



ORDINARY MEETING

AGENDA

15 JANUARY 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 15 January 2019 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in dark ink, appearing to be "C. P.", is written over a faint, light blue circular stamp.

CHIEF EXECUTIVE OFFICER
9 January 2019

Next Meeting Date: 05.02.19

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

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Rose Swadling tendered her apology and will not be in attendance.

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 11 December 2018

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

7.1 DEPUTATION - QUEENSLAND HEALTH PROPOSED DRUG AND ALCOHOL REHABILITATION CENTRE

File No: 11051
Attachments: Nil
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Ross Cheesman - Deputy Chief Executive Officer

SUMMARY

Representatives from Queensland Health will attend Council to discuss the proposed Drug and Alcohol Rehabilitation Centre and other matters in this regard.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

7.1 Deputation - Queensland Health Proposed Drug and Alcohol Rehabilitation Centre

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

OFFICER'S RECOMMENDATION

THAT the deputation from Queensland Health be "received".

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 2019-21 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM

File No: 12534
Attachments: 1. 2019-21 LGGSP Guidelines [↓](#)
Authorising Officer: Alicia Cutler - Acting General Manager Corporate Services
Author: Angus Russell - Manager Strategy and Planning

SUMMARY

The report recommends projects for submission to the Queensland Government's 2019-21 Local Government Grants and Subsidies Program.

OFFICER'S RECOMMENDATION

THAT Council submit the following projects in priority order to the 2019-21 Local Government Grants and Subsidies Program and commit to making co-contributions to each project:

1. Gavial Creek Bridge Replacement
2. South Rockhampton Recycled Water Scheme and Biosolids Management

COMMENTARY

The Queensland Government has allocated \$57.9 million to the 2019.21 Local Government Grants and Subsidy Program (LGGSP). The Program funding period is from 1 July 2019 to 30 June 2021 and all approved projects must be completed by 30 June 2021. Applications close on 8 February 2019.

The following projects are recommended for submission.

1. **Gavial Creek Bridge Replacement** – Budget amounts include \$1,000,000 in 2018-19 and \$2,000,000 in 2019-20. Tendered costs and associated estimates are approximately \$4,100,000 and it is proposed that \$1,100,000 funding be sought to address the shortfall.

Justification – The Bridge has reached the end of its useful life and was damaged during Cyclone Debbie flooding. A load limit of 15 ton and speed limit of 20 km/hr currently apply. It services 2 agricultural properties and 35 smaller lots, some of which have houses.

2. **South Rockhampton Recycled Water Scheme and Biosolids Management** – Forward budgets include \$513,000 in 2020-21 for a recycled water scheme and \$700,000 in 2020-21 for mechanical sludge dewatering. The proposed project would involve construction of the recycled water scheme and implementation of a mechanical sludge dewatering facility. The budgeted investment of \$1,213,000 could be supported by grant funding of \$727,800 or 60% of the estimated cost.

Justification – The project will facilitate the beneficial reuse of sewage effluent and sludge, improve operational efficiency and provide direct environmental benefits and ensure long term regulatory compliance. It will also support economic development for a number of agricultural producers.

BACKGROUND

The only successful project in the previous 2017-19 LGGSP was the Park Street Drainage Scheme Stage 5 with \$532,555 grant funding.

The objectives of the 2019-21 LGGSP are to support eligible projects that:

- align with State, regional and local priorities

- contribute to building safe, connected and liveable communities
- contribute to economic growth and employment
- maintain and extend the functional life of existing and future infrastructure assets through sustainable asset management
- build resilience against future natural disasters
- encourage collaboration and resource sharing between Local Governments.

A copy of the Program Guidelines is attached for reference.

PREVIOUS DECISIONS

In September 2017 Council resolved to submit seven projects to the previous 2017-19 LGGSP. These projects were: Gracemere Sewage Treatment Augmentation, Boundary Road Upgrade Package, Toonooba Park Upgrade Project, South Ulam Road Widening Project, Park Street Drainage Scheme Stage 5, McLeod Park Stage 3, and Sewer Main Relining in Flood Prone Areas. A subsequent resolution in October 2017 added a project relating to the Rockhampton River Gauge Network.

BUDGET IMPLICATIONS

Projects and applications require a minimum of 40 percent cash funding as a co-contribution from Council. Considerations relating to current budget forward estimates for projects is provided in the Commentary section of this report.

STAFFING IMPLICATIONS

Preparing high standard applications will require commitment of staff resources from the relevant sections of Council and project delivery will require in-kind contributions from Council in the form of staff time.

RISK ASSESSMENT

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

CORPORATE/OPERATIONAL PLAN

This report relates to Corporate Outcomes 1.1 which is to provide safe, accessible, reliable and sustainable infrastructure and facilities and 2.4 which is infrastructure services are driven to deliver future economic growth.

CONCLUSION

Council has the opportunity to seek from the Queensland Government by submitting projects to the 2019-21 Local Government Grants and Subsidies Program.

Project recommendations and proposed priority have generally considered availability of Council funding contributions from forward budget estimates (Council's 2018-19 Budget), the quantum of funding available from the program statewide, the level of information available to support proposed applications, the definition and relative complexity of projects and the resources required to prepare and submit applications.

2019-21 LOCAL GOVERNMENT GRANTS AND SUBSIDIES PROGRAM

2019-21 LGGSP Guidelines

Meeting Date: 15 January 2019

Attachment No: 1



Local Government Grants and Subsidies Program (LGGSP)

2019-21 LGGSP Guidelines

October 2018

Working towards White Ribbon accreditation





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Introduction

The Department of Local Government, Racing and Multicultural Affairs is responsible for administering the *Local Government Grants and Subsidies Program* (LGGSP), which is a competitive grant program available to all Queensland Local Governments.

Program aim

The primary aim of the 2019-21 LGGSP is to provide funding assistance to support Local Governments to deliver priority infrastructure and essential services that meet the identified needs of their communities.

Program objectives

The objectives of the 2019-21 LGGSP are to support eligible projects that:

- align with State, regional and local priorities
- contribute to building safe, connected and liveable communities
- contribute to economic growth and employment
- maintain and extend the functional life of existing and future infrastructure assets through sustainable asset management
- build resilience against future natural disasters
- encourage collaboration and resource sharing between Local Governments.

The Department is also committed to supporting the Queensland Government's objectives for the community, outlined in *Our Future State: Advancing Queensland's Priorities* (www.ourfuture.qld.gov.au), by funding projects that demonstrate alignment with these priorities.

Eligible applicants

Eligible applicants are:

- Local Government bodies constituted under the *Local Government Act 2009* and the *City of Brisbane Act 2010*;
- Other entities deemed eligible by the Minister for Local Government, Racing and Multicultural Affairs (the Minister).

Funding

Funding for the 2019-21 LGGSP is \$57.906 million.

Approved projects will be allocated a subsidy of up to 60 per-cent of the Total Eligible Project Costs comprising of:

Total Eligible Project Cost = Total Project Cost – Ineligible Costs and other Financial Contributions

Local Governments are expected to make a financial contribution towards any approved project/s. While Local Governments may request a higher subsidy rate, the final funding percentage is at the discretion of the Minister responsible for Local Government.

All project costs are to exclude Goods and Services Tax (GST).

[Local Government Grants and Subsidies Program Guidelines 2019-21](#)

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All unspent funds must be returned to the Department in accordance with Section 4.1.32 of the [Funding Deed of Agreement](#).

Funding period

The 2019-21 LGGSP funding period is from **1 July 2019 to 30 June 2021**. All approved projects must be completed by **30 June 2021**.

Eligible projects

Examples of *eligible projects* and associated costs for funding can be found in **Attachment 1**.

Note: the examples in this list are not exhaustive. Contact the Department if you require clarification on the eligibility of a proposed project and costs.

Ineligible projects

Examples of the types of *ineligible projects* and associated costs can be found in **Attachment 2**.

Assessment of Project Proposals

Local Governments are invited to submit a Project Proposal for each project for which funding is sought.

Project Proposals will be assessed by the Department and referred to a Moderation Panel for assessment and final recommendation to the Minister.

Assessment will be conducted against the Program Aim and Objectives, including the following Key Assessment Criteria required to be addressed by the applicants:

- delivery of essential public infrastructure, e.g. water and sewerage infrastructure
- financial soundness and value for money
- whole of asset life costs and the ability to manage such responsibilities
- community and/or economic need
- full time equivalent (FTE) jobs supported by the project
- capacity to deliver the project by 30 June 2021.

The Department will assess and determine eligible projects based on how well the project proposal meets the Key Assessment Criteria, while the Moderation Panel has discretion to recommend a subsidy less than 60 per cent.

Funding may be prioritised for projects where:

- they provide essential public infrastructure, i.e. water and sewerage infrastructure
- the Local Government has limited capacity to self-fund a project, and/or
- the project supports employment in local communities.

The Minister has discretion in the funding decision and is under no obligation to consider Project Proposals submitted after the application closing date.

Local Governments may be asked to provide additional information to support their submitted Project Proposals.



How to apply

Applications must be submitted through the Grants and Subsidies Portal by the application closing date of **8 February 2019**.

The Grants and Subsidies Portal simplifies the Project Proposal process by allowing Local Governments to manage submissions for multiple projects under a single grant submission package, thus reducing double-handling and providing options for saving and editing Project Proposals before final submission.

To apply for funding under the 2019-21 LGGSP:

- **Navigate** to the Department's Planning website and online LGGSP Grants Portal at: <https://planning.dsdmip.qld.gov.au/grant>
- **Sign-in** to the Portal. Council super-users must give permission through the portal for any user to access grants. More information can be found here <https://planning.dsdmip.qld.gov.au/planning/online-services/help>.
- **Follow the instructions** provided on the Portal to enter the required information directly into the provided fields for the Project Proposal
- **Ensure the Certification Form** is completed and signed.

The following resources will be available once the 2019-21 LGGSP opens for application:

- An instructional video on the application process, provided on the Grants Dashboard as well as at <https://planning.dsdmip.qld.gov.au/planning/online-services/help>.
- A User Manual available on the Department's website at www.dlgrma.qld.gov.au.

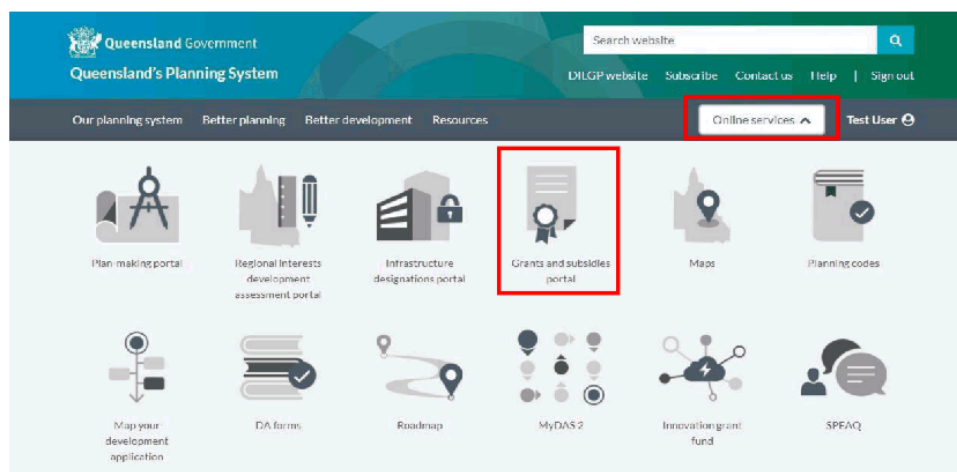


Figure 1: Queensland Grants and Subsidies Portal



Claims for payment

Under the 2019-21 LGGSP, funding is administered on a 30:60:10 model. In particular circumstances, the Department may approve a different payment schedule.

| PAYMENT SCHEDULE | |
|---|---|
| First Payment (30 percent of approved funding) | The Department will pay the Council upon receipt of a compliant Project Management Plan from the Council in the required format |
| Second and Subsequent Payments (up to 60 percent of approved funding) | The Department will pay the Council upon receipt of a completed subsidy claim form and a photograph of the project signage (where applicable) installed at the project site |
| Final Payment (10 percent of approved funding) | The Department will pay the Council upon receipt of a completed final report and subsidy claim form |

Each claim for payment must be made on the prescribed form, with certification that the work has been completed satisfactorily, and that expenditure for the amount stated has been properly incurred on the approved work in accordance with the program guidelines, the Funding Deed of Agreement and Formal Advice of Funding. Certification must be made by the Council's Chief Executive Officer or authorised delegated officer, or other persons as agreed by the Department.

In accordance with Section 4.1.31 of the Funding Deed of Agreement all final reporting and claims for payment are provided to the Department within 30 days of the approved Funding Period End Date.

The prescribed forms for claiming payments are available on the Department's website at www.dlgrma.qld.gov.au.

Acknowledgment of the funding

In accordance with Section 6.1 of the Funding Deed of Agreement funding recipients must acknowledge the contributions of the Queensland Government funding.

This may include:

- placement of signage at project construction sites
- commemorative plaque for official openings
- acknowledgement in publicly made statements, on websites, or other appropriate documentation

Further information on acknowledgement requirements, including the use of the Queensland Government logo, is available on the Department's website at: <http://www.dlgrma.qld.gov.au/local-government/grants/acknowledgement-requirements.html>.

Key dates

| | |
|---|--------------------------------|
| Opening date for Project Proposal submission: | 9:00am, Monday 14 January 2019 |
| Closing date for Project Proposal submission: | 5:00pm, Friday 8 February 2019 |
| Project Proposal assessment: | from Monday 11 February 2019 |
| Projects considered for approval: | from Monday 11 March 2019 |



For more information, contact the Department:

| NORTHERN REGION | |
|--------------------|------------------------------------|
| Cairns Office | Phone: (07) 4037 3407 or 4037 3411 |
| Townsville Office | Phone: (07) 4758 3420 or 4758 3472 |
| Rockhampton Office | Phone: (07) 4924 2908 |

| SOUTHERN REGION | |
|---------------------|-----------------------|
| Brisbane Office | Phone: (07) 3452 6762 |
| Toowoomba Office | Phone: (07) 4616 7315 |
| Maroochydore Office | Phone: (07) 5352 9711 |
| Maryborough Office | Phone: (07) 4122 0410 |

| | |
|--------------------------------|-----------------------|
| BRISBANE PROGRAM OFFICE | Phone: (07) 3452 6724 |
|--------------------------------|-----------------------|



Attachment 1 – Examples of Eligible Projects

Essential public infrastructure:

Sewerage infrastructure

- Sewerage infrastructure from the wastewater treatment plant including the treatment plant and disposal of the treated effluent, e.g. treatment works, distribution of treated wastewater and beneficial wastewater re-use.
- Upgrades to components of sewerage infrastructure that will reduce operating costs and/or extend the life of existing infrastructure

Water infrastructure

- Untreated water from the source to the treatment plant then to the first distribution reservoir, e.g. new source of supply, enhancement of existing weirs and bores, treatment works, pump stations, rising mains and delivery main up to the first distribution reservoir.
- Upgrades to components of water infrastructure that will reduce operating costs and/or extend the life of existing infrastructure.

Social and cultural infrastructure

- Community centres, halls, libraries, heritage sites, museums and cultural centres
- Modifications to public facilities

Economic and Tourism infrastructure

- Facilities such as camping grounds, heritage or natural attractions; foreshore developments,
- Streetscape enhancements
- Rest areas and amenities
- Technology such as internet kiosks and wireless access
- Resurfacing of Council owned and maintained airport runways
- Foreshore enhancement

Security and community safety infrastructure

- Security cameras
- Lighting in public places
- Emergency contact systems

Asset Management*

- Asset condition assessments
- Asset geocoding
- Fit-for-purpose asset management software
- Other improvements to asset management systems

* Every local government must prepare a long-term asset management plan as part of its system of financial management (*Local Government Act 2009*). This should be kept up to date as a result of Council's asset management system.

Disaster Resilience and Preparedness

Works that protect existing essential public infrastructure and/or build resilience to future natural disaster events.



Attachment 2 – List of Ineligible Projects and Costs

The following list provides examples of **ineligible projects** that are not eligible to receive funding under the 2019-21 LGGSP:

- Feasibility and planning studies, including town planning schemes
- House raising or relocation
- Sewerage infrastructure to the treatment plant, e.g. household connections, manholes, pump stations and sewer lines
- Treated water from the first distribution reservoir and distribution network to household connections

Pre-planning activities

- Conceptual design
- Works that have already commenced or been completed. This includes pre-planning and planning activities, and pre-construction, that commence prior to the date of formal advice of funding approval.

Plant and equipment

- Purchase or lease of core business capital equipment such as motor vehicles and office equipment
- Furnishings and supplies
- Purchase of plant and equipment
- Leasing of vehicles or plant and other equipment unless directly associated with the project e.g. water trucks, excavators

Core business costs (business as usual)

- Core business for an organisation, including ongoing costs for administration, operation and maintenance or engineering
- General overhead charges relating to the administration of project costs
- Ongoing costs for administration, operation and maintenance or engineering
- Corporate overheads and oncosts, including technical, professional and clerical salaries of Council employees
- Remuneration of Executive Officers
- Costs of preparing the Project Proposal for funding or associated supporting material
- Development of an Asset Management Plans (In accordance with the *Local Government Act 2009*, Councils must prepare a long-term asset management plan as part of its system of financial management)

Project costs

- Official opening expenses (excluding permanent signage)
- Statutory fees, charges and costs associated with obtaining regulatory and/or development applications
- Temporary works, except where required as part of the construction of the eligible works or required to enable completion of the proposed project
- Land acquisition and associated costs (unless directly associated with the proposed project) or land buy back schemes

Other costs

- Works on land that is not controlled or owned by Council
- Duplication of existing initiatives
- Legal expenses
- In-kind contributions, including contributions from Commonwealth or other State agencies

The above list identifies the most common examples of ineligible projects/costs and is not intended to be comprehensive. If there is any doubt about ineligible costs, please contact the Department.

Department of Local Government, Racing and Multicultural Affairs
Level 12, 1 William Street, Brisbane QLD 4000
tel 13 QGOV (13 74 68)
www.dlgma.qld.gov.au

11.2 QUEENSLAND GOVERNMENT NATURAL RESOURCES INVESTMENT PROGRAM - GRANT OPPORTUNITY

File No: 1171
Attachments: Nil
Authorising Officer: Alicia Cutler - Acting General Manager Corporate Services
Author: Angus Russell - Manager Strategy and Planning
Christine Bell - Coordinator Environmental Sustainability

SUMMARY

Council has an opportunity to submit projects for consideration under the Queensland Government Natural Resources Investment Program (2018-2022) – ‘TraNsfoRM! Innovation’. The February 2019 funding round offers up to \$1 million per project to develop new and more efficient processes, technologies, activities or tools which ensure land and water resources are sustainably managed to ensure catchment integrity and resilience.

OFFICER’S RECOMMENDATION

1. THAT Council develop and submit a proposal for consideration under the February 2019 funding round for the *Queensland Government Natural Resources Investment Program (2018-2022)*; and
2. THAT the Chief Executive Officer develop an application under the program that will best take advantage of the grant opportunity.

COMMENTARY

TraNsfoRM! Innovation is a component of the Queensland Government Natural Resources Investment Program 2018-2022. The program offers Queensland entities up to \$1 million per project (from a total pool of \$61 million) for innovative project applications that demonstrate a robust concept towards solutions to gaps identified in natural resource management (NRM).

The 2019 funding round provides the opportunity for the development of new techniques and approaches for NRM that improve, repair and restore Queensland’s natural assets, with a strong emphasis placed on projects that can be up-scaled and replicated across the state.

The Queensland Government anticipates a highly competitive application round, with successful projects likely to be focused on demonstrating innovative concepts and excellent relevance to Queensland natural resource management priorities and outcomes. Submissions are due on the 12th February 2019.

Projects are expected to:

- directly address one or more of the priorities of land, water and science and knowledge;
- focus on developing a new, unique or significantly improved product, process or service relating to natural resource management;
- be based on science and have the potential to improve, repair or restore natural resources;
- have a project timeframe of 12-24 months;
- have a distinct set of activities with testing and development aims and outcomes achievable within the set timeframes;
- deliver landscape outcomes, with an emphasis on areas at risk of land or water degradation and/or improving reef water quality;

- have the potential to contribute to building the resilience of Queensland's natural resources towards the challenges of a changing climate; and
- have the potential to assist in strengthening the state's position by measuring the impacts of climate change and enable opportunities to develop innovative management practices in response.

Due to the Christmas and New Year break and key staff absences, it has not been possible to fully scope a potential project but it is envisaged that there might be a number of opportunities relating to the work already undertaken around the riparian studies of Frenchmans and Thozets creeks. In this restoration strategies were developed that comprise revegetation, structural works, and stormwater management measures to restore the creeks and in turn improve waterways quality.

Delegation to the CEO is sought to develop an application to best take advantage of the grant opportunity.

BUDGET IMPLICATIONS

Applications under the Program do not require a co-contribution from Council.

STAFFING IMPLICATIONS

Preparing a competitive application will require commitment of staff resources from the relevant sections of Council. Project delivery and reporting will also require a commitment of staff resources and other in-kind support.

RISK ASSESSMENT

Projects of this nature present a significant opportunity to expedite Council's planning and management approaches; however there are potential delivery risks associated with meeting grant requirements and timeframes and ensuring availability of suitable staff resources.

CORPORATE/OPERATIONAL PLAN

This grant application, and the associated project works, progress key objectives of the Corporate Plan (CP) and the Operational Plan (OP) 2018-2019:

CP3.1 Contribute to healthy natural ecosystems

OP3.1.1 Ensure effective management, protection and future sustainability of the Region's wider landscapes, river network, ecosystems, ecological processes, fauna and flora.

CP3.3 Sustainable and innovative environmental practices

OP3.3.1 Consider the potential impacts of climate change on Council operations.

CP5.1 Productive partnerships with all levels of government and relevant stakeholders

OP5.1.2 Develop and maintain critical relationships with key stakeholders, government and community agencies.

CONCLUSION

By actively pursuing this funding opportunity, Council will be improving waterway quality which will ensure the protection, maintenance and enhancement of our natural environment.

11.3 AUSTRALIAN MINING CITIES ALLIANCE - MEMBERSHIP INVITATION

File No: 10

Attachments: 1. Letter dated 28 November 2018 from Australian Mining Cities Alliance [↓](#)
2. Membership Invitation [↓](#)

Authorising Officer: Evan Pardon - Chief Executive Officer

Author: Damon Morrison - Executive Coordinator to the Mayor

SUMMARY

This report details an invitation for Council to become a member of the Australian Mining Cities Alliance.

OFFICER'S RECOMMENDATION

THAT the report be received and that Council approves and accepts the membership invitation from the Australian Mining Cities Alliance.

COMMENTARY

Council has received an invitation from the Australian Mining Cities Alliance (AMCA) to become a member of the organisation. Membership details/classes are detailed in Attachment 2 with a prescribed joining fee of \$10,000.00 and annual membership fee of \$7,000.00 (plus GST) based on 'Member Class 3: Large Local Government Member.'

BACKGROUND

On 7 December 2017, AMCA was formed by the Local Government areas of Kalgoorlie-Boulder, Broken Hill and Mount Isa with the following stated objectives:

1. to progress the social and economic development of mining cities across Australia;
2. to share experiences and know-how among the members of the Alliance; and
3. to improve state/territory and federal policy settings relating to mining cities.

The objectives of AMCA are stated to be achieved via the development of policy, applied research, political advocacy, networked learning and coalition building.

Current Local Government members to AMCA include:

- Western Australia: Mount Magnet, Coolgardie and Kalgoorlie-Boulder
- Queensland: Moranbah and Mount Isa
- New South Wales: Broken Hill.

The Executive Director of AMCA has advised that the City of Karratha in Western Australia has also recently accepted an invitation for membership and that up to 50 cities across Australia have been identified by the organisation as 'mining cities' which are eligible for membership.

Membership to AMCA would entitle Council to participate in AMCA events and benefit from all AMCA research advocacy and program activities. representatives of local government members are also entitled to have voting rights and be eligible for election as an officeholder of the organisation.

BUDGET IMPLICATIONS

No allocation for the relevant joining and membership fees has been provided within the current 2018/19 Office of CEO budget. Potential savings in sectional areas and a reallocation of resources to allow for membership payment to be made this financial year may be possible, or alternatively an allocation for membership may be made within the adopted 2019/20 budget.

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2017-2022 - Section 5.1 – Productive partnerships with all levels of government and relevant stakeholders.

Corporate Plan 2017-2022 - Section 5.2 – Strong leadership that provides quality governance to support and service the community.

Operational Plan 2018-2019 - Section 5.1.1 - Ensure local government is represented on all key decision making or advocacy groups

Operational Plan 2018-2019 - Section 5.1.2 - Develop and maintain critical relationships with key stakeholders, government and community agencies

CONCLUSION

Membership to AMCA would provide Council with an important opportunity and avenue to engage and collaborate with a diverse group of Councils, industry, community organisations and government members across Australia with the aim of considering and addressing shared challenges and opportunities within the resources industry for the long-term benefit of the Rockhampton Region.

AUSTRALIAN MINING CITIES ALLIANCE - MEMBERSHIP INVITATION

**Letter dated 28 November 2018 from
Australian Mining Cities Alliance**

Meeting Date: 15 January 2019

Attachment No: 1

**AUSTRALIAN
MINING CITIES
ALLIANCE**

28 November 2018

Cr Margaret Strelow
Mayor
Rockhampton Regional Council
232 Bolsover Street
ROCKHAMPTON QLD 4700

Membership of the Australian Mining Cities Alliance

Dear Cr Strelow

I write to introduce you to the Australian Mining Cities Alliance and to invite the Rockhampton Regional Council to become a member. General details on the AMCA are available on the website (www.amca.org.au).

The AMCA was established last year by the local governments of Kalgoorlie-Boulder, Broken Hill and Mount Isa, and other local governments across Australia have since joined. Please see attached a detailed AMCA application form that explains more about the Alliance and how it operates. The three objectives of the Australian Mining Cities Alliance are to:

- progress the social and economic development of mining cities across Australia
- share experiences and know-how among the members of the Alliance
- improve state/territory and federal policy settings relating to mining cities

While the Alliance is still in its infancy, it is already making a difference. It was featured in the recent Australian Government Resources 2030 Taskforce Report.

Please let me know if you would like to learn more or please have your office contact our Executive Director, Craig Wilson, on 0414 741 791 to discuss membership.

Kasey A. Stanfield

Kasey Stanfield

Secretariat

Australian Mining Cities Alliance Ltd

info@amca.org.au

+61-(0)466 960 764



AUSTRALIAN MINING CITIES ALLIANCE
GPO BOX 1252 BRISBANE QLD 4001
+61(0)414741791
INFO@AMCA.ORG.AU

AUSTRALIAN MINING CITIES ALLIANCE - MEMBERSHIP INVITATION

Membership Invitation

Meeting Date: 15 January 2019

Attachment No: 2



AUSTRALIAN MINING CITIES ALLIANCE

Membership Invitation

Founding Members



Joyce McCulloch
Mayor of Mount Isa



John Bowler
Mayor of Kalgoorlie-Boulder



Darriea Turley AM
Mayor of Broken Hill





Welcome

Mining cities across Australia face a range of shared challenges and opportunities. These challenges include the impacts of volatile commodity prices, the variable quality and capacity of mining companies, long-run uninsured environmental consequences, the net transfer of wealth out of the centres of mining production, and concentrated local economies which often depend on one or two commodities or one or two mining operations

The risks inherent in these issues affect local livelihoods and, in turn, this places significant demands on the resources, systems and operations of local governments. The opportunities facing mining cities in Australia include having a strong economic platform upon which economic diversification can occur, possessing vibrant societies in which resident families and individuals can build rewarding lives, and benefiting from high levels of local expertise to attract additional investment.

Given all of this and the outcomes of prior consultation among key stakeholders, the Mayors of the City of Kalgoorlie-Boulder, Broken Hill and

Mount Isa joined forces and agreed to jointly found the Australian Mining Cities Alliance. The design of the Alliance was formulated during the second half of 2017, its establishment was announced in Port Augusta on 26 October 2017 and it was launched at Parliament House in Canberra on 7 December 2017 at a ceremony convened with Senator The Hon Matthew Canavan, Minister for Resources and Northern Australia.

We are now pleased to extend invitations for membership. We welcome members from other local governments, the large and small mining companies that help sustain and grow our mining cities, and from other organisations with an interest in the health and future of Australia's mining cities.

John Bowler
Chair of the Australian Mining Cities Alliance
Mayor of the City of Kalgoorlie-Boulder





Our objectives

Communities of mining cities across Australia face a range of shared challenges and opportunities. The Australian Mining Cities Alliance exists to consider and address these issues, and progress the economic and social development of mining cities across Australia.

The mayors of the mining towns of Mount Isa, Kalgoorlie-Boulder and Broken Hill are challenging bureaucracies to cut red tape and back development and jobs growth in regional Australia.

The three objectives of the Australian Mining Cities Alliance are to:

1. progress the social and economic development of mining cities across Australia
2. share experiences and know-how among the members of the Alliance
3. improve state/territory and federal policy settings relating to mining cities

The opportunities facing mining cities in Australia include having a strong economic platform upon which economic diversification can occur, possessing vibrant societies in which resident families and individuals can build rewarding lives, and benefiting from high levels of local expertise to attract additional investment.

We will be a coalition of the willing and act as a collective voice for Australia's mining cities. We shall be inclusive. The progress, vitality and prosperity of Australia's mining cities and their communities will always be at the heart of our agenda.

But our communities support mining. We want to work with our long-standing partners in the mining industry to grow and improve our cities, as has been the case for decades or even more than a century in some cases.

We want the other levels of government, and the metropolitan centres, and other stakeholders, to hear us and learn from us, and we want our members to learn from each other.

See our website at www.amca.org.au.

Who we represent

Although only just formed, the Alliance is already attracting a great deal of interest. We assess there are more than 50 mining cities across Australia, and we invite them to join the Alliance to build our network and deepen our collective expertise.

We are also inviting Australia's mining companies, large and small, to join our Alliance with whom we have close, long-standing and inter-dependent relationships.

There will only be three founding local government members, and three founding corporate members.

What we do

Policy development - Applied research - Political advocacy - Networked learning - Coalition building

Membership value

Learning - Networking - Access - Participation - Branding



Membership Rights

All members will be able to participate in Alliance events and benefit from all Alliance research advocacy and program activities. Only representatives of local government members will have voting rights and be eligible for election as an officeholder.

Eligibility

There are three types of members. Acceptance of a membership application to join the Alliance is strictly at the sole discretion of the Board of the Alliance

Local Governments – these must represent a mining city or cities i.e., their economy, community and identity are partly or significantly dependent on mining.

Companies – these include mining or mining services companies which operate in – or whose operations are closely integrated with – Australia’s mining cities.

Not-for-profit or apex organisations, or government agencies – these must be entities which have a strong stake in the relevance of mining in Australia’s mining cities.





Some of the issues

Mining cities in Australia often play a disproportionately large role in the Australian economy and society. But when downtimes hit, these same mining cities are often heavily adversely affected. Many Australian mining cities have long histories in mining and processing ores, and have generated great wealth over decades. The objective of the Australian Mining Cities Alliance is to share collective experience to better address challenges and better pursue opportunities. Questions and issues that may be addressed include:

- What do we do after the mines are worked out and when will that be?
- How well prepared are we for the magnitude of the social and economic changes that could occur in our respective cities and their regions in the event of mine closures?
- What do city leaders need to do to diversify our economies and help prepare our communities and businesses for more certain and prosperous futures?
- What are the inherent assets and strengths that we can optimise at local and regional scales to help us be more self-sustaining, diversified and resilient?
- How do we ensure adequate water supplies for industrial and domestic usage?
- How can adequate supply of essential energy at affordable prices be delivered?
- How do we ensure that pollution abatement, including rehabilitation of mined and minerals processing areas, is undertaken to reduce risks to the environment and public health and wellbeing?
- How do we attract people to our cities, secure their livelihoods and sustain their lifestyles?
- How do we retain education and training facilities and programs for skills acquisition and professional development that is needed to help transition and sustain our economies?
- How do we guarantee that medical and allied health services are cost effective and adequate for current and future needs?
- How do we ensure that rail and road transport and communications infrastructure is adequate and affordable, and will help build a sound future for our cities and regions?
- How do we best share experiences (including successes and failures) in addressing challenges and pursuing opportunities?
- What are the cost implications to mining cities of policies made in distant capitals?
- How can Fringe Benefits Tax (FBT) be modified to provide incentive for companies to provide housing for staff and workers in mining cities?
- What are the options to reduce the costs of air transport to and from capital cities and neighbouring regional centres?
- How might state and federal governments help provide additional affordable housing in regional cities and towns in order to help mitigate boom and bust investment cycles?
- What options may be pursued to modify land title and planning regimes to ensure local councils and investors are not denied economic value?
- What are the options for making sure processes relating to Indigenous land use agreements do not excessively add to the cost of mining or limit local economic development?



Why join us

“Local councils are the voice of hundreds of local communities across Australia which are often dependent on a single large mining project or commodity. If that employer or prospective new job-generating industry is impeded by bureaucratic delays and processes, it’s our communities, and our families, that pay the price.”

Mayor of Broken Hill, Darriea Turley AM

“Since the announcement of the Alliance in October 2017, I have received nothing but positive feedback – this was an idea whose time had come.”

Mayor of Mount Isa, Joyce McCulloch

“Australia’s mining cities know first-hand the importance of our country’s mining industry. It is pleasing to see the leadership being shown by local government to make sure that communities which work most closely with the mining industry have their voices heard.”

Minister for Resources and Northern Australia, Senator the Hon Matthew Canavan



Application form

| Entity Information | | | |
|---|---|----------|--|
| City, Company, Organisation | | | |
| ACN/ABN | | | |
| Business Address | | | |
| Country | | Suburb | |
| State | | Postcode | |
| Postal Address | | | |
| Country | | Suburb | |
| State | | Postcode | |
| Phone | | Fax | |
| Website | | | |
| Membership Contact Person | | | |
| Title | First Name | Surname | |
| Job Title | | | |
| Email | | | |
| Direct Phone | | Mobile | |
| Membership Details - Which membership are you applying for? | | | |
| I would like to apply for Membership Class (please circle a number): | | | |
| Member Class 1: Local Government Founding Member ¹ | Joining Fee \$10 000, Annual Fee \$7 000 | | |
| Member Class 2: Corporate Founding Member ² | Joining Fee \$80 000, Annual Fee \$20 000 | | |
| Member Class 3: Large Local Government Member ³ | Joining Fee \$10 000, Annual Fee \$7 000 | | |
| Member Class 4: Medium Local Government Member ⁴ | Joining Fee \$8 000, Annual Fee \$5 000 | | |
| Member Class 5: Small Local Government Member ⁵ | Joining Fee \$4 000, Annual Fee \$3 000 | | |
| Member Class 4: Large Corporate Member ⁶ | Joining Fee \$10 000, Annual Fee \$20 000 | | |
| Member Class 5: Small Corporate Member ⁷ | Joining Fee \$10 000, Annual Fee \$7 000 | | |
| Member Class 6: Not-For-Profit, Apex Organisation or Government Member | Joining Fee \$10 000, Annual Fee \$7 000 | | |

AMCA membership applications are accepted at the sole discretion of the AMCA Board. Please complete this form, scan it and send it as an attachment via email to info@amca.org.au. Your application will be promptly assessed. Should it be accepted an invoice for membership fees will be sent to you. Fees are exclusive of GST. Your membership will be formalised upon receipt of payment. Membership is valid for 12 months from the date of receipt of payment. For further queries, contact the secretariat on 0414741791.

¹ Membership class now closed. Class 1 members are the cities Broken Hill, Mount Isa and Kalgoorlie-Boulder.

² Only three large companies will be accepted as founding members, then this class of membership will be closed.

³ Local governments with annual budgets more than \$20m.

⁴ Local governments with annual budgets between \$10m and \$20m.

⁵ Local governments with annual budgets less than \$10m.

⁶ Corporates with market cap or balance sheet more than \$50m.

⁷ Corporates with market cap or balance sheet less than \$50m.

11.4 REPORT ON INTERNATIONAL TRAVEL TO CHINA

File No: 8308
Attachments: Nil
Authorising Officer: Chris Ireland - Manager Regional Development and Promotions
Tony Cullen - General Manager Advance Rockhampton
Author: Young Beamish - Senior Executive Trade and Investment

SUMMARY

This report provides a summary to Council on international travel to China made by Senior Trade and Investment Officer and General Manager Advance Rockhampton.

OFFICER'S RECOMMENDATION

THAT the report on International Travel to China be received.

COMMENTARY

The primary aims of the visit to China were to:

- Strengthen Rockhampton's trade and investment relationship with China, by exploring opportunities to further develop international linkages, collaborations and partnerships with public and private sector Chinese entities.
- Promote Rockhampton's capabilities and expertise in the agribusiness, infrastructure and services sectors and the region's ability to supply premium quality agri-food products to meet the growing demand from China.
- Promote Rockhampton's agribusiness and international education sectors as an attractive destination for Chinese investment.
- Sign the Sister City Agreement with Zhenjiang, Jiangsu Province
- Participate in the China International Import Expo.

Target Industry Sectors

Agricultural Trade and Investment

International Education (promote Study Rockhampton)

SUMMARY***Zhenjiang, Jiangsu Province***

During the visit to Zhenjiang several key activities and outcomes were conducted in our Chinese sister city outlined below:

- Signing the Sister City Agreement
- Announcement of the Rockhampton Day Celebration in Zhenjiang on 7 November 2019 and discussion on relevant activities
- The Morning Bulletin-Zhenjiang Daily Regional Showcasing Exchange Project: from 2019 the two media groups will exchange featured articles about counterparty's city to promote tourism, education, business, lifestyle and so on.
- Sister school relationships between Zhenjiang and Rockhampton: An education delegation is planning to visit Rockhampton and its schools next year for sister school relationships.
- Artist exchange program between the two cities

- A meeting with the Zhenjiang Chamber of Commerce and various businesses as held to promote the region and allow Advance Rockhampton to open communication with various parties for trade and investment

Shanghai

China International Import Expo

The expo attracted 172 countries and more than 3,600 businesses showcasing their products and services. The expo had a total exhibition area of 300,000 square meters. The economic output of the exposition totaled almost AU\$75 billion with the food and agricultural products contributing AU\$17.5 billion to this total. It is anticipated that when Rockhampton's food and agribusiness grows further within our region this event will be crucial for Council to facilitate a trade mission to extend export opportunities for local business.

Sinopharm Capital Management/Sinopharm Group

Sinopharm is the largest Chinese medical and healthcare group directly managed by the State. Rockhampton's Aged Care Industry information was shared for potential investment. The President of the company confirmed his visit to Rockhampton in 2019 for further investigation in the Rockhampton Region.

AustCham Shanghai Chamber of Commerce

A meeting was held to work more cooperatively for future business development activities.

Dahua Group

Dahua Group is a major property development company in Shanghai and has invested in Sydney and Melbourne since 2014. Advance Rockhampton met with the group to share investment opportunities and is in continuous communication with their Australian headquarters to attract a delegation to visit the region in 2019.

Shanghai Pudong New Area Estate Group

As one of the major property development companies in China, Shanghai Pudong New Area Estate Group entered the Australian market two years ago with an investment in Sydney.

For business diversification, the firm started trading high value seafood and is currently supplying 70 per cent of salmon market in Shanghai. The group also built their own Shanghai Changxing Fishing Port that is the only large-scale private port in the city. Advance Rockhampton shared information about aquaculture development. The President is planning to visit Rockhampton in the first quarter of 2019.

Advance Rockhampton-CQUniversity Joint Education Seminar

This event was organised in partnership with CQUniversity Shanghai Office and Trade and Investment Queensland Shanghai. 14 large education agents participated in the seminar to learn about the Rockhampton Region and the education capabilities for international students.

China Eastern Airlines

Advance Rockhampton facilitated a meeting held with the National Chairman of China Eastern Airlines to share information about Rockhampton's airport capabilities and tourism potential. Currently working with agents/airlines to include Chinese into itineraries.

Hengyang, Hunan Province

Advance Rockhampton visited and met various key business contacts in the city. As Hengyang is a bonded area for direct import with their own customs clearance area, discussion was around trade opportunities. Furthermore, two main schools were visited and are in the process of connecting them with our local schools for student and teacher exchange programs. Advance Rockhampton is in continuous discussion with the key stakeholders to host their visit to the region in 2019.

Changsha, Hunan Province

Changsha is the capital city of Hunan Province with a population of over 7 million. It is a large city and has many different key industries. Agriculture is one of the main industries and Advance Rockhampton helped discussions with many key companies on the agricultural industry and potential trade and investment opportunities.

BUDGET IMPLICATIONS

Expenditure associated with the investment/trade mission was funded within the Advance Rockhampton operational budget.

CORPORATE/OPERATIONAL PLAN

The trade mission and the targeted industry sectors are consistent with Council's existing Corporate Plan and strategic direction as identified and summarised in its Economic Development Strategy and Economic Action Plan.

CONCLUSION

The Rockhampton Regional Council is committed to playing an active role in the economic development of the region with the longer term aim of stimulating economic growth and employment in the region through ongoing diversification of the region's economic base. Council's economic development function will continue to be supported and enhanced in Council participation in trade missions and fostering existing and developing new engagements.

11.5 AMENDMENT TO DIVIDING FENCE CONTRIBUTIONS ADJOINING COUNCIL OWNED/CONTROLLED LAND POLICY**File No:** 11979**Attachments:** 1. Draft Policy [↓](#)**Authorising Officer:** Drew Stevenson - Manager Corporate and Technology**Author:** Kellie Anderson - Coordinator Property and Insurance

SUMMARY

Coordinator Property & Insurance presenting a report on an amendment to the existing Dividing Fence Contributions Adjoining Council Owned/Controlled Land Policy.

OFFICER'S RECOMMENDATION

THAT Council adopt the amended Dividing Fence Contributions Adjoining Council Owned/Controlled Land Policy.

COMMENTARY

Council has an existing Dividing Fence Contributions Adjoining Council Owned/Controlled Land Policy. The purpose of this policy is to define when Council contributes towards a dividing fence while ensuring compliance with the relevant legislation.

The policy is proposed to be amended by updating the standard rates for the 18/19 financial year and the removal of wording from clause 5.2 which was inconsistent with the relevant legislation (see attachment).

CONCLUSION

It is recommended that Council adopt the amended Dividing Fence Contributions Adjoining Council Owned/Controlled Land Policy.

AMENDMENT TO DIVIDING FENCE CONTRIBUTIONS ADJOINING COUNCIL OWNED/CONTROLLED LAND POLICY

Draft Policy

Meeting Date: 15 January 2019

Attachment No: 1

DIVIDING FENCE CONTRIBUTIONS ADJOINING COUNCIL OWNED/CONTROLLED LAND POLICY

COMMUNITY POLICY



1 Scope

This policy applies to dividing fences adjoining Rockhampton Regional Council owned or controlled land.

2 Purpose

The purpose of this policy is to:

- (a) Define when Council contributes towards a dividing fence;
- (b) Ensure compliance with relevant legislation; and
- (c) Provide appropriate authorisation of expenditure towards dividing fence contributions.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Neighbourhood Disputes (Dividing Fences and Trees) Act 2011

Australian Bureau of Statistics – Consumer Price Index

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. |
| Council | Rockhampton Regional Council |
| CPI | Consumer Price Index |

5 Policy Statement

5.1 Contributions Not Made

In accordance with the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*, Council does not contribute money towards a dividing fence adjoining land:

- (a) Outside the scope of the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*; that is reserve land;
- (b) Where Council is not considered an owner for that land; that is land used as a public park (section 14(2)(a) *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*); or
- (c) Where a covenant or agreement exists that excludes Council from contributing.

| LEGAL & GOVERNANCE USE ONLY | | | |
|-----------------------------|--|-------------|-----------------------------------|
| Adopted/Approved: | Adopted, 21 November 2013 DRAFT | Department: | Corporate Services |
| Version: | 4 | Section: | Corporate and Technology Services |
| Reviewed Date: | 6 November 2017 | Page No: | Page 1 of 2 |

5.2 Contributions Made

Council contributes half of the cost towards a dividing fence adjoining Council owned freehold land based on the standard rate per metre (refer to paragraph 5.3). ~~If however, the Council-owned freehold land is subject to a lease, license or permit, then the lessee, licensee or permittee is considered to be the owner and Council does not contribute any money towards a dividing fence.~~

~~Where Council is required to contribute, Council contributes an amount per metre referenced in section 5.3.~~

5.3 Standard Rate

The standard rate per metre for dividing fence contribution has been increased by CPI for 201~~7~~⁸ - 201~~8~~⁹. The price per metre is reviewed annually and increased by CPI based on the Australian Bureau of Statistics - All Groups - Brisbane, March Quarter.

| Year | Rate excluding GST (increased by CPI) |
|---|---------------------------------------|
| 201 7 ⁸ - 201 8 ⁹ | \$64 66 per metre |

Note: Where applicable, Council contributes half of the standard rate.

6 Review Timelines

This policy is reviewed when any of the following occur:

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

7 Document Management

| | |
|------------------------|---|
| Sponsor | Chief Executive Officer |
| Business Owner | Deputy Chief Executive Officer |
| Policy Owner | Manager Corporate and Technology Services |
| Policy Quality Control | Legal and Governance |



| LEGAL & GOVERNANCE USE ONLY | | | |
|-----------------------------|--|-------------|-----------------------------------|
| Adopted/Approved: | Adopted, 21 November 2013 DRAFT | Department: | Corporate Services |
| Version: | 4 | Section: | Corporate and Technology Services |
| Reviewed Date: | 6 November 2017 | Page No: | Page 2 of 2 |

11.6 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018**File No:** 8148**Attachments:**
1. **Income Statement December 2018**[↓](#)
2. **Key Indicator Graphs December 2018**[↓](#)**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Alicia Cutler - Acting General Manager Corporate Services

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 December 2018.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 December 2018 be 'received'.

COMMENTARY

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

1. Income Statement (Actuals and Budget for the period 1st July 2018 to 31 December 2018), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position after the first half of the 2018/19 financial year where results should be 50% of the budget. All percentages are measured against the revised budget approved in December 2018.

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

Total Operating Revenue is reported at 49% of revised budget. Key components of this result are:

- Net Rates and Utility Charges are on target at 50% of budget.
- Total Fees and Charges revenue is approximate to budget at 47% year to date.
- Private and recoverable works are at 29% of adopted budget. This is mostly due to the timing of the works to be performed.
- Grants, Subsidies & Contributions are at 62% of budget due to CQ Home Assist receiving half their annual allocation in the first quarter of the financial year, receiving the trainee and apprentice grant during October, and \$1M of Financial Assistance Grants in November.
- Interest revenue is ahead of budget at 65%. Interest revenue historically remains ahead of budget for the first six months of the financial year and then moves closer to budget during the second half of the financial year.
- Other Income is at 58% of budget due to insurance proceeds being received for the Botanical Gardens shed fire.
- All other revenue items are in proximity to the adopted budget.

Total Operating Expenditure is at 53% of the adopted budget with committals, or 47% of budget without committals. Key components of this result are:

- Committals are impacting the results of several Expenditure Account Groups. In some cases a number of annual committals have been raised for services and materials. Percentages for Expenditure Account Groups with and without committals is as follows:

| Account Group | With committals | Without committals |
|---------------------------|------------------------|---------------------------|
| Employee costs | 48% | 48% |
| Contractors & Consultants | 71% | 44% |
| Materials & Plant | 45% | 32% |
| Asset Operational | 61% | 54% |
| Administrative expenses | 67% | 45% |
| Depreciation | 50% | 50% |
| Finance costs | 51% | 51% |
| Other expenses | 72% | 71% |
| Total Expenses | 53% | 47% |

- The majority of Expenditure Account Groups are within proximity of budget year to date when committals are excluded.
- Contractors & Consultants are ahead of revised budget at 71% due to committals as actual expenditure to date is 44% of revised budget when committals are excluded.
- Materials and Plant is at 32% without committals. This result is influenced by the level of Private and Recoverable works being undertaken as the majority of the associated costs are budgeted against this account group. It is expected that the level of Private and Recoverable works will increase later in the year.
- Other expenses are at 71% without committals due to the payment of Council's LGAQ membership during August, payment of the Rural Fire Levy during October and the rollout of Community Assistance Grants.

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

Total Capital Income is at 41% of revised budget. During December Council received \$700k of grant funding for the Riverbank. The majority of capital revenue budgeted to be received in 2018/19 is from grants and subsidies and is tied to performance obligations. As Council progresses through the year and meets performance milestones, grants will be claimed.

Total Capital Expenditure is at 43% of the budget without committals. This represents an actual spend of \$8M for the month of December. A large portion of capital projects are underway with \$40.4M of committals raised.

Total Investments are approximately \$55.5M as at 31 December 2018.

Total Loans are \$115.6M as at 31 December 2018 after the second quarter loan repayment was made during December.

CONCLUSION

After six months of the 2018/2019 financial year operational income and expenses are in line with expectations.

The capital program saw \$8M spent during December of a \$132.4M revised capital budget program. It is anticipated that capital expenditure will continue to gain momentum over the coming months with the ongoing roll out of the capital works program for 2018/19.

SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018

Income Statement December 2018

Meeting Date: 15 January 2019

Attachment No: 1



Income Statement
For Period July 2018 to December 2018
50% of Year Gone

| | Adopted Budget | Revised Budget | YTD Actual | Commitments | YTD Actuals (inc commitments) | % of Revised Budget |
|--|----------------------|----------------------|---------------------|-------------------|----------------------------------|---------------------|
| | \$ | \$ | \$ | \$ | \$ | |
| OPERATING | | | | | | |
| Revenues | | | | | | |
| Net rates and utility charges | (145,182,957) | (145,182,957) | (71,968,125) | 0 | (71,968,125) | 50% B |
| Fees and Charges | (24,846,946) | (24,876,119) | (11,809,652) | 2,175 | (11,807,477) | 47% B |
| Private and recoverable works | (15,859,497) | (15,859,497) | (4,833,330) | 0 | (4,833,330) | 29% B |
| Rent/Lease Revenue | (3,072,340) | (3,072,340) | (1,567,857) | 0 | (1,567,857) | 51% B |
| Grants Subsidies & Contributions | (7,431,709) | (7,683,899) | (4,765,344) | 88 | (4,765,258) | 62% B |
| Interest revenue | (1,581,517) | (1,581,517) | (1,029,188) | 0 | (1,029,188) | 65% B |
| Other Income | (4,224,795) | (4,528,927) | (2,621,874) | 0 | (2,621,874) | 58% B |
| Total Revenues | (202,199,762) | (202,785,256) | (98,395,371) | 2,261 | (98,393,110) | 49% B |
| Expenses | | | | | | |
| Employee costs | 78,847,831 | 79,041,202 | 37,567,504 | 170,464 | 37,737,968 | 48% B |
| Contractors & Consultants | 17,227,336 | 16,803,039 | 7,347,642 | 4,558,544 | 11,906,186 | 71% B |
| Materials & Plant | 21,058,807 | 21,258,807 | 6,772,640 | 2,849,085 | 9,621,725 | 45% B |
| Asset Operational | 20,349,070 | 20,553,785 | 11,127,039 | 1,370,862 | 12,497,701 | 61% B |
| Administrative expenses | 14,406,616 | 14,714,896 | 6,662,181 | 3,229,021 | 9,891,202 | 67% B |
| Depreciation | 52,553,686 | 52,759,139 | 26,379,570 | 0 | 26,379,570 | 50% B |
| Finance costs | 6,804,535 | 6,804,535 | 3,442,964 | 0 | 3,442,964 | 51% B |
| Other Expenses | 1,204,503 | 1,259,503 | 898,019 | 5,777 | 903,796 | 72% B |
| Total Expenses | 212,252,384 | 213,194,905 | 100,197,559 | 12,183,553 | 112,381,112 | 53% B |
| Transfer / Overhead Allocation | | | | | | |
| Transfer / Overhead Allocation | (8,287,308) | (9,152,557) | (4,413,495) | 0 | (4,413,495) | 48% B |
| Total Transfer / Overhead Allocation | (8,287,308) | (9,152,557) | (4,413,495) | 0 | (4,413,495) | 48% B |
| TOTAL OPERATING POSITION (SURPLUS)/DEFICIT | 1,765,314 | 1,257,091 | (2,611,307) | 12,185,814 | 9,574,507 | 762% B |
| CAPITAL | | | | | | |
| Total Developers Contributions Received | (1,814,000) | (1,814,000) | (158,220) | 0 | (158,220) | 9% |
| Total Capital Grants and Subsidies Received | (29,017,683) | (32,728,004) | (13,494,348) | 0 | (13,494,348) | 41% |
| Total Proceeds from Sale of Assets | 0 | (900,000) | (900,000) | 0 | (900,000) | 100% |
| Total Capital Income | (30,831,683) | (35,442,004) | (14,552,568) | 0 | (14,552,568) | 41% |
| Total Capital Expenditure | 131,162,196 | 132,387,074 | 56,284,544 | 40,355,134 | 96,639,678 | 73% |
| Net Capital Position | 100,330,514 | 96,945,071 | 41,731,975 | 40,355,134 | 82,087,109 | 85% |
| TOTAL INVESTMENTS | | | 55,516,643 | | | |
| TOTAL BORROWINGS | | | 115,586,598 | | | |

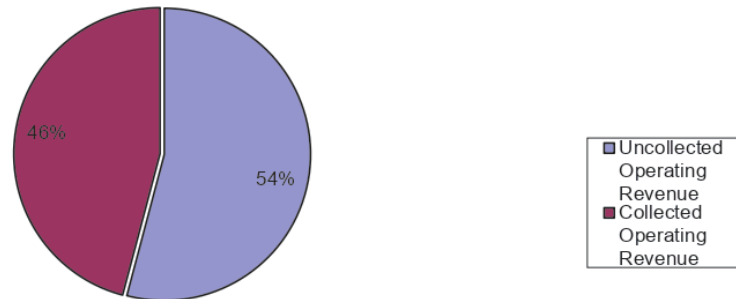
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 DECEMBER 2018

Key Indicator Graphs December 2018

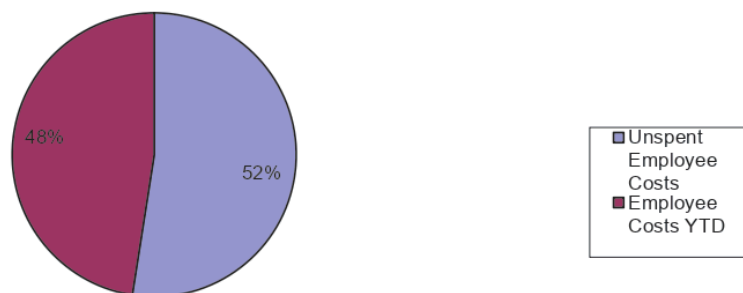
Meeting Date: 15 January 2019

Attachment No: 2

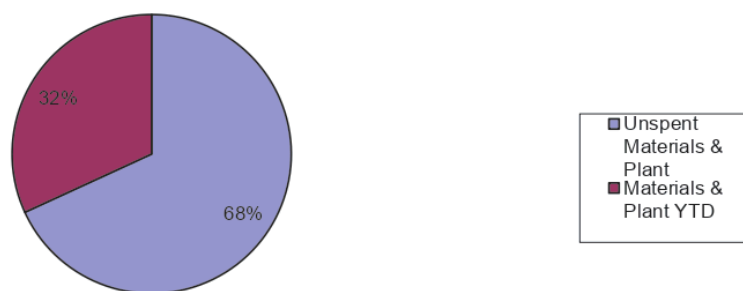
**Operating Revenue
(Excluding Net Rates and Utility Charges)
(50% of Year Gone)**

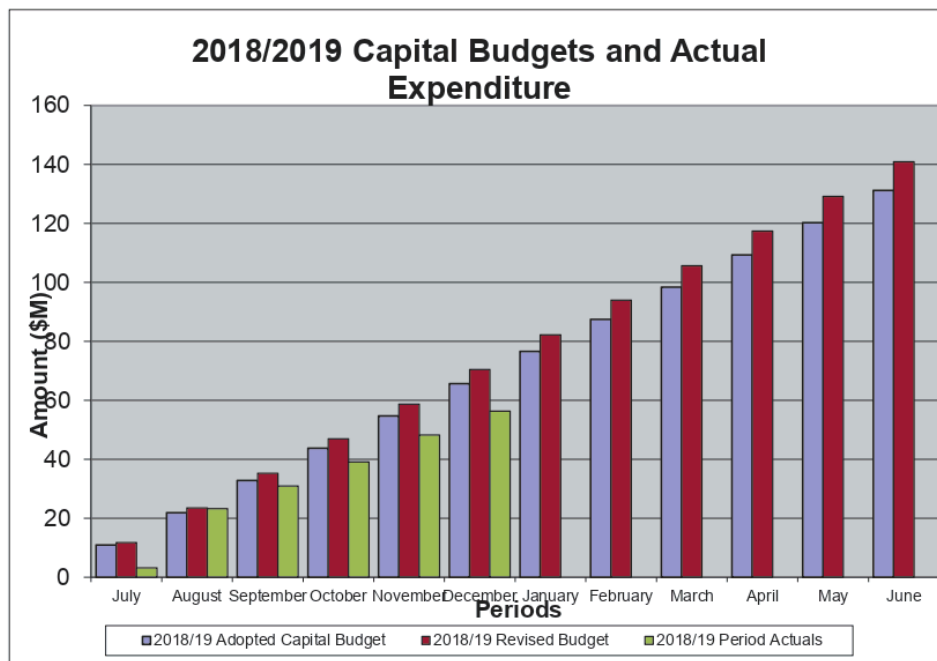
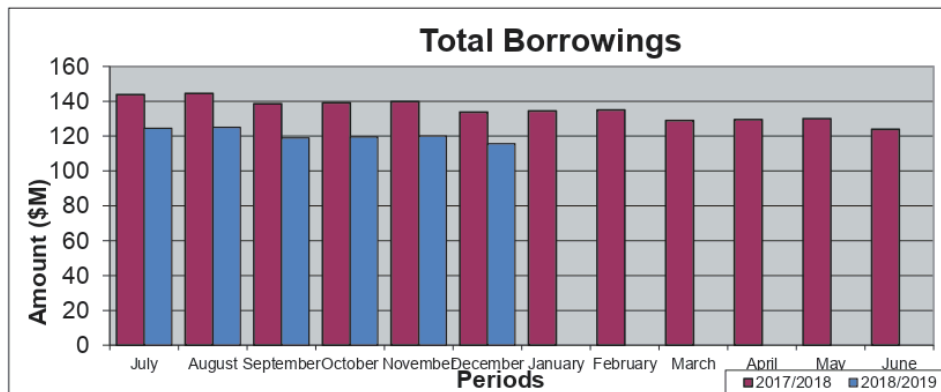
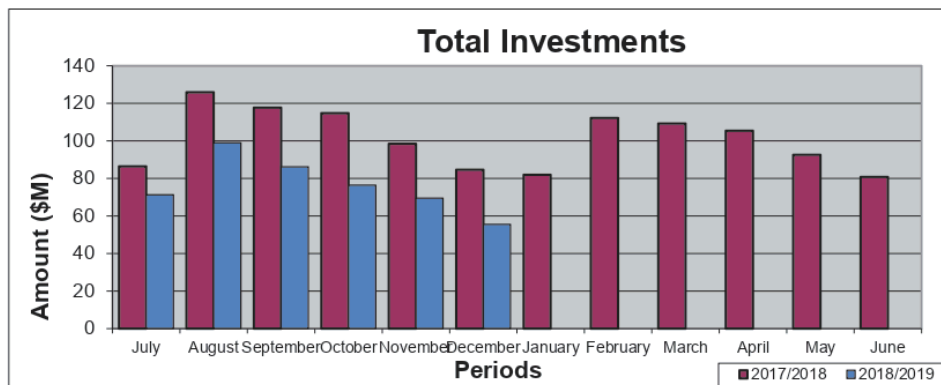


**Operating Employee Costs
(50% of Year Gone)**



**Operating Materials & Plant
(50% of Year Gone)**





**11.7 OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT
DECEMBER 2018****File No:** 1830**Attachments:**

1. Office of the CEO and Office of the Mayor
Monthly Report - December 2018 [↓](#)
2. Workforce and Governance Monthly Report -
December 2018 [↓](#)

Authorising Officer: Evan Pardon - Chief Executive Officer**Author:** Tracy Sweeney - Manager Workforce and Governance

SUMMARY

The monthly operations report for the Office of the CEO Department as at 31 December 2018 is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Office of the CEO Departmental Operations Report as at 31 December 2018 be "received".

COMMENTARY

The Office of the CEO Department includes the following sections:

- Office of the CEO and Office of the Mayor (Attachment 1)
- Workforce & Governance (Attachment 2)

Specific highlights from the reporting period as well as significant achievements and non-compliances have been detailed in the attachments.

General section and organisational performance statistics are reported quarterly.

**OFFICE OF THE CEO DEPARTMENT -
MONTHLY OPERATIONAL REPORT
DECEMBER 2018**

**Office of the CEO and Office of the
Mayor Monthly Report - December 2018**

Meeting Date: 15 January 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO & OFFICE OF THE MAYOR

PERIOD ENDED DECEMBER 2018



1. Operational Summary

Office of the CEO

Directorate

The last Council meeting was held on 11 December 2018 prior to Christmas Shutdown. The Chief Executive Officer also took leave during this period.

Office of the Mayor

Support and coordination for a range of community engagement activities (both underway and proposed) for Council projects and initiatives were undertaken during the reporting period.

Executive Support Unit

There were no civic events held during the reporting period. Preparations for a civic event to celebrate and thank the emergency services staff and volunteers for the Rockhampton community to show its thanks and appreciation to all who contributed and assisted during the November fire event to be held on 15 December 2018 were undertaken with the event requiring cancellation due to TC Owen.

Preparations for the 2019 Australia Day Awards ceremony and celebration continued.

Media and Communications

Tropical Cyclone Owen was the main story for December 2018 which was expected as weather events typically become the highest rated stories due to state and national coverage.

2. Customer Service Requests



All Monthly Requests (Priority 3) Governance 'Traffic Light' report December 2018

| | Balance B/F | Completed in Current Mth | Current Month NEW Requests | | TOTAL INCOMPLETE REQUESTS BALANCE | On Hold | Completion Standard (days) | Avg Completion Time (days) Current Mth | Avg Completion Time (days) 6 Months | Avg Completion Time (days) 12 Months | Avg Duration (days) 12 Months (complete and incomplete) | Avg Completion Time (days) Q2 |
|--|-------------|--------------------------------|-------------------------------|-----------|--|---------|----------------------------------|---|--|---|--|--|
| | | | Received | Completed | | | | | | | | |
| Media All Enquiries | 1 | 1 | 1 | 0 | 1 | 0 | 5 | 🟢 0.00 | 🟢 0.00 | 🔴 56.33 | 3.00 | 🟢 0.00 |
| Citizenship Request/Enquiry | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 🟢 0.00 | 🟢 0.00 | 🟢 0.00 | 0.00 | 🟢 0.00 |
| Committee Support - Meetings/agendas etc | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 🟢 0.00 | 🟢 0.00 | 🟢 0.00 | 0.00 | 🟢 0.00 |
| CEO General Request | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 🟢 1.00 | 🔴 9.14 | 🔴 18.93 | 1.00 | 🔴 10.00 |
| Councillor General Enquiry | 6 | 4 | 2 | 1 | 3 | 0 | 5 | 🟢 4.00 | 🔴 8.50 | 🔴 17.07 | 12.38 | 🔴 11.54 |
| Mayor's Personal (Mayor's General Info) DEPT USE | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 🟢 0.00 | 🟢 0.00 | 🔴 4.00 | 0.00 | 🟢 0.00 |

Service Standards Commentary

CEO Office

Current reporting period trending in accordance with established timeframes.

Media and Communication

During the reporting period, the Media and Communications Unit received 35 enquiries from media outlets with all response times completed in line with established timeframes. 24 of the 35 enquiries were received in response to proactive media releases from Council.

Executive Support

86 of 93 Pathway Requests were logged by the Executive Support Unit on behalf of Councillors during the reporting period.

Response times for completing customer requests in this reporting period for December are outside the established service timeframes due to requests from customers requesting a response direct from Councillors which has yet to be confirmed/forthcoming.

3. Capital Projects

There are no capital projects scheduled for the Office of the CEO or the Office of the Mayor.

4. Operational Projects

As at period ended December 2018 – 50% of year elapsed



| Project | Planned Start Date | Planned End Date | On Track | Comment | Budget Estimate | YTD actual (incl committals) |
|--|--------------------|------------------|----------|--|-----------------|------------------------------|
| Office of the CEO | | | | | | |
| Meeting Procedures Policy | July 18 | November 18 | | Policy adopted by Council 27 November however some minor changes required to legislative references and the Policy will be updated and presented to Council in March 2019. | Labour | Labour |
| Travel and Conference Attendance Policy | April 18 | November 18 | | Review of existing policy in progress. | Labour | Labour |
| Office of the Mayor | | | | | | |
| Community Engagement resourcing and policy and procedure | August 18 | January 19 | | Feedback to the draft community engagement strategy was received and amendments and implementation has commenced. | Labour | Labour |
| Councillor Code of Conduct | | Completed | | Existing Councillor Code of Conduct rescinded 11 December 2018. The | Labour | Labour |

| Project | Planned Start Date | Planned End Date | On Track | Comment | Budget Estimate | YTD actual (incl committals) |
|---------|--------------------|------------------|----------|--|-----------------|------------------------------|
| | | | | Department of Local Government, Racing & Multi-Cultural Affairs Code of Conduct for Councillors in Queensland is now in place. | | |

5. Budget

Financial performance as expected for the reporting period.



End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of December

Report Run: 08-Jan-2019 11:41:31 Excludes Nat Accts: 2802,2914,2917,2924

| | Adopted Budget \$ | Revised Budget \$ | EOM Commitments \$ | YTD Actual \$ | Commit + Actual \$ | Variance % | On target 50% of Year Gone |
|---|-------------------------|-------------------------|--------------------------|------------------|--------------------------|---------------|-------------------------------|
| OFFICE CHIEF EXECUTIVE OFFICER | | | | | | | |
| CHIEF EXECUTIVE OFFICER | | | | | | | |
| <u>CEO Management</u> | | | | | | | |
| Expenses | 510,840 | 510,840 | 13,106 | 326,200 | 339,306 | 66% | ✖ |
| Transfer / Overhead Allocation | 0 | 0 | 0 | 131 | 131 | 0% | ✖ |
| Total Unit: CEO Management | 510,840 | 510,840 | 13,106 | 326,331 | 339,437 | 66% | ✖ |
| Total Section: CHIEF EXECUTIVE OFFICER | 510,840 | 510,840 | 13,106 | 326,331 | 339,437 | 66% | ✖ |
| GOVERNANCE SUPPORT | | | | | | | |
| <u>Executive Support</u> | | | | | | | |
| Revenues | (26,630) | (26,630) | 0 | (16,194) | (16,194) | 61% | ✓ |
| Expenses | 1,803,857 | 1,803,857 | 62,733 | 1,031,632 | 1,094,365 | 61% | ✖ |
| Transfer / Overhead Allocation | 176,868 | 176,868 | 0 | 61,400 | 61,400 | 35% | ✓ |
| Total Unit: Executive Support | 1,954,095 | 1,954,095 | 62,733 | 1,076,839 | 1,139,571 | 58% | ✖ |
| Total Section: GOVERNANCE SUPPORT | 1,954,095 | 1,954,095 | 62,733 | 1,076,839 | 1,139,571 | 58% | ✖ |
| MEDIA & COMMUNICATION | | | | | | | |
| <u>Media & Communication</u> | | | | | | | |
| Expenses | 414,703 | 414,703 | 41,528 | 200,127 | 241,655 | 58% | ✖ |
| Transfer / Overhead Allocation | 0 | 0 | 0 | 274 | 274 | 0% | ✖ |
| Total Unit: Media & Communication | 414,703 | 414,703 | 41,528 | 200,401 | 241,929 | 58% | ✖ |
| Total Section: MEDIA & COMMUNICATION | 414,703 | 414,703 | 41,528 | 200,401 | 241,929 | 58% | ✖ |
| Executive Co-ordinator to the Mayor | | | | | | | |
| <u>Mayors Office</u> | | | | | | | |
| Expenses | 557,388 | 557,388 | 14,889 | 215,249 | 230,138 | 41% | ✓ |
| Total Unit: Mayors Office | 557,388 | 557,388 | 14,889 | 215,249 | 230,138 | 41% | ✓ |
| Total Section: Executive Co-ordinator to the Mayor | 557,388 | 557,388 | 14,889 | 215,249 | 230,138 | 41% | ✓ |
| Total Department: OFFICE CHIEF EXECUTIVE OFFICER | 3,437,026 | 3,437,026 | 132,256 | 1,818,820 | 1,951,075 | 57% | ✖ |
| Grand Total: | 3,437,026 | 3,437,026 | 132,256 | 1,818,820 | 1,951,075 | 57% | ✖ |

Comments

Currently on target with expenditure projections.

6. Section Statistics

The following statistics have been provided on the responsibilities and workload for the Office of the CEO:

| Media & Communications | | |
|-------------------------------|--------|---|
| Description | No | Comments |
| Media Releases – distributed | 20 | Generated: |
| Media Opportunities | 4 | <ul style="list-style-type: none">- 408 stories- Audience total of 6.46 million- Advertising equivalent - \$1,037,856 |
| Social Media – Facebook likes | 22,506 | Increase of 1.3% |
| Social Media – Impressions | 1.1M | People liking, commenting and sharing down 26% from previous month (spike in November from weather events) |
| Social Media – Clicks | 7,699 | Clicks on posts to follow links |

7. Whole of Council Reports and Statistics

No specific whole of Council statistics to report.

**OFFICE OF THE CEO DEPARTMENT -
MONTHLY OPERATIONAL REPORT
DECEMBER 2018**

**Workforce and Governance Monthly
Report - December 2018**

Meeting Date: 15 January 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND GOVERNANCE

PERIOD ENDED DECEMBER 2018



1. Operational Summary

Certified Agreement Negotiations

The Certified Agreement negotiations process has been a significant journey; preparations commenced in May 2017. All Parties participated and worked together in good faith to achieve balanced outcomes that are fair and economically sustainable for the future. In December, both Certified Agreement Bargaining Committees were satisfied in reaching an in principal position on the final proposed Agreements with competitive wage increases to apply.

The formal voting process will transpire in early 2019. The management bargaining team sees the Certified Agreements; for the next three and half years; providing a framework for employees, management and unions to work together towards improving service delivery to our community, maximising productivity and providing a safe workplace that the employees can be proud of.

Health & Wellbeing Program

The Health & Wellbeing Plan provides a broad framework to help improve the health and wellbeing of our employees and identify initiatives that will promote and encourage health and wellbeing at work. This in turn produces optimistic attitudes, engagement and motivation and leads to positive lifestyle change.

The objectives of the Health & Wellbeing Strategy is to create a healthier workplace and empower our staff with the knowledge, skills, positive attitudes and motivation to live healthy lives; and promote values that are consistent with better health and wellbeing.

The organisational benefits of having fitter, healthier and happier employees are many and varied, including:

- Increased productivity;
- Better staff decision making;
- Reduced sick leave and absenteeism;
- Reduced long-term health problems;
- Reduced staff turnover
- Increased ability to retain and attract new employees;
- Increased return on training and development investment;
- Improved corporate image;
- Reduced risk of injuries, accidents and health-related litigation; and
- Reduction in workers compensation claims.

The first stage of the 2019 Program will commence in mid-January with Alcohol and other Drug Awareness, Support and Education. Other programs such as Mental Health and Skin Cancer Checks will be undertaken later in the year.

In-House Legal Services

Positive feedback has been received in response to the introduction of in-house legal services provided throughout Council earlier this financial year.

The in-house legal team is able to use its understanding of Council imperatives and reporting lines to provide adapted advice and assistance with work processes and practices. A direct understanding of processes and practices allow the in-house legal team to achieve Council's corporate objectives by focusing on opportunities to resolve problems and provide practical solutions. The introduction of in-house legal services has seen a reduction in the engagement of external solicitors.

Learning Management System

The introduction of a Learning Management System (LMS) at Council supports the Human Resource Strategy's focus on developing skills. It also meets the WHS Audit recommendations in terms of comprehensive reporting against the WHS Management System Plan, and Council's environmental sustainability goals. The implementation of this enhanced online learning environment will enable Council to offer an exciting range of online experiences for staff, contractors and volunteers. This in turn will improve the flexibility of inductions and training offered.

Key benefits of the LMS include:

- Council meets its corporate obligations relating to compliance training and recording,
- flexible training environment, anytime, anywhere, on different devices such as a mobile phone or tablet,
- centralised platform for all training materials,
- providing a software solution to administer the training, induction and development requirements of Council;
- operational efficiency and achieving significant time savings due to the single data entry point and subsequent reduction of manual data input;
- optimisation of resources as training can be done at a time convenient, reducing frustration and achieves compliance;
- improved training capabilities by allowing Council the ability to offer a significantly larger range of training packages.

Aurion Timekeeper & Award Interpreter Project

The Timekeeper Implementation Project is a project to further improve the functionality and efficiencies of the current Aurion system.

Rockhampton Regional Council (RRC) currently use the Aurion system to deliver Payroll and Recruitment services for whole of council. This includes all aspects of payroll from timesheet entry and leave to deductions and employee wages processing.

The Timekeeper module simplifies the often complicated task of capturing time at work and interpreting awards by automating, and reducing manual processes.

It will provide more accurate and timely data and will provide new self-service tools to view and manage payroll related functions such as bank account details, leave and deductions.

- It is envisaged that once the system goes live, there will be the ability to use the new system, via the existing Employee Self Service, which will enable managing everything from leave, submitting timesheets and obtaining payslips.

- There will be support provided in a number of ways to become familiar with the new system and gain confidence in using it.
- Well in advance of the system going live, there will be a mix of face-to-face training, hands-on training and system demonstrations, as well as exposure to the system throughout the project.

2. Customer Service Requests

Response times for completing customer requests in this reporting period for December are within the set timeframes.



All Monthly Requests (Priority 3) Workforce & Strategy 'Traffic Light' report December 2018

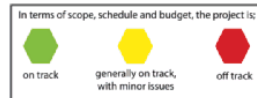
| | Balance D/T | Completed in Current Mth | Current Month NEW Requests | | TOTAL INCOMPLETE REQUESTS BALANCE | On Hold | Completion Standard (days) | Avg Completion Time (days) Current Mth | Avg Completion Time (days) 6 Months | Avg Completion Time (days) 12 Months | Avg Duration (days) 12 Months (complete and incomplete) | Avg Completion Time (days) Q2 |
|---|-------------|--------------------------------|-------------------------------|-----------|--|---------|----------------------------------|---|--|---|--|--|
| | | | Received | Completed | | | | | | | | |
| Administrative Action Complaints | 0 | 0 | 0 | 0 | 0 | 0 | 36 | 🟢 0.00 | 🟢 0.00 | 🟢 0.00 | 0.00 | 🟢 0.00 |
| W&S - Complaints Management Process (NOT CSO USE) | 2 | 2 | 5 | 2 | 3 | 0 | 30 | 🟢 7.50 | 🟢 10.90 | 🟢 9.94 | 9.05 | 🟢 8.50 |

3. Capital Projects

No capital projects are relevant to the Workforce and Governance Section.


4. Operational Projects

As at period ended December – 50% of year elapsed



| Project | Planned Start Date | Planned End Date | On Track | Comment | Budget Estimate | YTD actual (incl committals) |
|------------------------------------|--------------------|------------------|----------|---|-----------------|------------------------------|
| Certified Agreements | July 2018 | March 2019 | | The Certified Agreement negotiating Committees for both Stream A and Streams B and C have agreed in principle on the proposed Agreements. Final documents are being prepared for distribution and the formal voting process is being mapped out for implementation. | \$10,000 | \$10,405 |
| Staff Health and Wellbeing Program | July 2018 | June 2019 | | The programs for 2018/19 have been finalised in consultation with Qld Health. The H&W pre-implementation survey has been sent out to staff and closes on 11.01.2019. Information sessions for the first topic of | \$16,000 | \$0 |

| Project | Planned Start Date | Planned End Date | On Track | Comment | Budget Estimate | YTD actual (incl committals) |
|---|--------------------|------------------|----------|--|-----------------|------------------------------|
| | | | | <p>Alcohol & Other drugs (commencing 22.01.2019) have been booked and details have been distributed to staff.</p> <p>Topics for 18/19 will be:</p> <ul style="list-style-type: none"> • Alcohol & Other Drugs (January) • Smoking Cessation (February) • Breast Cancer (March) • Skin Cancer (April) • Organ Donation (May) • Mental Health (June) | | |
| Legislative Compliance Training Program | July 2018 | June 2019 | 🟢 | <p>The program is being delivered as scheduled.</p> <p>The following courses were held during the reporting period:</p> <ul style="list-style-type: none"> • Chainsaw Level 2 • Confined Space and Breathing Apparatus • CPR • Dogger • First Aid | \$313,000 | \$145,762 |
| Leadership and Cultural Development Program | July 2018 | June 2019 | 🟢 | <p>With the commencement of a Senior Organisational Development Advisor on 7 January a comprehensive leadership capability and development framework, incorporating succession planning pathways will be undertaken.</p> | \$75,000 | \$0 |

| Project | Planned Start Date | Planned End Date | On Track | Comment | Budget Estimate | YTD actual (incl committals) |
|------------------------------------|--------------------|------------------|---|--|------------------------------------|------------------------------|
| Learning Management System Project | July 2018 | June 2019 |  | Work is being undertaken to finalise business case. LMS options have been shortlisted and requested to demonstrate their systems based on a set of scenarios developed by the project team. An information session with managers and major stakeholders will be held on 30 January 2019. | Business Case Stage is Labour Only | NA |

5. Budget

Financial performance as expected for the reporting period.



End of Month Job Costing Ledger - (Operating Only) - OFFICE OF CEO

As At End Of December

Report Run: 07-Jan-2019 11:52:13 Excludes Nat Accts: 2602,2914,2917,2921

| | Adopted Budget \$ | Revised Budget \$ | EUM Commitments \$ | YTD Actual \$ | Commit + Actual \$ | Variance % | On target 50% of Year Gone |
|--|-------------------------|-------------------------|--------------------------|------------------|--------------------------|---------------|-------------------------------|
| OFFICE CHIEF EXECUTIVE OFFICER | | | | | | | |
| WORKFORCE & GOVERNANCE MANAGEMENT | | | | | | | |
| <i>Human Resources and Payroll</i> | | | | | | | |
| Expenses | 1,365,706 | 1,365,706 | 51,603 | 644,271 | 695,674 | 51% * | |
| Transfer / Overhead Allocation | 6,242 | 6,242 | 0 | 3,192 | 3,192 | 51% * | |
| Total Unit: human Resources and Payroll | 1,371,948 | 1,371,948 | 51,603 | 647,462 | 698,866 | 51% * | |
| <i>Safety & Training</i> | | | | | | | |
| Revenues | (68,680) | (68,680) | 0 | (220,983) | (220,983) | 322% ✓ | |
| Expenses | 1,359,116 | 1,359,116 | 122,436 | 561,695 | 704,131 | 52% * | |
| Transfer / Overhead Allocation | (20,410) | (20,410) | 0 | 22,313 | 22,313 | 109% * | |
| Total Unit: Safety & Training | 1,270,026 | 1,270,026 | 122,436 | 363,024 | 505,460 | 40% ✓ | |
| <i>Legal & Governance</i> | | | | | | | |
| Expenses | 440,486 | 440,486 | 22,077 | 234,203 | 256,370 | 58% * | |
| Total Unit: Legal & Governance | 440,486 | 440,486 | 22,077 | 234,203 | 256,370 | 58% * | |
| <i>Workforce & Governance Management</i> | | | | | | | |
| Revenues | 0 | 0 | 0 | (5,000) | (5,000) | 0% ✓ | |
| Expenses | 977,076 | 977,076 | 54,858 | 415,203 | 470,061 | 48% ✓ | |
| Transfer / Overhead Allocation | 0 | 0 | 0 | 7,796 | 7,796 | 0% * | |
| Total Unit: Workforce & Governance Management | 977,076 | 977,076 | 54,858 | 417,999 | 472,856 | 48% ✓ | |
| <i>Investigations and Industrial Relations</i> | | | | | | | |
| Expenses | 262,680 | 262,680 | 6,174 | 120,195 | 126,370 | 46% ✓ | |
| Transfer / Overhead Allocation | 0 | 0 | 0 | 15 | 15 | 0% * | |
| Total Unit: Investigations and Industrial Relations | 262,680 | 262,680 | 6,174 | 120,210 | 126,385 | 46% ✓ | |
| Total Section: WORKFORCE & GOVERNANCE MANAGEM | 4,322,215 | 4,322,215 | 257,148 | 1,802,988 | 2,060,136 | 48% ✓ | |
| Total Department: OFFICE CHIEF EXECUTIVE OFFICER | 4,322,215 | 4,322,215 | 257,148 | 1,802,988 | 2,060,136 | 48% ✓ | |
| Grand Total: | 4,322,215 | 4,322,215 | 257,148 | 1,802,988 | 2,060,136 | 40% ✓ | |

Comments

Currently on target with expenditure projections.

6. Section Statistics Reported Quarterly

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

Establishment – Workforce and Governance

| FTE Positions | Period | Workforce & Governance |
|------------------|-------------------|------------------------|
| Starting Point | 1 July 2018 | 36.39 |
| Previous Quarter | 30 June – 30 Sept | 39.39 |
| Current Quarter | 30 Sept – 31 Dec | 40.39 |

Current quarter increase includes Law Clerk Position

Lost Time Injury Free Days – Workforce and Governance

| Section | Date of Last LTI | LTI Free Days | LTI Free Record |
|------------------------|------------------|---------------|-----------------|
| Workforce & Governance | 29.02.2016 | 1,043 | 1,043 |

7. Whole of Council Reports & Statistics Reported Quarterly

Data will now be updated quarterly for periods ended 30 September, 31 December, 31 March and 30 June.

Establishment – Whole of Council

| FTE Positions | Period | Council |
|------------------|-------------------------|---------|
| Starting Point | 1 July 2018 | 913.37 |
| Previous Quarter | 30 June – 30 Sept 2018 | 939.30 |
| Current Quarter | 30 Sept 2018 – Dec 2018 | 957.71 |

FTE Positions is the total full time equivalent positions approved and recorded in Aurion excluding casual positions and including approved vacancies

A number of new positions were approved in the 2018/19 Budget and were included in the Organisational Structure adopted Council effective from 1 July.

There have been further new positions created since the structure was adopted now included in Current Quarter. Advance Rockhampton have had 4 new positions to continue to grow and build on projects, 3 positions were created to take on the JMK apprentices, a Community Engagement Officer position for the Southside flood levy as well as some additional Business Administration Trainees and a number of external positions to assist with areas in Community Services.

The FTE positions also include the following apprentices and trainees across Council:

| Year | Apprentices | Trainees |
|------|-------------|----------|
| 2019 | 17 | 18 |
| 2018 | 13 | 17 |

Safety Statistics

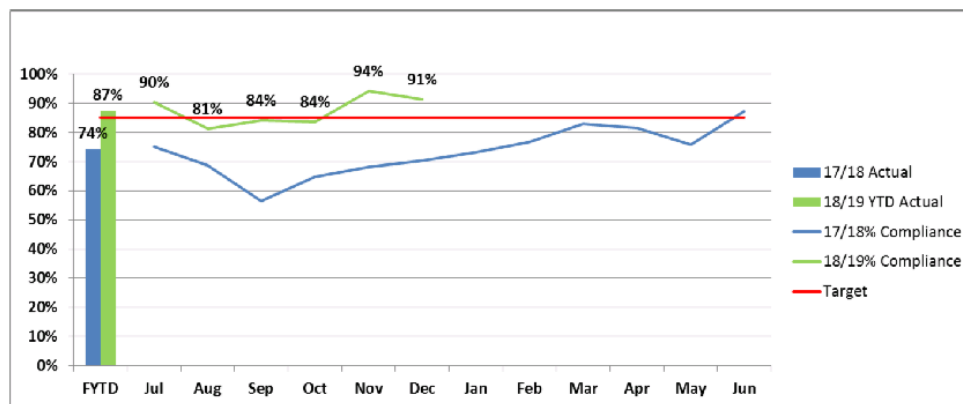
Please note that the statistical data recorded in this section of the report is accurate at the time of compilation. As this information is sourced from a live database, changes will occur as required when amendments or upgrades are made to injury severities including lost and rehabilitation days.

The following statistics are reported against organisational key performance indicators in accordance with the Workplace Health & Safety Procedure – Performance Measures.

Non-compliance listed in tables in red.

Incident Logging

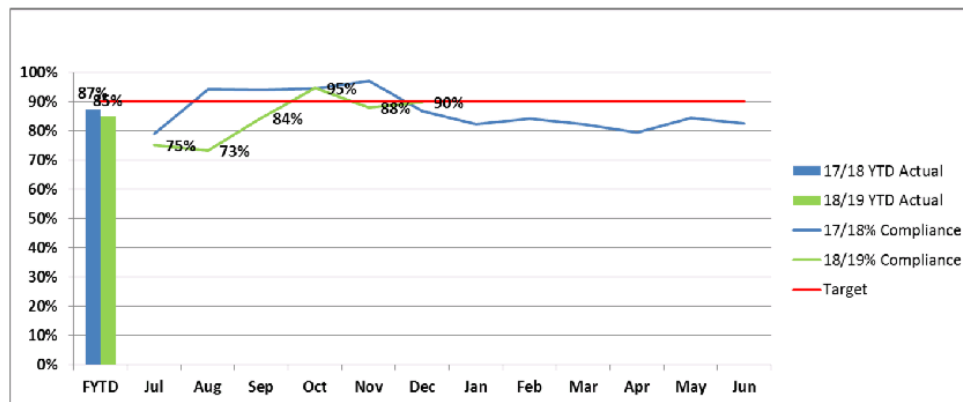
Council's 2018/19 target is for 85% of all incidents to be logged into Riskware by the end of the next business day.



| Department | Jul | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|------------|------|------|------|------|------|------|-----|-----|-----|-----|-----|-----|
| Advance | 100% | 50% | 100% | 83% | 100% | 100% | | | | | | |
| Community | 77% | 70% | 75% | 88% | 94% | 82% | | | | | | |
| Corporate | 100% | 100% | 67% | 80% | 100% | 100% | | | | | | |
| Office CEO | - | 100% | - | 100% | - | - | | | | | | |
| Regional | 96% | 91% | 91% | 81% | 92% | 100% | | | | | | |
| Council | 90% | 81% | 84% | 84% | 94% | 91% | | | | | | |

Hazard Inspections

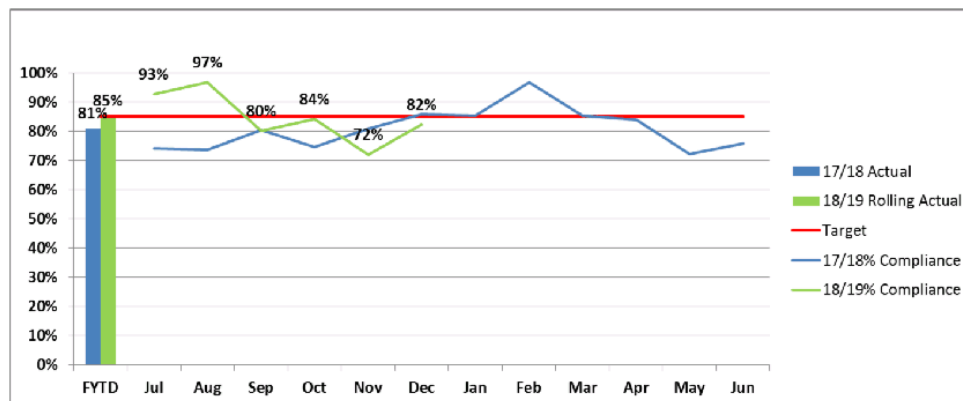
Council's 2018/19 target is for 90% of all Hazard Inspections to be completed within the scheduled month.



| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|------------|------|------|------|------|-----|------|-----|-----|-----|-----|-----|-----|
| Advance | - | 80% | 100% | 100% | - | 100% | | | | | | |
| Community | 50% | 38% | 91% | 89% | 88% | 100% | | | | | | |
| Corporate | 100% | 100% | 100% | 100% | 50% | 100% | | | | | | |
| Office CEO | - | 50% | - | - | - | - | | | | | | |
| Regional | 82% | 95% | 76% | 95% | 93% | 87% | | | | | | |
| Council | 75% | 73% | 84% | 95% | 88% | 90% | | | | | | |

Corrective Actions

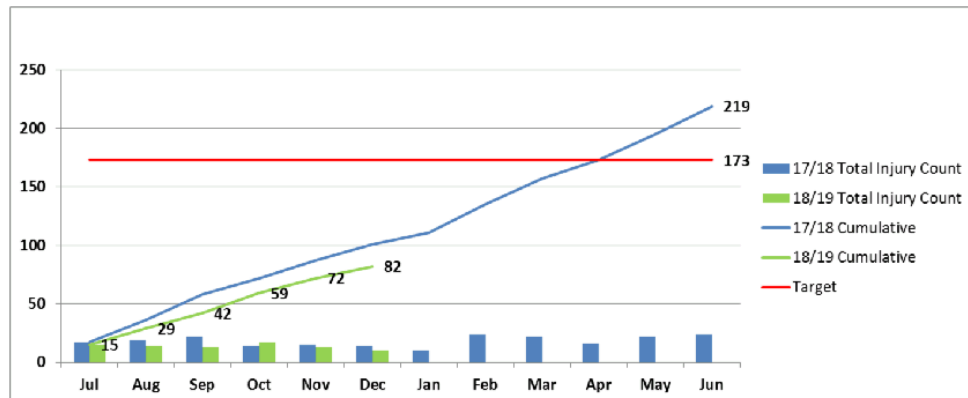
Council's 2018/19 target is for 85% of all Corrective Actions to be completed by the nominated due date.



| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|------------|------|------|-----|------|------|-----|-----|-----|-----|-----|-----|-----|
| Advance | 100% | 100% | 82% | 92% | 92% | 83% | | | | | | |
| Community | 80% | 96% | 77% | 81% | 70% | 89% | | | | | | |
| Corporate | 90% | 80% | 89% | 100% | 100% | 92% | | | | | | |
| Office CEO | 100% | 100% | 58% | 65% | 20% | 73% | | | | | | |
| Regional | 99% | 99% | 91% | 91% | 79% | 74% | | | | | | |
| Council | 93% | 97% | 80% | 84% | 72% | 82% | | | | | | |

Total Injury Count

Council's 2018/19 injury threshold is 173.

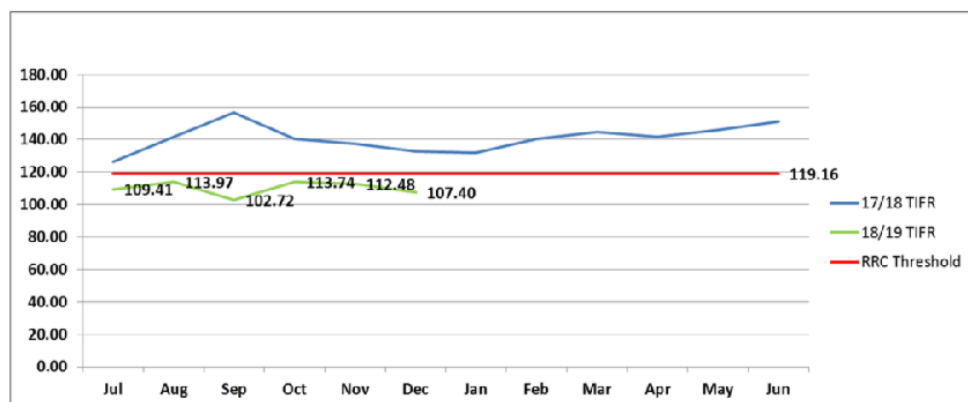


The total number of injuries projected for Council for the 2018/19 financial year is 152.

| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | YTD |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----|-----|-----|-----|-----|-----|-----------|
| Advance | - | - | - | 1 | - | - | | | | | | | 1 |
| Community | 6 | 9 | 9 | 6 | 7 | 7 | | | | | | | 44 |
| Corporate | 2 | 1 | 2 | 2 | 2 | 2 | | | | | | | 11 |
| Office CEO | - | - | - | - | - | - | | | | | | | 0 |
| Regional | 7 | 4 | 2 | 8 | 4 | 1 | | | | | | | 26 |
| Council | 15 | 14 | 13 | 17 | 13 | 10 | | | | | | | 82 |

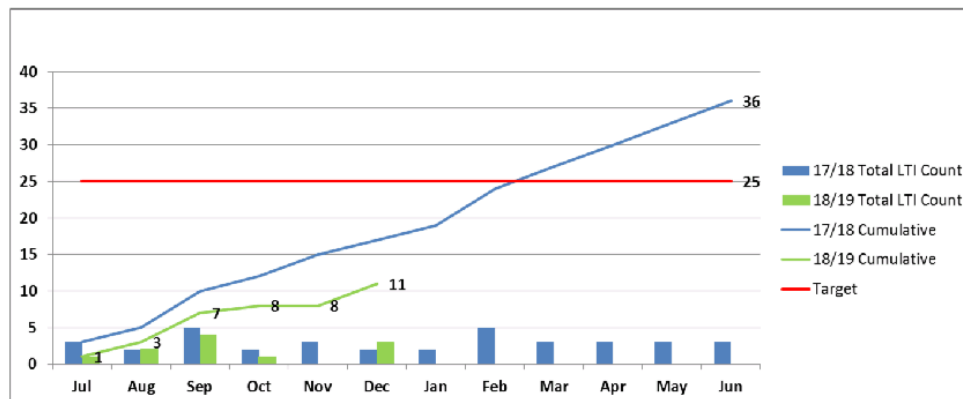
Total Injury Frequency Rate

Council's 2018/19 Injury Frequency Rate threshold is 119.16.



Lost Time Injury Count

Council's 2018/19 Lost Time Injury threshold is 25.



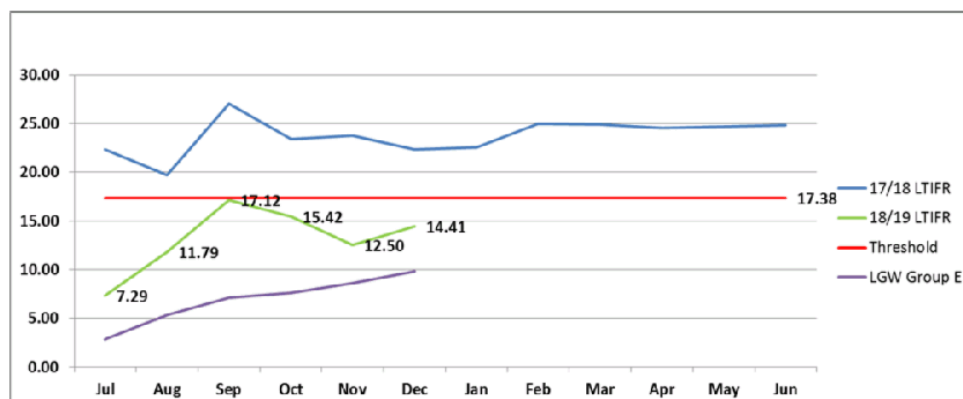
The total number of lost time injuries projected for Council for the 2018/19 financial year is 20.

| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | YTD |
|----------------|----------|----------|----------|----------|----------|----------|-----|-----|-----|-----|-----|-----|-----------|
| Advance | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Community | - | 1 | 4 | - | - | 2 | - | - | - | - | - | - | 7 |
| Corporate | - | - | - | - | - | 1 | - | - | - | - | - | - | 1 |
| Office CEO | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Regional | 1 | 1 | - | 1 | - | - | - | - | - | - | - | - | 3 |
| Council | 1 | 2 | 4 | 1 | 0 | 3 | | | | | | | 11 |

Lost Time Injury Frequency Rate

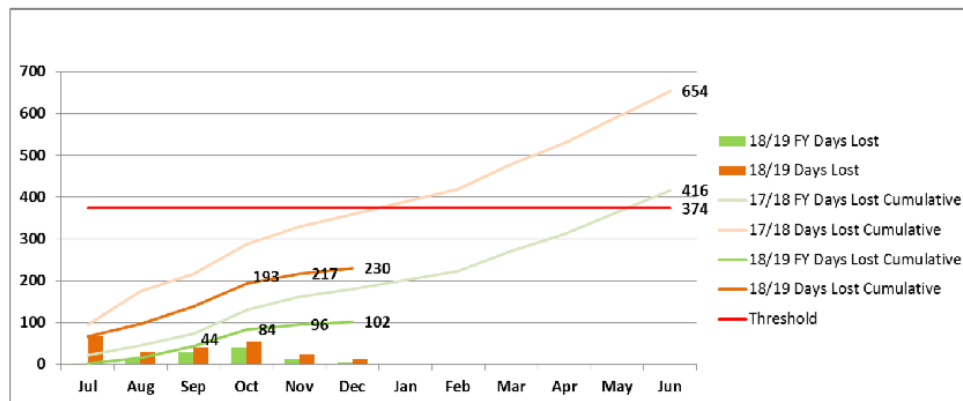
(Number of lost time injuries per million man hours worked)

Council's 2018/19 Lost Time Injury Frequency Rate threshold is 17.38.



Days Lost due to Injury

Council's 2018/19 Days Lost due to Injury is 374.



The total days lost projected for Council for the 2018/19 financial year is 472.

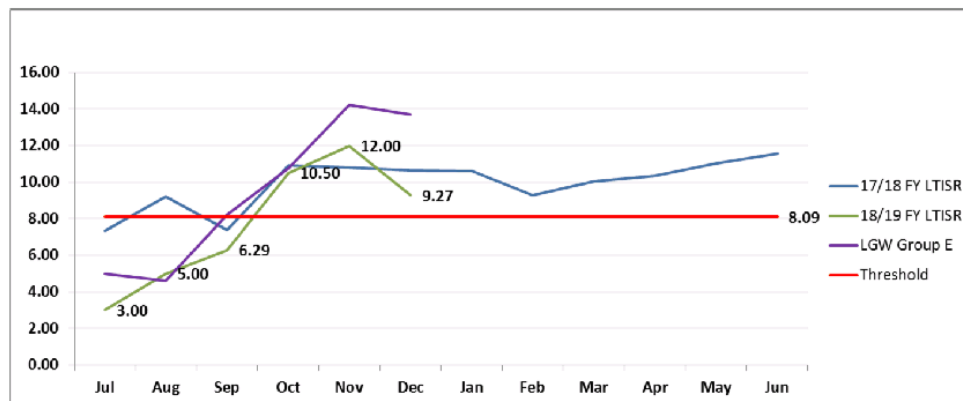
| Department | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | YTD |
|----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----|-----|-----|-----|-----|-----|------------|
| Advance | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Community | 39 | 13 | 31 | 41 | 12 | 3 | - | - | - | - | - | - | 139 |
| Corporate | - | - | - | - | - | 3 | - | - | - | - | - | - | 3 |
| Office CEO | - | - | - | - | - | - | - | - | - | - | - | - | 0 |
| Regional | 28 | 17 | 10 | 14 | 12 | 7 | - | - | - | - | - | - | 88 |
| Council | 67 | 30 | 41 | 55 | 24 | 13 | | | | | | | 230 |

* This data includes days lost from injuries which occurred in or before the 2018/19 financial year.

Lost Time Injury Severity Rate

(Average number of lost days per lost time injury)

Council's 2018/19 Lost Time Injury Severity Rate threshold is 8.09.



11.8 REVISED EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS POLICY**File No:** 5883**Attachments:** 1. Revised Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy [↓](#)**Authorising Officer:** Tracy Sweeney - Manager Workforce and Governance**Author:** Allysa Brennan - Coordinator Legal and Governance

SUMMARY

Presenting the revised Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy for consideration and adoption by Council.

OFFICER'S RECOMMENDATION

THAT Council adopt the revised Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy.

COMMENTARY

In light of a recent bulletin from the Department of Local Government, Racing and Multicultural Affairs amendment to the Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy is recommended.

BACKGROUND

The Department of Local Government, Racing and Multicultural Affairs bulletin recommends that local governments should have a transparent and accountable policy for providing legal assistance and associated costs for Councillors so that the community maintains confidence that public funds are being expended in an appropriate way. Matters to consider include:

- a) when it is appropriate to provide legal assistance to a Councillor;
- b) who is authorised to make the decision that financial support would be provided;
- c) the limits or levels of assistance that are to be given, including costs to be covered;
- d) the criteria for providing additional support and obligations on a Councillor receiving assistance;
- e) the circumstances in which approval for assistance may be revoked and repayment of costs sought, such as when it is found the Councillor has acted dishonestly or negligently; and
- f) the process to procure legal assistance either internally within Council or externally, particularly where a Councillor requests legal advice of a general nature.

PREVIOUS DECISIONS

This policy was last presented to the Council meeting on 11 December 2018 to remove paragraph 5.4.2.3 Accepting Hospitality due to the adoption of the new Councillor Gifts, Benefits and Hospitality Policy as a result of the amendments made to legislation to tighten the regulatory controls associated with Councillor behaviour and complaint procedures. Adjustments to Paragraph 5.1.3.12.5 Rewards Program were also made to ensure reward points accumulated in the course of duties are used for future Council business travel.

LEGISLATIVE CONTEXT

Section 235 of the *Local Government Act 2009* (LGA) provides that a Councillor is not civilly liable for an act done under the LGA or the *Local Government Electoral Act 2011* (LGEA), or omission made under the LGA or the LGEA, honestly and without negligence.

Under section 250 of the *Local Government Regulation 2012* (LGR), a local government is required to adopt a Councillor expenses reimbursement policy to deal with the reimbursement of reasonable expenses and the provision of facilities to Councillors in their roles as elected representatives.

CORPORATE/OPERATIONAL PLAN

Corporate Plan – Section 5.2 – Strong leadership that provides quality governance to support and service the community.

Operational Plan – Section 5.2.1 – Council's decision making, planning and reporting processes provide transparent and accountable governance.

CONCLUSION

The revised Expenses Reimbursement and Provision of Facilities for Mayor and Councillors Policy has been prepared and is provided to Council for consideration and adoption.

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

**Revised Expenses Reimbursement and
Provision of Facilities for Mayor and
Councillors Policy**

Meeting Date: 15 January 2019

Attachment No: 1

EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR MAYOR AND COUNCILLORS

STATUTORY POLICY



1 Scope

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

2 Purpose

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

3 Related Documents

3.1 Primary

Local Government Regulation 2012

3.2 Secondary

Income Tax Assessment Act 1997 (Cwth)

Local Government Act 2009

Civic Events Policy

Declaration of Travel Expenses Form

Entertainment and Hospitality General Ledger Expense Allocation Guideline

Fleet Vehicle Greenhouse Gas Emissions Reduction Policy

Notice of Incident – Insurance Purposes (Internal)

Insurance Claim Request Form

Insurance Form – Motor Vehicle

Purchasing Policy – Acquisition of Goods and Services

Taxation Rulings issued by the Australian Taxation Office

Travel and Conference Proposal Form

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|----------|--|
| Activity | Meeting, event, function, conference, training, course or other activity a Councillor may be required to attend as part of their role in attending to Council business. |
| 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 Business | Official business conducted on behalf of Council that should result in a benefit being achieved for the local government and/or local government Region (for example opening a school fete). Council business also includes where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council (for example official Council meetings, Councillor forums and workshops, committees/boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments). Participating in a community group event or being a representative on a board not associated with Council is not regarded as Council business. |
| Council Table | The body of elected Councillors of Council. |
| Councillors | The Mayor and Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> . |
| Discretionary Training | Training a Councillor wishes to attend, outside the provisions of mandatory training. |
| Entertainment or Hospitality Expense | The expense to Council of providing an entertainment or hospitality service. |
| Entertainment or Hospitality Service | Includes the following: (a) Entertaining members of the public in order to promote a local government initiative or project; and (b) Providing food or beverages: (i) To a person visiting council in an official capacity; or (ii) For a conference, meeting, training course, seminar, workshop or another forum that is held by Council for its Councillors, employees or other persons. |
| Expenses | Costs reasonably incurred, or to be incurred, by a Councillor whilst fulfilling their obligations under the <i>Local Government Act 2009</i> . The expenses may be either reimbursed to Councillors or paid direct by Council. |
| Facilities | Facilities deemed necessary to assist Councillors in their role. |
| GVG | Green Vehicle Guide |
| Mandatory Training | Training the CEO deems mandatory for a Councillor to attend for skill development directly related to the Councillor's role. |
| Mayor | An elected member of Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the <i>Local Government Act 2009</i> . |
| 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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| | |
|------------|--|
| Region | Rockhampton Regional Area defined by the Local Government Areas of Queensland. |
| Resolution | A motion passed by a majority of Councillors at the meeting. While in practice it means the "Council decision", the word "resolution" also indicates the process by which the decision was made. |

5 Policy Statement

Council is committed to ensuring Councillors are provided with facilities and have Council business expenses paid or reimbursed to enable them to perform their duties.

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

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

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

This policy is deemed to be a "procedure" for the purposes of section 250(1) of the *Local Government Regulation 2012*.

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

5.1 Expense Categories

5.1.1 General Council Business

Council pays or reimburses expenses incurred in undertaking Council business which includes:

- (a) Preparing, attending and participating in Council meetings, committee meetings, workshops, strategic briefings, deputations and inspections;
- (b) Attending civic functions or civic events to perform official duties or as an official council representative;
- (c) Attending public/community meetings, presentation dinners and annual general meetings where invited as a Councillor; or
- (d) Attending a community event where a formal invitation has been received.

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) Committee Chairs \$7,500 per year
 - (iv) Councillors \$5,000 per year

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

5.1.3 Travel Expenses

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

The following travel expenses must be approved by Council resolution:

- (a) All international travel and associated costs; and
- (b) Expenses incurred outside of current budget allocation.

Councillors must take into consideration the value and benefit to Council of an activity before deciding whether or not to attend an activity.

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

5.1.3.1 Flights

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

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

5.1.3.2 Accommodation

All Councillor accommodation should be selected having regard to:

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

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

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

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

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

5.1.3.3 Private Vehicle Use

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

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

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

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Where a Councillor utilises their own vehicle to attend an activity, the Councillor is entitled to a travel allowance in accordance with the Australian Taxation Office vehicle mileage rates per kilometre schedule.

5.1.3.4 Parking and Associated Fees

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

5.1.3.5 Public Transport/Taxi Fares

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

5.1.3.6 Conference Proceedings

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

5.1.3.7 Laundry/Dry Cleaning

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

5.1.3.8 Business Telephone Calls, Facsimiles and Postage

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

5.1.3.9 Personal Telephone Calls and Calls from Mobile Phones

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

5.1.3.10 Meals

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

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

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

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

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

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5.1.3.11 Non Allowable Expenditure

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

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

5.1.3.12 Other Travel Matters**5.1.3.12.1 Travel Insurance**

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

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

5.1.3.12.2 Local Government Workcare

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

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

5.1.3.12.3 Extended Personal Travel

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

5.1.3.12.4 Travel by Family Members

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

5.1.3.12.5 Rewards Programs

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

5.1.3.12.6 Non-Attendance

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

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

5.1.3.12.7 Purchase Cards

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

5.1.3.12.8 Additional Expenses

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

5.1.3.12.9 Claiming and Declaration of Travel Expenses

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

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

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.

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5.2 Entertainment and Hospitality Expenses

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

Entertainment or hospitality expenses incurred by Councillors must be:

- (a) for official purposes;
- (b) properly documented with the purpose identified;
- (c) available for scrutiny by both internal and external audit;
- (d) be appropriate and responsible and withstand the public defensibility test; and
- (e) in accordance with the adopted budget.

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

5.2.1 Approved Entertainment and Hospitality Expenditure

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

5.2.1.1 CEO Approval

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

When approving the claim, the CEO considers the following:

- (a) the frequency of claims;
- (b) factors such as accepted community practice or standard;
- (c) be satisfied it is reasonable;
- (d) includes appropriate documentary evidence; and
- (e) whether the claim withstands the public defensibility test.

5.2.1.2 Expenditure Limit

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

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

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

5.2.1.3 Use of Corporate Purchase Card

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

5.2.1.4 Reporting

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

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5.3 Facilities

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

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

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

5.3.1 Administrative Tools and Office Amenities

Council provides Councillors with the facilities listed below:

5.3.1.1 Office Space and Access to Meeting Rooms

The Mayor and Deputy Mayor are provided with a dedicated office in the Rockhampton City Hall.

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

5.3.1.2 Support

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

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

5.3.1.3 Computer

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

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

5.3.1.4 Photocopier and Paper Shredder

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

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

5.3.1.5 Stationery

Councillors are provided stationery for official purposes only.

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

Stationery does not include any form of advertising by Council.

5.3.1.6 Telecommunication Needs

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

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

5.3.1.7 Publications

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

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5.3.1.8 Advertising

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

5.3.1.9 Community Consultation

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

5.3.1.10 Other Equipment

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

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

5.3.1.11 Personal Protective Equipment, Uniforms and Name Badge

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

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

5.3.1.12 Maintenance

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

5.3.2 Vehicles**5.3.2.1 Vehicle Allowance**

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

As a result of the community expectations and demands on the Mayor, all vehicle use by the Mayor is deemed to be Council business. The Mayor is provided with a Council vehicle for Council business use, up to Council's fleet purchase price of \$65,000 (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 Policy.

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5.3.2.3 Private Use

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

Private use of Council vehicles is limited to within 100km of the Region's boundaries. Any private use outside of these boundaries requires a record to be kept and advice provided to the CEO within 30 days of the use. The CEO invoices the Councillor based on the mileage allowances recommended by the Australian Taxation Office.

Councillors who choose to elect to have limited private use are required to reimburse Council an annual amount of \$4153.43 plus yearly Council plant hire increases.

Reimbursement is not required for any business travel.

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

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

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

It is a Councillor's responsibility to ensure:

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

5.3.2.4.2 Authorised Drivers

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

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

5.3.2.4.3 Refuelling of Vehicles

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

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5.3.2.4.4 Infringements

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

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

5.3.2.4.5 Insurance

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

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

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

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

5.3.2.4.6 Theft of a Council Vehicle

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

5.3.2.4.7 Loss of Drivers Licence

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

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

5.3.2.4.8 Accidents

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

5.4 Legal Costs and Insurance Cover

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

- (a) public liability;
- (b) professional indemnity;
- (c) personal accident and/or workers compensation; and
- (d) international and domestic travel insurance.

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

Council will cover costs incurred through injury, investigation, hearings or legal proceedings into the conduct of a Councillor, or arising out of, or in connections with the Councillors performance of their civic functions. When it has been found that the Councillor breached the provisions of the Local Government Act 2009, the Councillor will reimburse Council with all associated costs incurred by Council.

Liability of legal costs incurred while discharging a Councillors civic duty also transfers to Council

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upon approval via a Council resolution.

5.5 Vacation of Office

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

5.6 Payment of Expenses

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

5.7 Reporting

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

6 Review Timelines

This policy is reviewed when any of the following occur:

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

7 Document Management

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

OUR VALUES



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12 NOTICES OF MOTION

12.1 NOTICE OF MOTION - COUNCILLOR STEPHEN SCHWARTEN - REQUESTING CONSIDERATION OF LEASH-FREE DOG EXERCISE FACILITY

File No: 10072

Attachments:

1. Letter from Councillor Swarten [↓](#)
2. Map of Proposed Area [↓](#)

Responsible Officer: Evan Pardon - Chief Executive Officer

SUMMARY

Councillor Stephen Swarten has provided correspondence requesting consideration of a 'leash-free' dog exercise facility on land bounded by Larcombe Street; Splitter's Creek; Fitzroy River and Council boat ramp and access road.

COUNCILLOR'S RECOMMENDATION

THAT in regard to the portion of public land bounded by Larcombe Street; Splitter's Creek; Fitzroy River and Council boat ramp and access road, a 'high point review' be prepared for the first available ordinary meeting of Council regarding:

- a) the possibility for;
- b) the practicalities involved and
- c) likely capital cost of Council providing North Rockhampton residents and residents generally with an additional and larger 'leash-free' dog exercise facility.

BACKGROUND

Councillor Stephen Swarten has provided the attached correspondence regarding consideration of an additional and larger 'leash-free' dog exercise facility on land bounded by Larcombe Street; Splitter's Creek; Fitzroy River and Council boat ramp and access road.

A map of the area is attached for reference.

**NOTICE OF MOTION - COUNCILLOR
STEPHEN SCHWARTEN -
REQUESTING CONSIDERATION OF
LEASH-FREE DOG EXERCISE
FACILITY**

Letter from Councillor Schwarten

Meeting Date: 15 January 2019

Attachment No: 1



Rockhampton Office
232 Bolsover St, Rockhampton
Gracemere Office
1 Ranger St, Gracemere
Mount Morgan Office
32 Hall St, Mount Morgan

6 January 2019

Mr Evan Pardon
Chief Executive Officer
Rockhampton Regional Council
Bolsover Street
ROCKHAMPTON QLD 4700

Councillor Schwarten
Councillor for Division 7
Direct telephone 07 4936 8320

Dear Evan

Requesting consideration of 'leash-free' dog exercise facility on land bounded by Larcombe Street; Splitter's Creek; Fitzroy River and Council boat-ramp and access road

Following Councillor Williams' success in having Council provide dog-owners with a 'leash-free' area various residents have suggested to me the possibility of a larger facility being established.

On behalf of these and other residents who responsible dog-owners generally I request the following be listed for discussion on the 15 January 2019 Council meeting agenda:

"Regarding the above-described portion of public land that a "high point review" be prepared for the first available ordinary meeting of Council regarding a) the possibility for; b) the practicalities involved and c) likely capital cost of Council providing North Rockhampton residents and residents generally with an additional and a larger 'leash free' dog exercise facility."

Background

Residents who are responsible dog-owners acknowledge Councillor Williams' Council initiative and momentum is gathering for Council to expand its provision of 'leash free' areas.

Ever-supportive of this concept I acknowledge prior to this point in time I had argued against suggestions that Church Park in Glenmore Road be used by Council for 'leash free' dog exercising purposes believing this still to be contrary to the present and future interests of residents.

Recently a resident of adjacent St Matthews Cottages suggested the abovementioned portion of land as a possibly "ideal location".

Rockhampton Regional Council PO Box 1860, Rockhampton Q 4700
P: 07 4932 9000 or 1300 22 55 77 | **E:** enquiries@rrc.qld.gov.au | **W:** www.rrc.qld.gov.au



A "high point review" of matters pertinent will reliably inform future discussion at the Council table and enable Council at some point soon to deal with this proposal in an efficient and effective manner.

Yours sincerely



Councillor Stephen Schwarten

**NOTICE OF MOTION - COUNCILLOR
STEPHEN SCHWARTEN -
REQUESTING CONSIDERATION OF
LEASH-FREE DOG EXERCISE
FACILITY**

Map of Proposed Area

Meeting Date: 15 January 2019

Attachment No: 2



13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

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

15 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

16.1 Legal Matters Report - October to December 2018

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

16 CONFIDENTIAL REPORTS

16.1 LEGAL MATTERS REPORT - OCTOBER TO DECEMBER 2018

File No: 1392

Attachments: 1. Legal Matters Report 1 October 2018 to
31 December 2018

Authorising Officer: Tracy Sweeney - Manager Workforce and Governance

Author: Allysa Brennan - Coordinator Legal and Governance

This report is considered confidential in accordance with section 275(1)(f), of the *Local Government Regulation 2012*, as it contains information relating to starting or defending legal proceedings involving the local government.

SUMMARY

Presenting an update of current legal matters that Council is involved in as at 31 December 2018.

17 CLOSURE OF MEETING