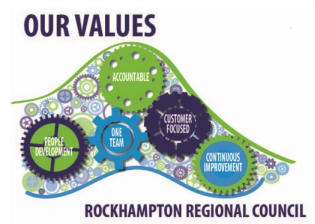
**6 Review Timelines**

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 the Council.

**7 Document Management**

Sponsor	Chief Executive Officer
Business Owner	Chief Executive Officer
Policy Owner	<a href="#">Manager-Office of the Mayor</a> <a href="#">Deputy Chief Executive Officer</a>
Policy Quality Control	Legal and Governance



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## 12 NOTICES OF MOTION

### 12.1 NOTICE OF MOTION - COUNCILLOR NEIL FISHER - TRAVEL TO BOWEN BASIN MINING CLUB LUNCHEON

**File No:** 10072

**Attachments:** 1. [Notice of Motion](#)

**Responsible Officer:** Nicole Semfel - Executive Assistant to the Mayor  
Justin Kann - Manager Office of the Mayor  
Evan Pardon - Chief Executive Officer

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#### SUMMARY

*Councillor Neil Fisher has indicated his intention to move a Notice of Motion at the next Ordinary Meeting scheduled for Tuesday 9 April 2024 regarding travel to Mackay on 21 March 2024.*

#### COUNCILLOR'S RECOMMENDATION

THAT Councillor Neil Fisher be granted retrospective approval to attend the Bowen Basin Mining Club Luncheon in Mackay on Thursday 21 March 2024.

#### BACKGROUND

Councillor Neil Fisher is seeking retrospective approval to attend the Bowen Basin Mining Club's March Luncheon at the South's Leagues Club Mackay.

The Bowen Basin Mining Club provides the largest networking events in the Bowen Basin. Rockhampton Regional Council has had a highly visible presence at these events since 2012.

By attending, Rockhampton Regional Council is sending a message of support to the Rockhampton Region's resource industry businesses.

Associated costs shall be expended from the Councillor's Travel Expenses Allocation. This would include the \$110.00 registration, accommodation, travel via vehicle and meals.

**NOTICE OF MOTION  
COUNCILLOR NEIL FISHER  
TRAVEL TO BOWEN BASIN MINING  
CLUB LUNCHEON**

**Notice of Motion**

**Meeting Date: 9 April 2024**

**Attachment No: 1**





**Councillor Neil Fisher**  
Division 2 - Deputy Mayor  
Airport Portfolio  
neil.fisher@rrc.qld.gov.au  
0417 663 961

13 February 2024

The Chief Executive Officer  
Rockhampton Regional Council  
PO BOX 1860  
ROCKHAMPTON QLD 4700

Dear Evan

I hereby give notice that I intend to move the following Motion at the next Ordinary Council Meeting of the Rockhampton Regional Council, on Tuesday the 09th April 2024.

“THAT Councillor Neil Fisher is seeking retrospective approval to attend the Bowen Basin Mining Club Luncheon in Mackay on Thursday 21 March 2024.”

Background:

Councillor Neil Fisher is seeking retrospective approval to attend the Bowen Basin Mining Club's March Luncheon at the South's Leagues Club Mackay.

The Bowen Basin Mining Club provides the largest networking events in the Bowen Basin. Rockhampton Regional Council has had a highly visible presence at these events since 2012.

By attending, Rockhampton Regional Council is sending a message of support to the Rockhampton Regions resource industry businesses.

Associated costs shall be expended from the Councillor's Travel Expenses Allocation. This would include the \$110.00 registration, accommodation, travel via vehicle and meals.

Yours sincerely

A handwritten signature in black ink, appearing to read "Neil Fisher".

Cr Neil Fisher  
Deputy Mayor  
Rockhampton Regional Council

**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 CLOSURE OF MEETING**