



ORDINARY MEETING

AGENDA

16 APRIL 2019

Your attendance is required at an Ordinary meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 16 April 2019 commencing at 9.00am for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
10 April 2019

Next Meeting Date: 07.05.19

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 R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Ordinary Meeting held 2 April 2019

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 PLANNING AND REGULATORY COMMITTEE MEETING - 9 APRIL 2019

RECOMMENDATION

THAT the Minutes of the Planning and Regulatory Committee meeting, held on 9 April 2019 as circulated, be received and that the recommendations contained within these minutes be adopted.

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

Recommendation of the Planning and Regulatory Committee, 9 April 2019
9.1.1 D/78-2018 - DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE FOR HIGH IMPACT INDUSTRY (SWEAT FURNACE)

File No: D/78-2018

Attachments:

1. Locality Plan
2. Site Plan
3. Floor Plan

Authorising Officer: Tarnya Fitzgibbon - Coordinator Development Assessment
Steven Gatt - Manager Planning and Regulatory Services
Colleen Worthy - General Manager Community Services

Author: Brandon Diplock - Planning Officer

SUMMARY

Development Application Number: D/78-2018

Applicant: Bowes Investments Pty Ltd T/A Zebra Metals Environmental Services

Real Property Address: Lot 1 on RP609889, Parish of Gracemere

Common Property Address: 227 Somerset Road, Gracemere

Area of Site: 29,610 square metres

Planning Scheme: Rockhampton Region Planning Scheme 2015

Planning Scheme Zone: Medium Impact Industry Zone

Planning Scheme Overlays: Creek Catchment Flood Overlay - Area 2
Steep Land Overlay - 15-25%+ slope
Transport Noise Corridor Overlay

Existing Development: Wrecking Yard

Existing Approvals: D-Y/2008-184 Medium Impact Industry
D/228-2012 Medium Impact Industry (wrecking yard)

Approval Sought: Development Permit for a Material Change of Use for High Impact Industry (Sweat Furnace)

Level of Assessment: Impact Assessable

Submissions: Three (3)

Referral Agency(s): Department of State Development, Manufacturing, Infrastructure and Planning

Infrastructure Charges Area: Charge Area 1

Application Progress:

<i>Application Lodged:</i>	<i>19 July 2018</i>
<i>Acknowledgment Notice issued:</i>	<i>30 July 2018</i>
<i>Submission period commenced:</i>	<i>21 August 2018</i>
<i>Submission period end:</i>	<i>11 September 2018</i>
<i>Applicant stop period:</i>	<i>26 September 2018</i>
<i>Applicant stop period:</i>	<i>22 October 2018</i>
<i>Council request for additional time:</i>	<i>11 March 2019</i>
<i>Government Agency Response:</i>	<i>10 August 2018</i>
<i>Last receipt of information from applicant:</i>	<i>11 March 2019</i>
<i>Statutory due determination date:</i>	<i>19 April 2019</i>

COMMITTEE RECOMMENDATION

RECOMMENDATION A

That in relation to the application for a Development Permit for a Material Change of Use for High Impact Industry, made by Bowes Investments Pty Ltd T/A Zebra Metals Environmental Services, on land located at 227 Somerset Road, Gracemere, described as Lot 1 on RP609889, Parish of Gracemere, Council resolves to Approve the application subject to the following conditions:

1.0 ADMINISTRATION

- 1.1 The Developer and his employee, agent, contractor or invitee is responsible for ensuring compliance with the conditions of this development approval.
- 1.2 Where these Conditions refer to "Council" in relation to requiring Council to approve or to be satisfied as to any matter, or conferring on the Council a function, power or discretion, that role may be fulfilled in whole or in part by a delegate appointed for that purpose by the Council.
- 1.3 All conditions, works, or requirements of this development approval must be undertaken, completed, and be accompanied by a Compliance Certificate for any operational works required by this development approval:
 - 1.3.1 to Council's satisfaction;
 - 1.3.2 at no cost to Council; and
 - 1.3.3 prior to the commencement of the use, unless otherwise stated.
- 1.4 Infrastructure requirements of this development approval must be contributed to the relevant authorities, where applicable, at no cost to Council, prior to the commencement of the use, unless otherwise stated.
- 1.5 The following further Development Permits must be obtained prior to the commencement of any works associated with their purposes:
 - 1.5.1 Plumbing and Drainage Works (if required); and
 - 1.5.2 Building Works.
- 1.6 All Development Permits for Plumbing and Drainage Works must be obtained prior to the issue of a Development Permit for Building Works, if required.
- 1.7 All works must be designed, constructed and maintained in accordance with the relevant Council policies, guidelines and standards, unless otherwise stated.

- 1.8 All engineering drawings/specifications, design and construction works must be in accordance with the requirements of the relevant *Australian Standards* and must be approved, supervised and certified by a Registered Professional Engineer of Queensland.

2.0 APPROVED PLANS AND DOCUMENTS

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

<u>Plan/Document Name</u>	<u>Plan/Document Reference</u>	<u>Dated</u>
Location Plan	SK-001, Rev 4	4 April 2019
Floor Plan	SK-002, Rev 4	4 April 2019
Environmental Report	Steer Environmental Consulting	13 June 2018

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

- 2.3 Where conditions require the above plans or documents to be amended, the revised document(s) must be submitted for approval by Council prior to the submission of an application for a Development Permit for Operational Works/Building Works.

3.0 ACCESS AND PARKING WORKS

- 3.1 All access, parking and vehicle manoeuvring areas must be constructed and surface treated in accordance with the approved site plan (refer to condition 2.1). All surface treatments must be constructed, operated and maintained in a manner so that there is no significant impact on the amenity of adjoining premises or the surrounding area being caused due to the emission of dust or resulting in sediment laden water.

NOTE: Should genuine complaints about dust be received, the access, parking and vehicle manoeuvring area may be requested to be sealed to Council's satisfaction.

4.0 PLUMBING AND DRAINAGE WORKS

- 4.1 Any alteration, disconnection or relocation of internal plumbing and sanitary drainage works associated with the existing building must be in accordance with regulated work under the *Plumbing and Drainage Act 2002* and Council's Plumbing and Drainage Policies.

- 4.2 On-site water supply for domestic and fire fighting purposes must be provided and may include the provision of a bore, dams, water storage tanks or a combination of each.

- 4.3 Adequate domestic and fire fighting protection must be provided to the development, and must be certified by a hydraulic engineer or other suitably qualified person.

- 4.4 On-site sewerage treatment and disposal must be provided in accordance with the *Queensland Plumbing and Wastewater Code* and Council's Plumbing and Drainage Policies.

5.0 STORMWATER WORKS

- 5.1 All stormwater must drain to a demonstrated lawful point of discharge and must not adversely affect surrounding land or infrastructure in comparison to the pre-development conditions, including but not limited to blocking, altering or diverting existing stormwater runoff patterns or having the potential to cause damage to other infrastructure.

6.0 ROOF AND ALLOTMENT DRAINAGE WORKS

- 6.1 All roof and allotment drainage works must be designed and constructed in accordance with the approved plans (refer to condition 2.1), *Queensland Urban Drainage Manual*, *Capricorn Municipal Development Guidelines*, and sound engineering practice.
- 6.2 All roof and allotment runoff from the development must be directed to a lawful point of discharge and must not restrict, impair or change the natural flow of runoff water or cause a nuisance to surrounding land or infrastructure.

7.0 SITE WORKS

- 7.1 All earthworks must be undertaken in accordance with *Australian Standard AS3798 "Guidelines on earthworks for commercial and residential developments"*.
- 7.2 Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to surrounding land or infrastructure.

8.0 LANDSCAPING WORKS.

- 8.1 All landscaping must be established generally in accordance with the approved plans (refer to condition 2.1). The landscaping must be constructed and/or established prior to the commencement of the use and the landscape areas must predominantly contain plant species that have low water dependency. All landscaping must be of a mature age and height to ensure the development is appropriately screened prior to commencement of the use.
- 8.2 Large trees must not be planted within one (1) metre of the centreline of any sewerage and/or water infrastructure; small shrubs and groundcover are acceptable.
- 8.3 The landscaped areas must be subject to:
- 8.3.1 a watering and maintenance plan during the establishment moment; and
 - 8.3.2 an ongoing maintenance and replanting programme.

9.0 ELECTRICITY

- 9.1 Electricity services must be provided to the development in accordance with the standards and requirements of the relevant service provider.
- 9.2 A *Certificate of Electricity Supply* from the relevant service provider must be provided to Council, prior to the commencement of the use.

Note: The applicant can enter into a *Negotiated Connection Establishment Contract* with the Supplier for the provisioning of electrical services and/or street lighting. Provided the Applicant has undertaken all the conditions of the contract, including providing performance security, the Supplier will issue a *Certificate of Electricity Supply*.

10.0 TELECOMMUNICATIONS

- 10.1 Telecommunications services must be provided to the development in accordance with the standards and requirements of the relevant service provider. Unless otherwise stipulated by telecommunications legislation at the time of installation, this includes all necessary pits and pipes, and conduits that provide a connection to the telecommunications network.

Note: The Telecommunications Act 1997 (Commonwealth) specifies where the deployment of optical fibre and the installation of fibre-ready facilities is required.

- 10.2 Evidence of acceptance of the works from the relevant service provider must be provided to Council, prior to the commencement of the use.

Note: This will be a letter from either:

NBN a 'Certificate of Practical Completion';

Telstra a "Telecommunications Agreement/Provisioning Letter"; or

A Licenced Carrier under the Telecommunications Act 1997 - *signed documentation from a Registered Professional Engineer of Queensland - electrical engineer.*

11.0 ASSET MANAGEMENT

- 11.1 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to Council.
- 11.2 Any damage to existing stormwater, water supply and sewerage infrastructure, kerb and channel, pathway or roadway (including removal of concrete slurry from public land and Council infrastructure), that occurs while any works are being carried out in association with this development approval must be repaired at full cost to the developer. This includes the reinstatement of any existing traffic signs or pavement markings that may have been removed or damaged.
- 11.3 'As Constructed' information pertaining to assets to be handed over to Council and those which may have an impact on Council's existing and future assets must be provided prior to the commencement of the use. This information must be provided in accordance with the *Asset Design and As Constructed Manual (ADAC)*.

12.0 ENVIRONMENTAL HEALTH

- 12.1 Any lighting devices associated with the development, such as sensory lighting, must be positioned on the development site and shielded so as not to cause glare or other nuisance to nearby residents and motorists. Night lighting must be designed, constructed and operated in accordance with *Australian Standard AS4282 "Control of the obtrusive effects of outdoor lighting"*.
- 12.2 Noise emitted from the activity must not cause an environmental nuisance.
- 12.3 Operations on the site must have no significant impact on the amenity of adjoining premises or the surrounding area due to the emission of light, noise, odour or dust.

13.0 OPERATING PROCEDURES

- 13.1 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the development site. Storage of materials or parking of construction machinery or contractors' vehicles must not occur within Somerset Road.
- 13.2 The hours of operations must be limited to:
- (i) 0630 hours to 1830 hours on Monday to Saturday, and
 - (ii) no operations on Sunday or Public Holidays.
- 13.3 All surface treatments must be operated and maintained in a manner so that there is no significant impact on the amenity of adjoining premises or the surrounding area being caused due to the emission of dust or resulting in sediment laden water.
- Note: If the amenity impacts cannot be mitigated, the area must be sealed to Council's satisfaction.
- 13.4 All waste must be stored within a waste storage area (for example, general waste, recyclable waste, pallets, empty drums etcetera). The owner of the land must ensure that:
- 13.4.1 the area is kept in a clean and tidy condition;
 - 13.4.2 fences and screens are maintained;
 - 13.4.3 no waste material is stored external to the waste storage area/s;

- 13.4.4 all wash down of refuse containers takes place in the existing washdown facility;
- 13.4.5 contaminants/washdown does not discharge into surface water, water courses, drainage lines or onto adjoining properties; and
- 13.4.6 the area is maintained in accordance with *Environmental Protection Regulation 2008*.

14.0 FENCE

- 14.1 A 2.1 metre high solid fence (such as colourbond or similar) must be constructed along the entire eastern boundary of the subject site and along the southern boundary as far as the proposed car parks as shown on Location Plan SK-001 Rev 4.

ADVISORY NOTES

NOTE 1. Aboriginal Cultural Heritage

It is advised that under section 23 of the *Aboriginal Cultural Heritage Act 2003*, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the "cultural heritage duty of care"). Maximum penalties for breaching the duty of care are listed in the Aboriginal cultural heritage legislation. The information on Aboriginal cultural heritage is available on the Department of Aboriginal and Torres Strait Islander and Partnerships website www.datsip.qld.gov.au.

NOTE 2. Asbestos Removal

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

NOTE 3. General Environmental Duty

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

NOTE 4. Duty to Notify of Environmental Harm

If a person becomes aware that serious or material environmental harm is caused or threatened by an activity or an associated activity, that person has a duty to notify Rockhampton Regional Council

NOTE 5. General Safety Of Public During Construction

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

NOTE 6. Infrastructure Charges Notice

This application is subject to infrastructure charges in accordance with Council policies. The charges are presented on an Infrastructure Charges Notice.

RECOMMENDATION B

That in relation to the application for a Development Permit for a Material Change of Use for High Impact Industry, made by Bowes Investments Pty Ltd T/A Zebra Metals Environmental Services, on land located at 227 Somerset Road, Gracemere, described as Lot 1 on RP609889, Parish of Gracemere, Council resolves to issue an Infrastructure Charges Notice for the amount of \$31,552.00.

10 COUNCILLOR/DELEGATE REPORTS

Nil

11 OFFICERS' REPORTS

11.1 REGIONAL ARTS DEVELOPMENT FUND CATEGORY 1 OUT OF ROUND APPROVAL

File No: 8944
Attachments: Nil
Authorising Officer: John Webb - Manager Communities and Culture
Colleen Worthy - General Manager Community Services
Author: Louise Hales - Programs and Development Officer

SUMMARY

An application received out of round for the Regional Arts Development Fund has been assessed by the RADF Committee and is recommended for funding.

OFFICER'S RECOMMENDATION

THAT Council approves the following application for funding from the Regional Arts Development Fund:

Applicant	Purpose of Grant	Grant Recommended
Jennifer Green	<i>The grant will be used towards the costs of attending the John Lovett Retreat 15 to 19 May 2019 for watercolour training.</i>	\$1000
	Total	\$1000

COMMENTARY

The application from Jennifer Green for \$1000 is to facilitate travel and attendance at the 5 day John Lovett Retreat at the Living Arts Centre, Blackwater from 15-19 May 2019.

It is noted that the quality of the tuition available would benefit the artists' practice. The applicant has stated it is their aim to continue advancing their skills in order to share with others.

BACKGROUND

The Regional Arts Development Fund is a joint program of the Queensland Government (administered by Arts Queensland) and the Rockhampton Regional Council that focuses on the development of quality art and arts practice in our region.

Category 1 applications can be received out of round to enable short turnaround funding.

For the 2018-19 funding period a total of \$60,000 is available through the annual RADF grants program.

Funds remaining after Round 2 were \$823.

Returned unspent funds of \$379.10 were received from Roseberry Queensland.

Should this application be approved the remaining funds will be \$202.10.

11.2 INFORMATION AND COMMUNICATION TECHNOLOGY SPECIALISED AND SOLE SUPPLIER ARRANGEMENTS

File No: 3609

Attachments: Nil

Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer

Author: Drew Stevenson - Manager Corporate and Technology

SUMMARY

The purpose of this report is to seek a Council resolution that the nominated information and communications technology vendors / suppliers are deemed as specialised or sole suppliers in accordance with Section 235 (a) and (b) of the Local Government Regulation 2012.

OFFICER'S RECOMMENDATION

THAT pursuant to s235(a) and (b) of the *Local Government Regulation 2012*, Council approve the nominated information and communications technology vendors / suppliers as specialist or sole suppliers of information technology software, maintenance and support services.

BACKGROUND

Over the years, to support Council operations, Council has procured specialised software that can only be maintained and supported by the vendors who have supplied the software. A review of these vendors has been completed and summarised below. Approving these additional software vendors as specialist or sole suppliers will permit the vendors to be re-engaged to continue to provide the required services on expiry of their existing contract terms.

IT Software	Vendor / Supplier	Justification
Phriendly Phishing	Shearwater	Selected as RRC's phishing training and testing provider through trials in 2016, the platform best meets Council's needs and provides good value for money. Shearwater is the only provider of the Phriendly Phishing platform.
Siteimprove	Siteimprove	Selected as quality control software for RRC websites through assessment of options and quotes in 2015. Without a significant issue needing to be addressed, it would be impractical to replace the product with another as it is integral to Council's systems and processes.
Temetra	Itron	Council's Property and Rating system Pathway) accepts exports and imports of water meter data in MVRs format. Temetra is the only software on the market that is compatible with Pathway's handheld import function using MVRs format. The software developer, Itron, is the only supplier for this licensed software, also providing maintenance and support.

IT Software	Supplier	Justification
Beakon LMS	Kajeeva Solutions (trading as Beakon)	The Beakon product was selected as Council's Learning Management System in March 2019. A Tender Consideration Plan was approved by Council at the 19 March 2019 Ordinary Meeting. Kajeeva/Beakon is the sole supplier of the Beakon LMS product.
ReGenOne	Axiom Business Systems (replaces Enabling)	The previous supplier of RRC's cemetery management platform ReGenOne Enabling has been acquired by Axiom. As the new developer of this software, Axiom is the only supplier for this software, licencing, maintenance and support.

LEGISLATIVE CONTEXT

Under Section 235, Other Exceptions, of the Local Government Regulation 2012:

"A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if –

- a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or*
- b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders; or*
- c)"*

CONCLUSION

It is recommended that Council approve the nominated software vendors/suppliers as specialised or sole suppliers in accordance with Sections 235 (a) and (b) of the Local Government Regulation 2012.

11.3 CONSTRUCTION OF THE NEW ART GALLERY

File No: 12155
Attachments: Nil
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

This report seeks Council's endorsement to call tenders and commence the construction of the new Art Gallery in Quay Street. The design documentation is now complete and external grant funding has been secured.

OFFICER'S RECOMMENDATION

THAT Council resolves to commence construction of the New Art Gallery and invites the four shortlisted contractors to submit tenders.

COMMENTARY

The design development for the Art Gallery has progressed now through to tender documentation. The short listed contractors through the EOI process have been advised of their success and are waiting on receipt of the tender documentation.

Council has executed the funding agreement with the Federal Government under the Building Better Regions Fund. Council has been formally advised of successful application under the State Governments Building Our Regions (BOR) fund and that further contributions from the state via Arts Queensland has been approved.

The tender process is planned to commence by the 20 April 2019, as one of the grant funding conditions requires construction to have commenced by the 30 July 2019.

BACKGROUND

The Quay Street Cultural Precinct has been identified as one of the six key catalyst projects in the Rockhampton CBD Redevelopment Framework. The project's objective is to create an activated cultural precinct with a focus on culture, art and modern education in the CBD around Customs House, Quay Laneway, Quay Street and the Riverbank.

The success of the Cultural Precinct will be largely centered on the construction of a new Art Gallery. The intent of the design is on visitor attraction, provide a visual link through and within the building to the CBD and the River, and enhance the prominence of the Customs House building to Quay Street.

The new Art Gallery proposal is for a three (3) storey structure with around 4700m² gross floor area. The building would include a double volume exhibition space on the lower floor and a upper level gallery for semi-permanent exhibitions including Council's collection. It would also include retail and café spaces, flexible multipurpose areas / education spaces, administration, storage (collection and general) and back of house areas.

PREVIOUS DECISIONS

Council in its ordinary meeting on the 19/02/2019 passed the following resolution:

THAT Council, once it has passed a resolution to commence construction, invites the four shortlisted contractors to submit priced tenders for the construction of the New Art Gallery.

BUDGET IMPLICATIONS

Council has been successful in actively seeking funding for the project. The following table indicates the approved funding amounts and the contributing funding body.

Funding Source	Program	Status	Amount
State Government	Budget Line Item (Arts Queensland)	Approved	\$8,000,000
State Government	Building Our Regions	Approved	\$5,000,000
Federal Government	Building Better Regions Funds	Approved	\$10,000,000
Rockhampton Regional Council	Capital Program		\$8,500,000
TOTAL ESTIMATED CONSTRUCTION BUDGET			\$31,500,000

The pre-tender estimate prepared by Quantity Surveyors indicates the \$31.5M budget allocation will be sufficient to construct the New Art Gallery. Market pricing via the tender process will confirm the true project costs.

TIME FRAMES

Indicated in the following table are the predicted major milestones for the project moving forward. Some project delivery time has been lost waiting on the funding approval. Now that funding is secured, the milestones for the project can now be more accurately assumed.

Program Element	Start	Finish
Tenders / Procurement	20 April 2019	19 July 2019
ERGON early works	1 May 2019	30 June 2019
Art Gallery construction and commissioning	22 July 2019	31 July 2021

CONCLUSION

The final design plans are now completed for the Art Gallery. As Council has been successful in obtaining grants from the State and Federal governments, it is recommended the construction of the Art Gallery be commenced.

11.4 OFFICE OF THE CEO DEPARTMENT - MONTHLY OPERATIONAL REPORT - MARCH 2019**File No:** 1830**Attachments:**

1. Office of the CEO and Office of the Mayor Monthly Report - March 2019 [↓](#)
2. Workforce and Governance Monthly Report - March 2019 [↓](#)

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 March 2019 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Office of the CEO Departmental Operations Report as at 31 March 2019 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, non-compliances and quarterly statistics have been detailed in the attachments.

**OFFICE OF THE CEO DEPARTMENT -
MONTHLY OPERATIONAL REPORT -
MARCH 2019**

**Office of the CEO and Office of the
Mayor Monthly Report - March 2019**

Meeting Date: 16 April 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

OFFICE OF THE CEO & OFFICE OF THE MAYOR

PERIOD ENDED MARCH 2019



1. Operational Summary

Office of the CEO

Directorate

- CEO participating in LGAQ LG Reference Group to provide input to DLGRMA on proposed changes to LG legislation.
- CEO attended LGMA CEO Forum in Brisbane on 29 March 2019
- Budget discussions remain on target with Councillor Workshops now scheduled in May 2019

Committee Support

- Downloading of Council and Committee Agendas now available via One Drive as well as Councillor Portal. Councillor Portal will be phased out within next two weeks. Training documents have been provided and majority of Councillors now using One Drive. Leadership Team to be rolled out within next week.
- Trial continues with Advance Rockhampton for electronic lodgement of Travel Proposal Forms via ECM - working well and will expand to other departments as resources permit.
- No international travel for the month of March 2019 however domestic travel for staff and Councillors is very busy with over 55 travel forms received for the reporting period.
- Travel and accommodation bookings (25) completed for CapriCon in liaison with Advance Rockhampton

Office of the Mayor

- The Engagement Unit assisted with two door knocks in March 2019 – one for Civil Ops regarding upcoming roadworks in Park Avenue and one for Advance Rockhampton regarding minor maintenance in East Street in the CBD.
- Letters to Bajool/Marmor/Upper Ulam residents were drafted for RRWR's distribution around opening of the new Bajool Waste Transfer Station in April 2019 and cessation of the interim service.
- Following the cancellation of the follow-up session of the Mount Morgan roundtable due to weather, planning was undertaken for the rescheduled event held on 2 April 2019.
- A number of project-specific corflutes continued to be rolled out during the reporting period.
- Testing of Engagement HQ was finalised in March 2019 with the site scheduled to go live in April 2019.

Executive Support Unit

- No Civic events were conducted during the reporting period. Preparations for the 2019 Anzac Day Civic service are well underway.

2. Customer Service Requests



All Monthly Requests (Priority 3) Governance 'Traffic Light' report March 2019

	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) Q3
			Received	Completed								
Media All Enquiries	0	0	0	0	0	0	5	● 0.00	● 4.00	● 36.20	0.00	● 6.00
Citizenship Request/Enquiry	0	0	0	0	0	0	5	● 0.00	● 0.50	● 0.50	0.50	● 0.50
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	0	0	0	0	0	0	5	● 0.00	● 10.00	● 18.27	1.00	● 0.00
Councillor General Enquiry	3	2	9	6	4	0	5	● 5.50	● 7.93	● 10.17	3.82	● 6.00
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 39 enquiries from media outlets with all response times completed in line with established timeframes. 22 of the 39 enquiries were received in response to proactive media releases from Council.

Executive Support

83 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 March 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 March 2019 – 75% 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	April 2019		Policy adopted by Council 27 November 2018 however some minor changes required to legislative references. The Policy has been updated and presented to Council in a separate report on 16 April 2019.	Labour	Labour
Travel and Conference Attendance Policy	April 18	April 2019		Review of existing policy in progress.	Labour	Labour
Office of the Mayor						
Community Engagement Policy and Procedure		March 19		Councillor Workshop on Community Engagement planned for 9 April 2019	Labour	Labour
Review of Council's Social Media Accounts	Feb 19	Sept 19		A review has been completed with a number of recommendations to be implemented to improve engagement levels and resource efficiencies.	Labour	Labour

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 March

Report Run: 08 Apr 2019 09:13:00 Excludes Nat Accts: 2802,2514,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	(In target 75% of Year Gone)
OFFICE CHIEF EXECUTIVE OFFICER							
CHIEF EXECUTIVE OFFICER							
<i>CEO Management</i>							
Expenses	510,840	510,840	0	465,250	465,250	91%	✖
Transfer / Overhead Allocation	0	0	0	131	131	0%	✖
Total Unit: CEO Management	510,840	510,840	0	465,390	465,390	91%	✖
Total Section: CHIEF EXECUTIVE OFFICER	510,840	510,840	0	465,390	465,390	91%	✖
GOVERNANCE SUPPORT							
<i>Executive Support</i>							
Revenues	(26,630)	(26,630)	0	(20,989)	(20,989)	76%	✓
Expenses	1,803,857	1,803,357	51,557	1,385,394	1,436,951	80%	✖
Transfer / Overhead Allocation	176,868	176,368	0	87,250	87,250	49%	✓
Total Unit: Executive Support	1,954,095	1,954,095	51,557	1,451,655	1,503,212	77%	✖
Total Section: GOVERNANCE SUPPORT	1,954,095	1,954,095	51,557	1,451,655	1,503,212	77%	✖
MEDIA & COMMUNICATION							
<i>Media & Communication</i>							
Expenses	414,703	414,703	45,780	355,356	401,135	97%	✖
Transfer / Overhead Allocation	0	0	0	767	767	0%	✖
Total Unit: Media & Communication	414,703	414,703	45,780	356,122	401,902	97%	✖
Total Section: MEDIA & COMMUNICATION	414,703	414,703	45,780	356,122	401,902	97%	✖
Executive Co-ordinator to the Mayor							
<i>Mayors Office</i>							
Expenses	557,388	557,388	5,091	348,931	354,022	64%	✓
Total Unit: Mayors Office	557,388	557,388	5,091	348,931	354,022	64%	✓
Total Section: Executive Co-ordinator to the Mayor	557,388	557,388	5,091	348,931	354,022	64%	✓
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	3,437,026	3,437,026	102,427	2,622,099	2,724,627	79%	✖
Grand Total:	3,437,026	3,437,026	102,427	2,622,099	2,724,627	79%	✖

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	22	Generated:
Media Opportunities	4	<ul style="list-style-type: none">- 330 stories- Audience total of 3.47 million- Advertising equivalent - \$298,977
Social Media – Facebook likes	22,970	Increase of 0.5%
Social Media – Impressions	859,999	People liking, commenting and sharing up 3% on previous month
Social Media – Clicks	2,460	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 -
MARCH 2019**

**Workforce and Governance Monthly
Report - March 2019**

Meeting Date: 16 April 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT

WORKFORCE AND GOVERNANCE

PERIOD ENDED MARCH 2019



1. Operational Summary

Certified Agreement Negotiations

The statutory notice period for the RRC External Employees Certified Agreement 2018 commenced on Tuesday 26 March; with the vote to take place on Wednesday 10 April. The Internal Agreement has been provided to the unions for their official perusal and acknowledgment to proceed with the vote.

The ancillary Certified Agreements; which include special arrangements for the Child Care, Waste and Recycling and Treatment Plant Operations are also at various stages nearing the notice and ballot process.

In-House Legal Services

Council's in-house legal service continues to be well utilised with 24 new internal legal matters being received during the month of March.

Learning Management System

The Learning Management System business case has been approved. A tender consideration plan was presented and approved by Council on 19 March 2019. Project Planning has commenced.

Aurion Timekeeper & Award Interpreter Project

A design workshop was held with Aurion from 25 to 27 March to begin building the Timekeeper and Award Interpreter framework to incorporate legislation, awards, policy and certified agreement provisions. The Aurion consultant is due to re-visit Rockhampton from 15 to 17 April to prepare the system for testing. At this stage the first group of employees (Stream A) is expected to be converted to Timekeeper in early June 2019. Communications with all staff will commence in the April edition of the Roundup.

Organisational Development

One on one, team meetings and focus groups have all taken place across Council to collate input from leaders on the essential components of a People Strategy. Work has commenced on leadership capabilities for all levels of the organisation to support attraction, recruitment, on-boarding, development and retention with an emphasis on building the desired culture.

2. Customer Service Requests

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



All Monthly Requests (Priority 3) Workforce & Strategy 'Traffic Light' report March 2019

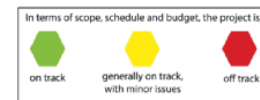
	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)	Avg Completion Time (days) Q3
			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)	1	1	10	7	3	0	30	● 4.00	● 7.50	● 9.84	8.28	● 5.07

3. Capital Projects

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

4. Operational Projects

As at period ended March 2019 – 75% 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		<p>Whilst the planned end date has now been exceeded the process is near completion.</p> <p>The notice period has commenced for the External Certified Agreement with the vote to take place on Wednesday 10 April 2019. The Internal Agreement has been provided to the unions for their sign off.</p> <p>Once the ballot has concluded the timing of the Agreements to be certified through the QIRC is unknown and out of Council's control.</p>	\$10,000	\$9,482
Staff Health and Wellbeing Program	July 2018	June 2019		<p>Smoking cessation sessions have been delivered to staff and the accompanying fact sheets published to The Hub page.</p> <p>Remaining topics are:</p>	\$16,000	\$0

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
				<ul style="list-style-type: none"> Breast Cancer (pending Qld Health availability) Skin Cancer Mental Health 		
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"> CPR First Aid Chainsaw Level 2 and 3 Traffic Control Traffic Management Implementation 	\$313,000	\$270,541
Leadership and Cultural Development Program	July 2018	June 2019	🟢	Feedback from leaders is currently being sought to develop a People Strategy that will encompass Cultural, Leadership, Workforce and Performance Management Actions.	\$75,000	To be transferred to labour costs to fund internal resource
Learning Management System Project	July 2018	June 2019	🟢	Learning Management System Business Case approved and a tender consideration plan was presented and approved by Council on 19 March 2019. Project planning has commenced along with preliminary technical discussions with the vendor.	Business Case Stage is Labour Only	Funds reallocated from Compliance Training to fund system

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 March							
Report Run: 03-Apr-2019 15:23:53 Excludes Nat Accs: 2802,2914,2917,2924							
	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 75% of Year Gone
OFFICE CHIEF EXECUTIVE OFFICER							
WORKFORCE & GOVERNANCE MANAGEMENT							
<u>Human Resources and Payroll</u>							
Expenses	1,365,706	1,365,706	150	967,526	967,676	71%	✓
Transfer / Overhead Allocation	6,242	6,242	0	4,308	4,308	69%	✓
Total Unit: Human Resources and Payroll	1,371,948	1,371,948	150	971,834	971,984	71%	✓
<u>Safety & Training</u>							
Revenues	(66,680)	(66,680)	0	(31,934)	(31,934)	46%	✗
Expenses	1,359,116	1,359,116	130,639	890,699	1,021,336	75%	✗
Transfer / Overhead Allocation	(20,410)	(20,410)	0	29,993	29,993	-147%	✗
Total Unit: Safety & Training	1,270,026	1,270,026	130,639	886,758	1,019,397	80%	✗
<u>Legal & Governance</u>							
Expenses	440,486	440,486	1,900	356,955	358,855	81%	✗
Total Unit: Legal & Governance	440,486	440,486	1,900	356,955	358,855	81%	✗
<u>Workforce & Governance Management</u>							
Revenues	0	0	0	(20,000)	(20,000)	0%	✓
Expenses	977,076	977,076	20,108	590,244	610,352	62%	✓
Transfer / Overhead Allocation	0	0	0	8,372	8,372	0%	✗
Total Unit: Workforce & Governance Management	977,076	977,076	20,108	578,616	598,724	61%	✓
<u>Workforce Relations & Ethics</u>							
Expenses	262,680	262,680	1,546	173,875	175,421	67%	✓
Transfer / Overhead Allocation	0	0	0	15	15	0%	✗
Total Unit: Workforce Relations & Ethics	262,680	262,680	1,546	173,890	175,436	67%	✓
Total Section: WORKFORCE & GOVERNANCE MANAGEM	4,322,215	4,322,215	154,343	2,970,053	3,124,396	72%	✓
Total Department: OFFICE CHIEF EXECUTIVE OFFICER	4,322,215	4,322,215	154,343	2,970,053	3,124,396	72%	✓
Grand Total:	4,322,215	4,322,215	154,343	2,970,053	3,124,396	72%	✓

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 Sept 2018 – 31 Dec 2018	40.39
Current Quarter	01 Jan 2019 – 31 Mar 2019	40.39

Lost Time Injury Free Days – Workforce and Governance

Section	Date of Last LTI	LTI Free Days	LTI Free Record
Workforce & Governance	29/02/2016	1127	1127

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 Sept 2018 – 31 Dec 2018	957.71
Current Quarter	01 Jan 2019 – 31 March 2019	958.96

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

This quarter there were eight positions abolished with a number of new positions created. Advance Rockhampton created a Manager Economic Development, Community Services approved the position of Supplementary Development Officer – Volunteers and there was an increase to the hours in Assets and Facilities Administration due to unexpected leave. Rural Operations have had three external positions created and Fitzroy River Water were approved for an Apprentice Plumber position.

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

Year	Apprentices	Trainees
2019	18	18
2018	13	17

Safety

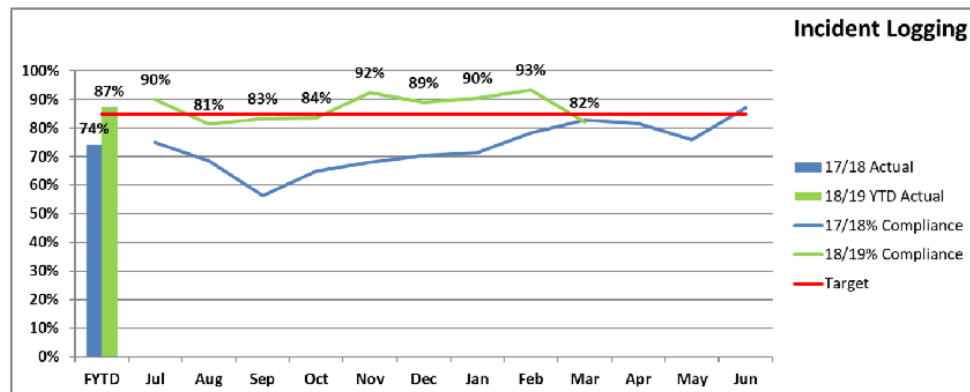
Please note that the statistical data recorded in this section of the report is accurate at the time of compilation. As this information is sourced from a live database, changes will occur as required when amendments or upgrades are made to injury severities including lost and rehabilitation days.

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

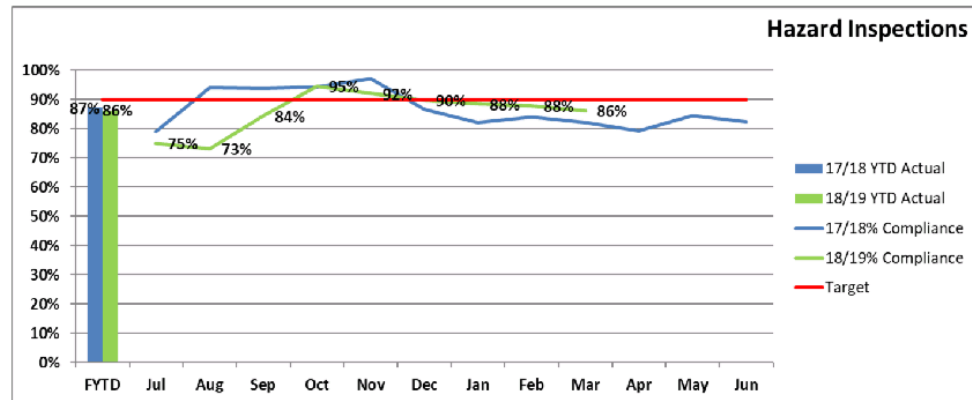
Council's 2018/19 target is for 85% of all incidents to be logged into Riskware by the end of the next business day. Achievement for March is only **82%**



Department	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	100%	50%	100%	83%	100%	100%	75%	100%	100%			
Community	75%	70%	75%	88%	88%	78%	91%	95%	84%			
Corporate	100%	100%	50%	80%	100%	100%	100%	100%	100%			
Office CEO	-	100%	-	100%	-	-	100%	-	-			
Regional	96%	91%	91%	81%	92%	100%	91%	90%	77%			
Council	90%	81%	83%	84%	92%	89%	90%	93%	82%			

Hazard Inspections

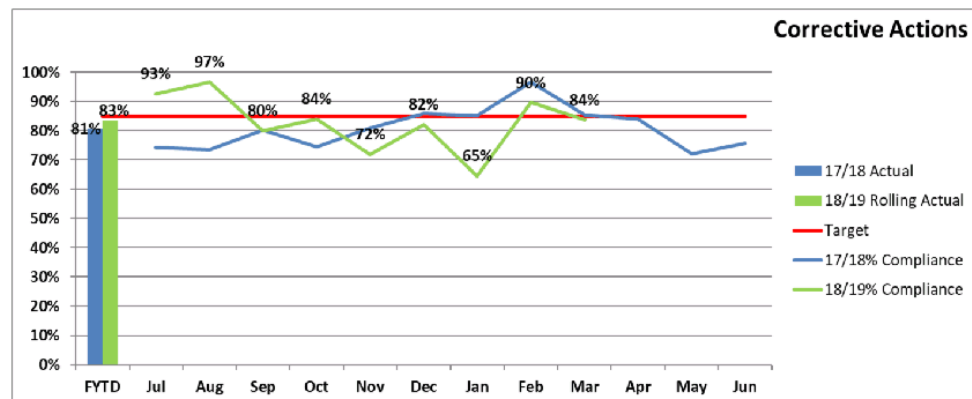
Council's 2018/19 target is for 90% of all Hazard Inspections to be completed within the scheduled month.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	-	80%	100%	100%	-	100%	100%	0%	100%			
Community	50%	38%	91%	89%	88%	100%	71%	70%	100%			
Corporate	100%	100%	100%	100%	100%	100%	100%	100%	100%			
Office CEO	-	50%	-	-	-	-	-	100%	-			
Regional	82%	95%	76%	95%	93%	87%	94%	100%	78%			
Council	75%	73%	84%	95%	92%	90%	88%	88%	86%			

Corrective Actions

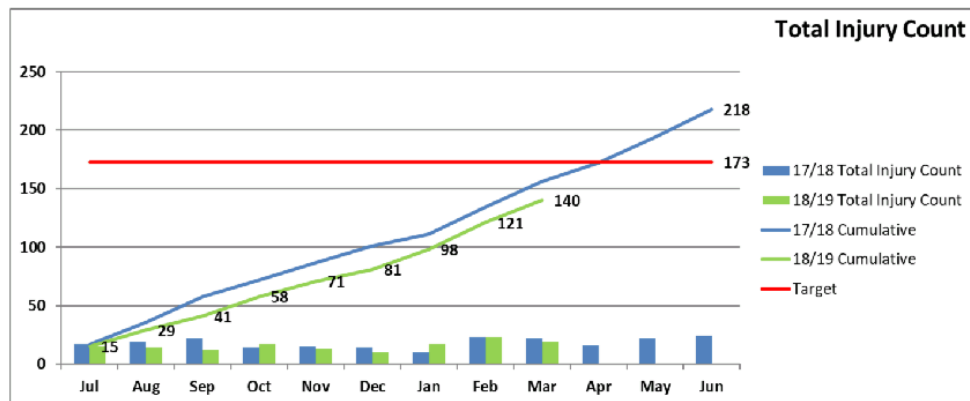
Council's 2018/19 target is for 85% of all Corrective Actions to be completed by the nominated due date.



Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Advance	100%	100%	82%	92%	92%	83%	100%	100%	100%			
Community	80%	96%	77%	81%	70%	89%	70%	93%	92%			
Corporate	90%	80%	89%	100%	100%	92%	50%	100%	100%			
Office CEO	100%	100%	58%	65%	20%	73%	100%	67%	67%			
Regional	99%	99%	91%	91%	79%	74%	59%	84%	77%			
Council	93%	97%	80%	84%	72%	82%	65%	90%	84%			

Total Injury Count – confidential riskware reports have been excluded.

Council's 2018/19 injury threshold is 173.

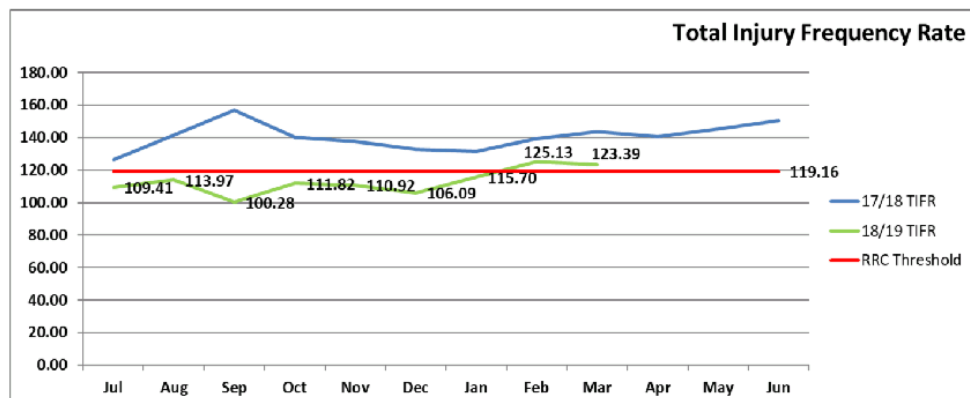


The total number of injuries projected for Council for the 2018/19 financial year is 187.

Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RRC	-	-	-	-	-	-	-	1	-				1
Advance	-	-	-	1	-	-	-	1	1				3
Community	6	9	9	6	7	7	8	9	8				69
Corporate	2	1	1	2	2	2	1	2	2				15
Office CEO	-	-	-	-	-	-	-	-	-				0
Regional	7	4	2	8	4	1	8	10	8				52
Council	15	14	12	17	13	10	17	23	19				140

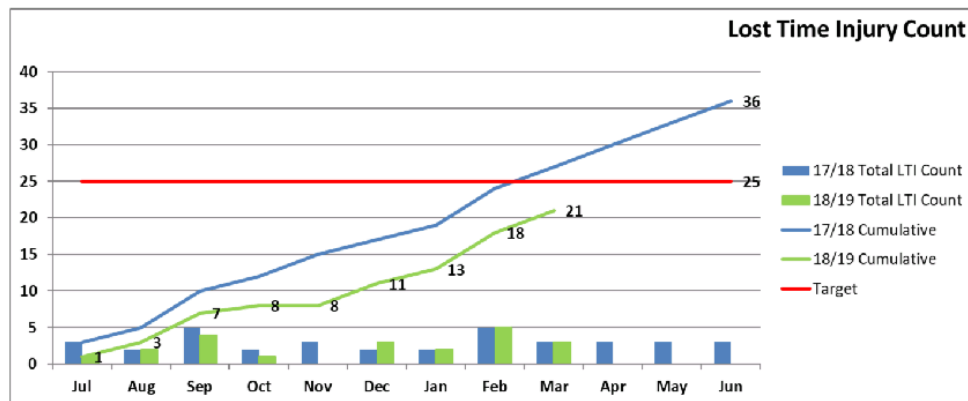
Total Injury Frequency Rate

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



Lost Time Injury Count – excludes confidential riskware reports.

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



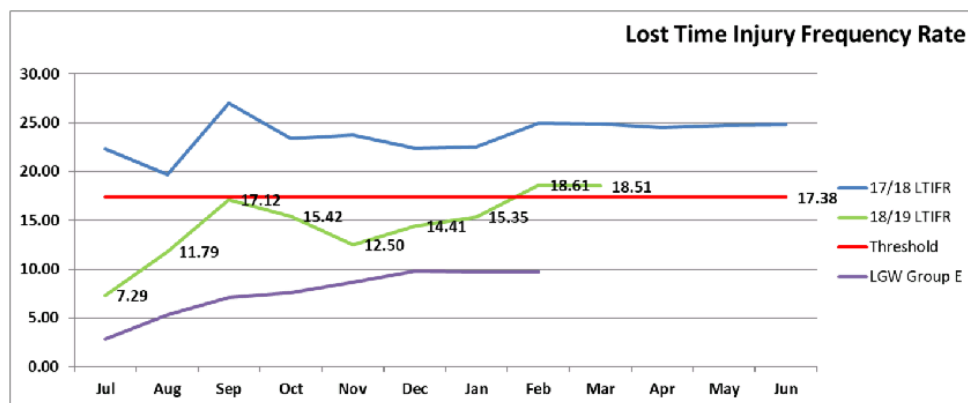
The total number of lost time injuries projected for Council for the 2018/19 financial year is 28.

Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
RRC	-	-	-	-	-	-	-	1	-				1
Advance	-	-	-	-	-	-	-	-	-				0
Community	-	1	4	-	-	2	2	3	1				13
Corporate	-	-	-	-	-	1	-	1	-				2
Office CEO	-	-	-	-	-	-	-	-	-				0
Regional	1	1	-	1	-	-	-	-	2				5
Council	1	2	4	1	0	3	2	5	3				21

Lost Time Injury Frequency Rate

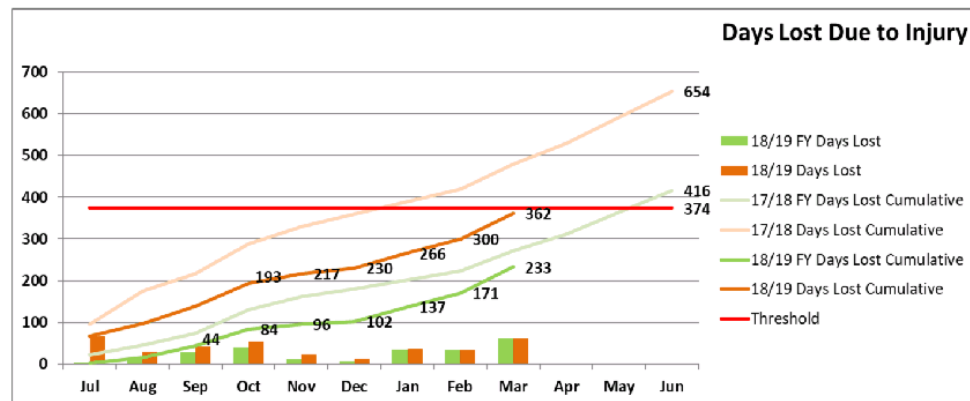
(Number of lost time injuries per million man hours worked)

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 threshold is 374.



The total days lost projected for Council for the 2018/19 financial year is 483.

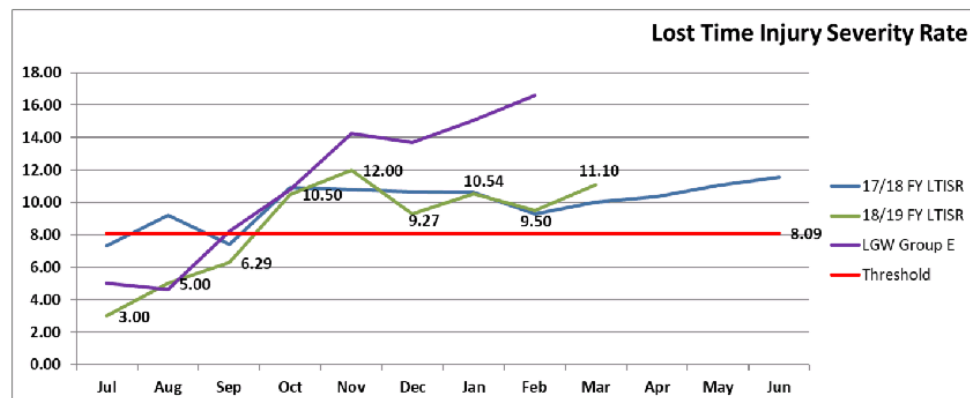
Department	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
Advance	-	-	-	-	-	-	-	-	-	-	-	-	0
Community	39	13	31	41	12	3	36	34	39				248
Corporate	-	-	-	-	-	3	-	-	1				4
Office CEO	-	-	-	-	-	-	-	-	-				0
Regional	28	17	10	14	12	7	-	-	22				110
Council	67	30	41	55	24	13	36	34	62				362

* 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.



11.5 SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2019

File No: 8148
Attachments: 1. Income Statement March 2019 [↓](#)
2. Key Indicator Graphs March 2019 [↓](#)
Authorising Officer: Ross Cheesman - Deputy Chief Executive Officer
Author: Alicia Cutler - Chief Financial Officer

SUMMARY

The Chief Financial Officer presenting the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2019.

OFFICER'S RECOMMENDATION

THAT the Rockhampton Regional Council Summary Budget Management Report for the period ended 31 March 2019 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 March 2019), Attachment 1.
2. Key Indicators Graphs, Attachment 2.

The attached financial statement provides Council's position three-quarters of the way through 2018/19 financial year. 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 86% of revised budget. Key components of this result are:

- Net Rates and Utility Charges are at 95% of budget. Council's rates and utility charges for the second six months of the financial year ending 30 June 2019 have been raised and were due on 27th February 2019.
- Fees and Charges are at 64% of revised budget. Airport, Waste and Recycling, Local Laws, Development Approval, Plumbing and Drainage Fees are all behind budget year to date to varying degrees.
- Private and Recoverable works are at 36% of revised budget. A significant portion of private works budgeted in 2018/19 has now been deferred to the 2019/20 year.
- Grants, Subsidies & Contributions are at 91% of budget due to CQ Home Assist receiving their full grant allocation for the year and receipt of final NDRRA grant for Kershaw Gardens' remediation.
- Interest revenue is ahead of budget at 93% and based on current trends will exceed budget at end of financial year.
- All other revenue items are in proximity to the revised budget.

Total Operating Expenditure is at 74% of the revised budget with committals, or 69% 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	72%	72%
Contractors & Consultants	90%	63%
Materials & Plant	57%	46%
Asset Operational	83%	77%
Administrative expenses	77%	61%
Depreciation	75%	75%
Finance costs	74%	74%
Other expenses	90%	88%
Total Expenses	74%	69%

- The majority of Expenditure Account Groups are within proximity of budget year to date when committals are excluded.
- Contractors & Consultants is at 63% of revised budget when committals are excluded. Professional and technical consultancies and Contractors – Other are underspent and this trend is across Council.
- Materials and Plant is at 46% 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. A significant portion of private works budgeted in 2018/19 has now been deferred to the 2019/20 year.
- Administrative Materials is at 61% without committals. This result is influenced by the timing of payments for Pool Retainers and disbursement of costs in relation to Theatre productions.

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

Total Capital Income is at 60% of revised budget. 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 are claimed.

Total Capital Expenditure is at 62% of the budget without committals. This represents an actual spend of \$11.4M for the month of March. A large portion of capital projects are underway with \$31.1M of committals raised.

Total Investments are approximately \$76.6M as at 31 March 2019.

Total Loans are \$108.8M as at 31 March 2019 after the third quarter loan repayment was made during March.

CONCLUSION

Total operational revenue is ahead of budget at 86% mostly due to the second levy of General Rates and Utility Charges for the year being raised. Operational expenditure is approximately in line with budget at 74% when committed expenditure is included.

The capital program saw \$11.4M spent during March 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 MARCH 2019

Income Statement March 2019

Meeting Date: 16 April 2019

Attachment No: 1



Income Statement
For Period July 2018 to March 2019
75% 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)	(137,409,504)	0	(137,409,504)	95%
Fees and Charges	(24,840,946)	(24,876,119)	(15,938,220)	0	(15,938,220)	64%
Private and recoverable works	(15,859,497)	(15,859,497)	(5,734,415)	4,873	(5,729,543)	36%
Rent/Lease Revenue	(3,072,340)	(3,072,340)	(2,477,909)	0	(2,477,909)	81%
Grants Subsidies & Contributions	(7,431,709)	(7,683,899)	(6,969,097)	0	(6,969,097)	91%
Interest revenue	(1,581,517)	(1,581,517)	(1,468,816)	0	(1,468,816)	93%
Other Income	(4,224,795)	(4,528,927)	(3,414,321)	0	(3,414,321)	75%
Total Revenues	(202,199,762)	(202,785,256)	(173,412,281)	4,873	(173,407,408)	86%
Expenses						
Employee costs	78,847,831	79,041,202	58,549,694	218,107	58,767,802	72%
Contractors & Consultants	17,227,336	16,803,039	10,582,667	4,473,254	15,055,920	90%
Materials & Plant	21,058,807	21,258,807	9,868,757	2,246,009	12,114,765	57%
Asset Operational	20,349,070	20,553,785	15,915,381	1,200,395	17,115,775	83%
Administrative expenses	14,406,616	14,714,896	9,024,994	2,283,422	11,308,416	77%
Depreciation	52,553,686	52,759,139	39,569,354	0	39,569,354	75%
Finance costs	6,804,535	6,804,535	5,059,518	0	5,059,518	74%
Other Expenses	1,204,503	1,259,503	1,103,021	34,717	1,137,738	90%
Total Expenses	212,252,384	213,194,905	147,673,386	10,455,903	158,129,289	74%
Transfer / Overhead Allocation						
Transfer / Overhead Allocation	(8,287,308)	(9,152,557)	(6,840,742)	0	(6,840,742)	75%
Total Transfer / Overhead Allocation	(8,287,308)	(9,152,557)	(6,840,742)	0	(6,840,742)	75%
TOTAL OPERATING POSITION (SURPLUS)/DEFICIT	1,765,314	1,257,091	(32,579,637)	10,460,776	(22,118,861)	-1760%
CAPITAL						
Total Developers Contributions Received	(1,814,000)	(1,814,000)	(269,307)	0	(269,307)	15%
Total Capital Grants and Subsidies Received	(29,017,883)	(32,728,004)	(20,112,290)	0	(20,112,290)	61%
Total Proceeds from Sale of Assets	0	(900,000)	(900,000)	0	(900,000)	100%
Total Capital Income	(30,831,883)	(35,442,004)	(21,281,597)	0	(21,281,597)	60%
Total Capital Expenditure	131,162,196	132,387,074	82,055,580	31,098,222	113,153,802	85%
Net Capital Position	100,330,314	96,945,071	60,773,984	31,098,222	91,872,206	95%
TOTAL INVESTMENTS			76,582,421			
TOTAL BORROWINGS			108,793,715			

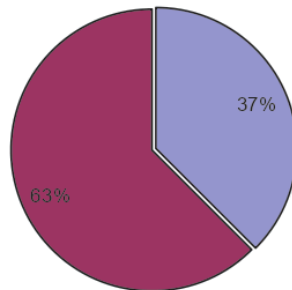
SUMMARY BUDGET MANAGEMENT REPORT FOR THE PERIOD ENDED 31 MARCH 2019

Key Indicator Graphs March 2019

Meeting Date: 16 April 2019

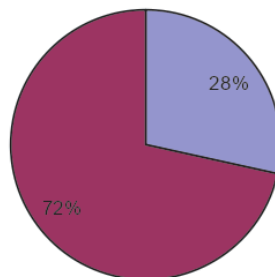
Attachment No: 2

Operating Revenue
(Excluding Net Rates and Utility Charges)
(75% of Year Gone)



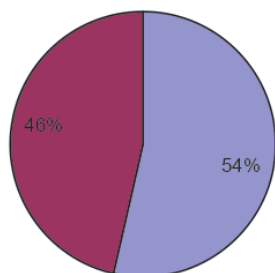
■ Uncollected
Operating
Revenue
■ Collected
Operating
Revenue

Operating Employee Costs
(75% of Year Gone)

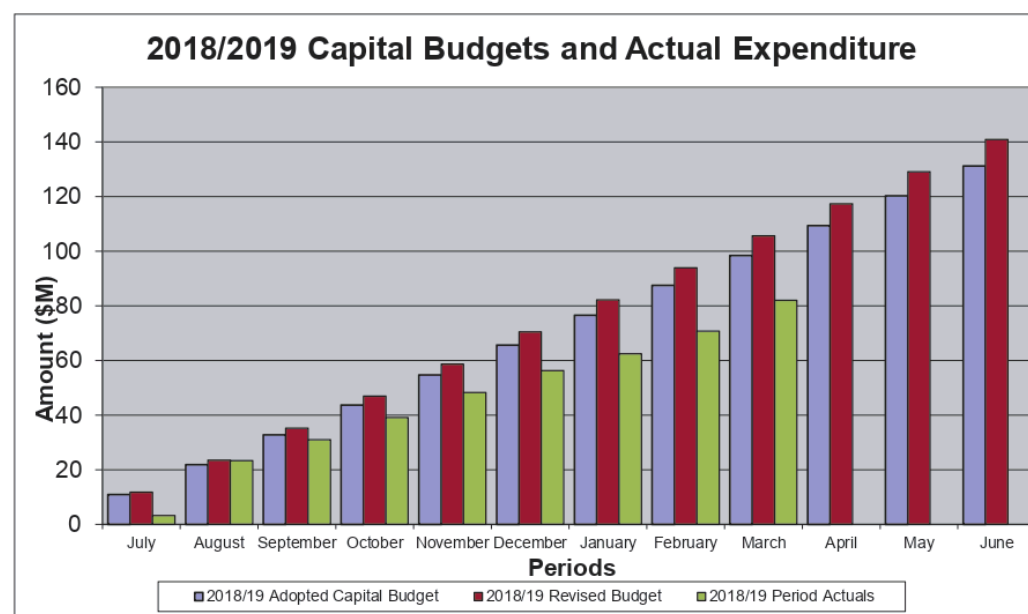
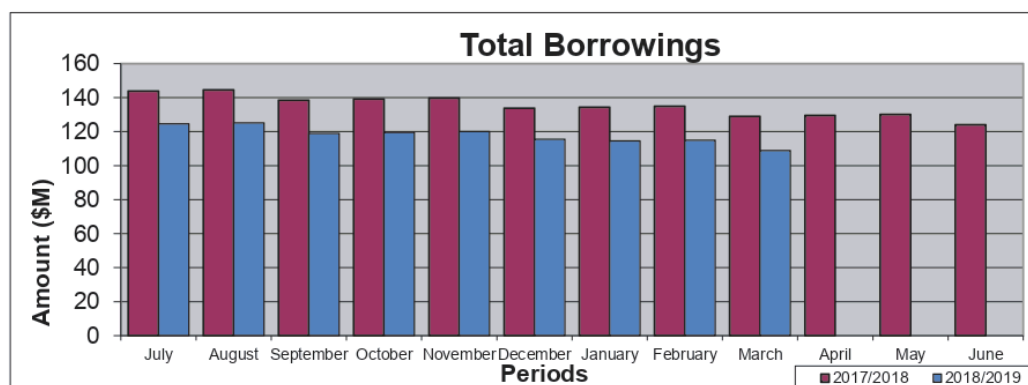
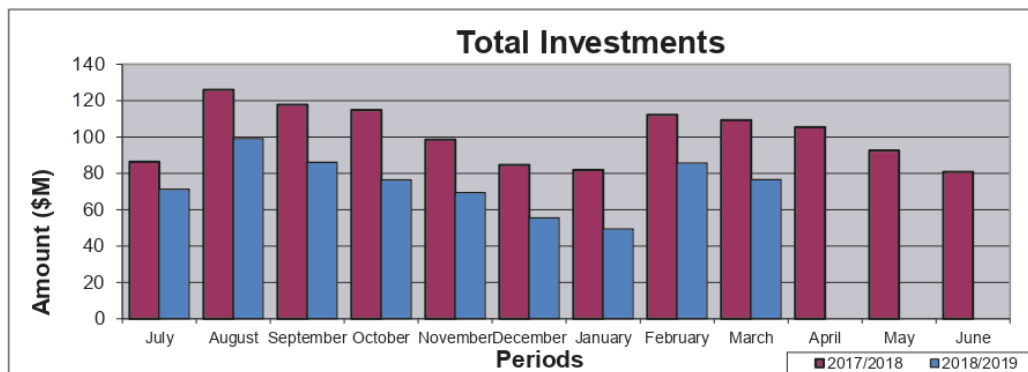


■ Unspent
Employee
Costs
■ Employee
Costs YTD

Operating Materials & Plant
(75% of Year Gone)



■ Unspent
Materials &
Plant
■ Materials &
Plant YTD



**11.6 CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT
MARCH 2019****File No:** 1392**Attachments:**

1. CTS Monthly Report - March 2019 [↓](#)
2. ES Monthly Report - March 2019 [↓](#)
3. SP Monthly Report - March 2019 [↓](#)
4. Finance Monthly Report - March 2019 [↓](#)

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

SUMMARY

The monthly operations report for the Corporate Services Department as at 31 March 2019 is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Corporate Services Departmental Operations Report as at 31 March 2019 be 'received'.

COMMENTARY

It is recommended that the monthly operations report for Corporate Services Department as at 31 March be received.

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT MARCH 2019

CTS Monthly Report - March 2019

Meeting Date: 16 April 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

CORPORATE AND TECHNOLOGY SERVICES

PERIOD ENDED MARCH 2019



1. Operational Summary

Smart Technology Rollout Update:

Council has been granted \$450K from the Australian Government Safer Communities Round 3 grant fund for its *Victoria Parade & Col Brown Park LED Lighting & CCTV Safety Project* (Stage 3E – Smart Tech).

The total Stage 3E project budget is \$710K and covers Col Brown Park and Victoria Parade (North to Archer Street). The project scope includes:

- 25 remotely controlled LED lights (same control system as the lights in Victoria Parade adjacent to the Empire Hotel).
- 22 light poles (the three poles in Col Brown Park will have dual lights).
- 10 smart CCTV cameras, controlled by VideoXpert software that provides virtual boundary fencing, back to base event alert and customised displays.
- 8 Wi-Fi Access Points providing free Wi-Fi throughout the project area.

The purpose of the project is to provide an effective and sustainable solution to enhance the safety and liveability of the riverside and Col Brown Park precinct by encouraging increased community use of the area and discourage anti-social behaviour.

SmartHub:

Monthly round-up

Our SmartHub Administrator, Courtney Abell, was invited to attend the My State Bank International Woman's day breakfast to engage with business students from the Rockhampton State High School and to hear from the inspiring World Champion Surfer Layne Beachley.

SmartHub Business Manager, Elize Hattin, was selected to attend the CQ Woman's Network meeting as a panellist and interviewer for their annual Inspirational Woman of the Year award event.

Evans Edwards and Associates accountants ran a morning information session for our SmartHub members and the wider business community. Marni McGrath gave our attendees valuable information about how they can determine the most appropriate pricing model for their business to ensure that their pricing strategy compliments their overall business strategy and sets them on the right path to achieve their financial objectives.

SmartHub hosted Don McKenzie of the Adize's Institute Australia who held an information session and workshop for our SmartHub members and the wider business community to talk about the methodology and the importance of understanding the organisational lifecycle to ensure that challenges faced in their businesses can be managed proactively to ensure they succeed in business.

The Facebook HubLive interviews with SmartHub members and contributors to building our business community have continued weekly to help promote the activity in the space, allow for storytelling about elements required to run a successful business and how the use of technology can improve business processes and efficiency.

The event spaces are continuing to be utilised frequently with bookings for private meetings, workshops and functions by members, program partners and other units within RRC.

Enquiries and submissions for SmartHub Membership continue to be received and reviewed by the RRC SmartHub Working Group – currently 63 members.

CQ METS Accelerator Program

The CQ METS Accelerator program which is funded by State Government initiative (\$35,205), METS Ignited, commenced with two sessions each fortnight and weekly mentoring calls from the Program facilitator, Bill McKeague. There are 10 businesses in the cohort who are wanting to learn more about how they can take their innovative products and services that solve problems for the Mining Industry to market. The program is on budget and on target for completion 17 April 2019

Turbo-Traction Lab Program

An information session was held for our SmartHub members and applications opened for our Turbo-Traction Lab program, which is a hands-on program enabling entrepreneurs to build a modern business in 80 days and is being funded by the Federal Government (\$500K), Bevan Slattery's Capital [b] and Rockhampton Regional Council. Submissions are continuing to be received with applications closing on 14 April and Lab 1 of the program scheduled to commence on 29 April. Wi-Fi has now been installed into the upstairs space of Customs House to accommodate for this program.

Angelloop – Angel Investment Group

SmartHub hosted the Rockhampton Angel Investment group's monthly meeting with Simon Horne from Angelloop Brisbane. Brisbane startup Pluss60, which helps retirees and retirement communities stay connected and involved so they live life to the fullest, pitched along with a local showcase pitch by SmartHub member John Cook from Biscuits and Milk; a personal health records management software for people living with disability in their live.

March Lunch & Learn

The March lunch and learn event was presented by Kylie from Profitability Virtual Assistance who shared useful software, apps and hacks that business owners can use in their businesses to improve their efficiency and productivity. The session was very engaging and provoked some great questions from our attendees who included SmartHub members and people from the wider business community.

Important SmartHub Events for April:

- **iYouth Design an App in a Day** workshops for high school students – 10 and 11 April. Due to demand the SmartHub obtained additional STEM Hub funding to run an additional app design workshop for students during the upcoming school holidays with facilitator Navdeep Pasricha.
- **Visit from the Chief Entrepreneur of Queensland, Leanne Kemp** – 15 April. This will be our April Lunch & Learn event talking about being a C3PO which Leanne likes to refer to herself as instead of a CEO. The 3 Ps stand for People Product Performance. She will also be available for one-on-one mentoring sessions with our SmartHub members.
- **Young Change Agents (YCA) YINC Program** – 16 and 17 April. YCA will have up to 15 students who have been selected from the social entrepreneurship workshops hosted in the region last year to participate in a two day youth incubator (YINC) program. Funded by Ergon Energy, program will run in the SmartHub Annex.
- **CQ Mets Accelerator Demo Night** – 17 April. This will be the final session in the CQ METS Accelerator program. The participants' friends and family will be invited to attend along with other speakers from industry who have been involved throughout the delivery of the program.
- **Angel Investment Meeting** – 18 April. The Angelloop Investment group from Brisbane have State Government funding to host a Rockhampton Angels invitation only Pitch Night dinner event at Customs House for 50 people including invitations to Mayor, Councillors and Leadership Team. There will be a panel of Angel Investors present, an AQ Representative, two pitches from Brisbane and one local showcase pitch.







2. Customer Service Requests

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

	Balance B/F	Completed in Current Month	Current Month NEW Request		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) Q3
			Received	Completed								
Accounts Payable Enquiry	0	0	1	1	0	0	2	● 0.00	● 0.86	● 0.93	0.55	● 1.00
Insurance: Mower / Slasher / Whipper / Snipper	3	3	4	2	0	0	90	● 2.00	● 13.94	● 15.04	15.26	● 14.56
Insurance: Personal Accident / Injury	0	0	4	0	0	0	120	● 0.00	● 4.00	● 17.45	73.91	● 0.00
Insurance: Public Liability / Property Damage Public Property	5	4	9	8	1	0	90	● 2.5	● 6.33	● 8.94	9.13	● 2.29
Leased Premises – General Enquiry	0	0	0	0	0	0	5	● 0.00	● 1.67	● 0.83	0.00	● 2.50

3. Capital Projects


Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended March 2019 – 75% of year elapsed.

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	Life to date actual (incl committals)
Fleet Asset Renewal Program (CP440)	01/07/2018	30/06/2019		\$7,802,048	\$7,029,318
Comments	The Fleet Capital Renewal Program is progressing well with expenditure expected to remain on budget at year end.				
IT Asset Renewal & Upgrade Program – excluding RAMP (CP230)	01/07/2018	30/06/2019		\$2,159,766	\$819,798
Comments					
RRC Asset Management Project RAMP (CP230)	22/01/2018	30/09/2019		\$2,564,457	\$2,086,489
Comments	1 July 2019 – CIA Go-Live for Financials/Supply Chain/Budgeting Early February 2020 – Go-Live for Asset and Work Management functions including of Asset Accounting.				
Stage 3d Smart Technology – Victoria Parade – Fitzroy to Archer (CP235)	01/12/2016	01/03/2019		\$571,226 (18/19 budget allocation)	\$560,727
Comments	Project has reached practical completion.				
Stage 2 Smart Parking – Disability ePermit (CP235)	22/01/2018	14/12/2018		\$250,000	\$243,159
Comments	Project completed, final report was submitted and accepted by Smart Cities and Suburbs program.				
CCTV System Upgrade	01/07/2018	14/12/2018		\$184,000	\$184,283
Comments	Project has reached practical completion.				

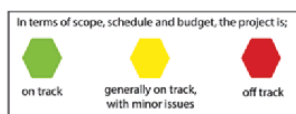
In terms of scope, schedule and budget, the project is:		
		
on track	generally on track, with minor issues	off track

4. Operational Projects

As at period ended March - 75% of year elapsed

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD Actual (inc committals)
Smart Hub Programming	01/07/2018	30/06/2019		\$230,263	\$41,074
YCA & YINC	Date 25/07/2018 – 27/07/2018, 06/09/2018 (Pitch Night) 22/10/2018, 23/10/2018 – completed 16/04/2019 17/04/2019	Young Change Agents Program (YCA) The YCA high school program (grades 7-12) is built as a train-the-trainer model for teachers and runs for two and half days. This is a cross-curricular program that encompasses elements of civics & citizenship, social studies, commerce, english, maths, drama, IT and art. Youth Incubator Program (YINC) YINC is Young Change Agents youth incubator program for selected alumni of the YCA program. YINC is a mix of masterclasses, activities, networking and group work including: - a cycle of prototyping and customer validation that allows teams to iterate their solutions in line with customer needs; - engagement with mentors to create confidence and a transfer of knowledge and skills; - exposure to industry experts, professionals and potential clients; - specific new learning topics including sales, partnerships, financing, marketing, legal, finance and risk; - showcases at the end of each 2 day session to allow teams to access support and/or reflect on their learnings.			
<u>Comments</u> Young Change Agents have advised that they will have 15 selected school students participate in the YINC program next month and are running a competition to offer additional students the opportunity to be involved. Program sponsor, Energy Qld's Blake Harvey and our SmartHub Business Manager Elize Hattin will have the opportunity to speak to the kids to provide encouragement and inspire our regions' youth.					
Startup OnRamp	Dates to be confirmed. Possibly now late 2020.	The 12 session Startup Onramp program is for startup founders who are at the beginning of their startup journey, including those who currently have a day job and want to make the transition from <i>employee</i> to <i>startup founder</i> . The program comprises a two-hour workshop each week, two additional weekend sessions, plus weekly individual mentoring sessions and culminates in a pitch night in which all participants pitch their startup and share their learnings with fellow entrepreneurs.			
<u>Comments</u> The first OnRamp ran successfully from July to December 2018. Now that funding has been approved for Turbo-Traction Lab and that Gladstone and Yeppoon have confirmed that they are running this program this year, it is likely that we will wait until the second half of next year to proceed with another Startup Onramp Program.					

CQ METS Accelerator Program	21/01/2019 – 17/04/2019	This industry specific accelerator program will provide participants with the opportunity to test and build on their METS related product or service. A series of intensive workshops will focus on the fundamentals of customer development, value proposition canvas and problem-solution fit. This program is a collaboration between Council, METS Ignited Australia and the Queensland Government.
<u>Comments</u> The program commenced on 7 March with facilitator Bill McKeague with 10 businesses participating. Two, three hour sessions are held each fortnight with mentoring calls made by the facilitator on the alternate week. The participants are learning and hearing from speakers from the Mining Industry about how they can take their innovative products or services that solve problems for the METS sector to market. The demo night will be held on 17 April which will conclude the program and give the cohort the opportunity to showcase how they have progressed their ideas to family and friends and the industry professionals that have been involved in the program.		
Startup Weekend and GovHack	Date 19/07/2019- 21/07/2019 and 06/09/2019– 08/09/2019	Startup Weekend 2019 In just 54 hours, participants experience the highs, lows, fun, and pressure that make up life as a startup. They learn how to create a real company, meet great mentors, investors, co-founders, and sponsors who are ready to help turn their idea into an actual business with paying customers. GovHack 2019 (yearly) GovHack is an open data hackathon held across Australia. It's all about encouraging and celebrating people's technical and creative capacity with government for great outcomes, and building upon the social and economic value of Open Data published by government.
<u>Comments</u> Meetings will commence in the coming months for the Startup Weekend organising committee and with marketing to ensure the event is well promoted and supported.		
Turbo-Traction Lab	15/03/2019 – 30/06/2020	The Turbo-Traction Lab is a hands on program designed to build a modern business in 80 days. The Australian Government, in conjunction with Bevan Slattery's Capital [b] and Council is funding this stage specific incubator program designed to allow both full time and part time founders to bootstrap their business. Founders will have an opportunity to gain significant traction in their global market with hands on assistance from world class experts in residence. As a fitting conclusion to the program, a selection of participants from the program will have the opportunity to travel to the USA for a week to experience the global marketplace, as well as meet startups and potential customers.
<u>Comments</u> The marketing campaign for the Turbo-Traction Lab has commenced, with applications closing on 14 April, 2019, and the first Lab scheduled to commence on 29 April. Consultancy Service Agreements have been issued to the Subject Experts and arrangements in progress for Expert in Resident, Daniel Johnsen's engagement.		



5. Budget

Financial performance as expected for the reporting period.

	Adopted Budget	Revised Budget	EOM Commitments	YTD Actual	Commit + Actual	Var	
	\$	\$	\$	\$	\$	%	75 % of Year Gone
CORPORATE & TECHNOLOGY SERVICES							
<u><i>Fleet</i></u>							
Revenues	(283,000)	(283,000)	0	(262,301)	(262,301)	93%	✓
Expenses	11,900,948	11,900,948	435,190	8,660,845	9,096,035	76%	✗
Transfer / Overhead Allocation	(17,803,700)	(17,803,700)	0	(12,960,114)	(12,960,114)	73%	✗
Total Unit: Fleet	(6,185,752)	(6,185,752)	435,190	(4,561,569)	(4,126,379)	67%	✗
<u><i>Property & Insurance</i></u>							
Revenues	(439,352)	(439,352)	0	(432,406)	(432,406)	98%	✓
Expenses	3,554,418	3,689,133	60,969	3,334,843	3,395,813	92%	✗
Transfer / Overhead Allocation	9,171	9,171	0	5,236	5,236	57%	✓
Total Unit: Property & Insurance	3,124,237	3,258,952	60,969	2,907,674	2,968,643	91%	✗
<u><i>Corporate & Technology Management</i></u>							
Revenues	0	0	0	(1,117)	(1,117)	0%	✓
Expenses	664,420	664,420	15,654	481,990	497,644	75%	✓
Transfer / Overhead Allocation	555	555	0	3,643	3,643	657%	✗
Total Unit: Corporate & Technology Management	664,974	664,974	15,654	484,515	500,169	75%	✗
<u><i>Information Systems</i></u>							
Revenues	(22,500)	(22,500)	0	(26,036)	(26,036)	116%	✓
Expenses	7,205,775	7,205,775	492,632	5,927,446	6,420,078	89%	✗
Transfer / Overhead Allocation	19,768	19,768	0	17,884	17,884	90%	✗
Total Unit: Information Systems	7,203,043	7,203,043	492,632	5,919,294	6,411,926	89%	✗
<u><i>Procurement & Logistics</i></u>							
Revenues	0	0	0	(390)	(390)	0%	✓
Expenses	1,731,614	1,731,614	252	1,346,362	1,346,614	78%	✗
Transfer / Overhead Allocation	37,454	37,454	0	29,953	29,953	80%	✗
Total Unit: Procurement & Logistics	1,769,068	1,769,068	252	1,375,925	1,376,177	78%	✗
<u><i>Smart Hub Business</i></u>							
Revenues	(59,000)	(59,000)	0	(188,867)	(188,867)	320%	✓
Expenses	393,971	393,971	29,614	272,932	302,546	77%	✗
Transfer / Overhead Allocation	0	0	0	5,898	5,898	0%	✗
Total Unit: Smart Hub Business	334,971	334,971	29,614	89,963	119,577	36%	✓
Total Section: CORPORATE & TECHNOLOGY SERVICES	6,910,541	7,045,256	1,034,311	6,215,802	7,250,113	103%	✗

Comments

Fleet – Plant Hire Operations is now showing to be running in line with budget estimate following the correction of a journal error in the previous period (\$575,000 in internal revenue understated). Expenses are ahead of target due to block payment of vehicle registrations and insurance

Property & Insurance – Expenses ahead of budget refers to pre-paid rent for 175 East Street, Rates on Council owned

Corporate & Technology Services Monthly Operations Report

properties and pre-paid insurance premiums.

Information Systems – Approximately \$1.8M expenditure refers to pre-paid subscription, maintenance and licensing fees.

6. Section Statistics

Safety Statistics

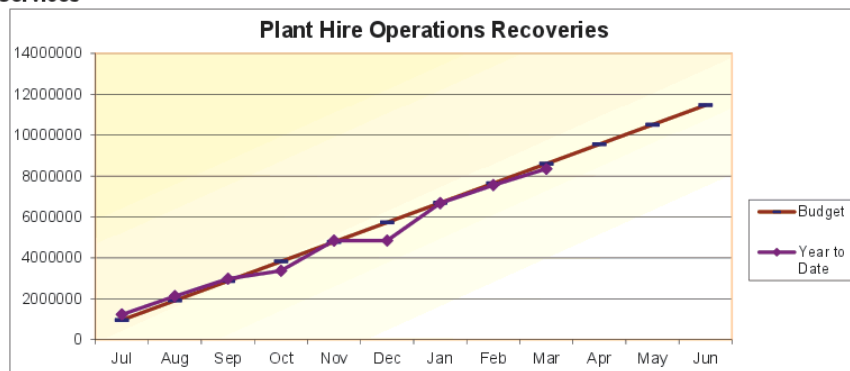
	Second Quarter		
	January	February	March
Number of Lost Time Injuries	0	0	0
Number of Days Lost Due to Injury	0	0	1
Total Number of Incidents Reported	1	3	2
Number of Incomplete Hazard Inspections	0	0	0

Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
IT support services provided within service levels outlined in the IT Service Catalogue.	95%	93%	Operational
Ensure availability of system up-time during core business hours (excluding planned outages).	99%	100%	Operational
Process records on the day of receipt as per Recordkeeping Charter.	95%	100%	Operational
Ensure supplier payments are made within stated trading terms – <u>7 days</u> .	90%	94%	Operational
Ensure top 100 suppliers by dollar value under formal purchasing agreements (contracts).	90%	97%	Operational
Maximise Council property occupancy rates.	98%	100%	Operational
Ensure tenanted properties in any month, have current lease agreements and public liability insurance.	80%	92%	Operational
Process insurance claims within procedural timeframes.	100%	100%	Operational
SmartHub Membership (Target 2018 - 20)	100	63	Operational

7. Whole of Council Reports and Statistics

Fleet Services



Plant Hire Operations Budget (Surplus)	\$11,463,100
Year to Date (Surplus)	\$8,353,495

Procurement & Logistics

Contracts Awarded for March – 10

Tender/ Contract No.	Contract Name	Awarded	Amount
TEN13368	Mt Archer Fraser Park Upgrade of Pathways	BT Builders (Qld)	\$232,800
TEN13278	Construction of New Change Room at Jardine Pk	Griffin Builders Pty Ltd	\$373,891
TEN13376	Supply and Install Amenities Building at Rockhampton BMX	BT Builders (Qld)	\$174,690
QUO13387	Construction of a Fishing & Viewing Platform at Springers Lagoon	BT Builders (Qld)	\$73,480
QUO13394	Construction of Zoo Pathway	GT Jeffreys Developments Pty Ltd	\$42,619
QUO13412	Pump Renewal Jardine Park SPS	Pumps R Us	\$56,950
QUO13439	NRWTP Roof Replacement	Kel's Plumbing	\$32,268
QUO13385	Gas Bottle and Fire Extinguisher Disposal Services	Bazvic Pty Ltd	SOR
TEN13310	Corporate Salary Packaging Services	Remserv and Corporate Salary Packaging Aus	SOR
QUO13413	Gracemere Cemetery Expansion	McMurtrie Consulting Engineers	\$56,005

Tenders / quotes in progress - 26

Corporate & Technology Services Monthly Operations Report

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT MARCH 2019

ES Monthly Report - March 2019

Meeting Date: 16 April 2019

Attachment No: 2

MONTHLY OPERATIONS REPORT

FINANCE – ENVIRONMENTAL SUSTAINABILITY

PERIOD ENDED MARCH 2019



1. Operational Summary

Natural Environment Program

- Cardno's desktop assessment for the Natural Environment Study is underway.
- Approval has been received for purchase of a water trailer and tools trailer to support community-based natural resource management works (Jobs Queensland, Multicultural Development Australia, Capricornia Catchments and others).

Environment and Sustainability Scheme (CAP Grants)

- Council received the first round of applications under the Community Assistance Program's new Environment and Sustainability Scheme. Recommendations will be provided for Council approval in May 2019.

Bringing Nature Back Program

- On 24 March 2019, 100 community members rolled up their sleeves to help bring nature back to Mount Archer's Fraser Park. Workshop activities included a Welcome to Country and cultural talk as well as opportunities to learn about plants and wildlife.
- The special local edition 'Rockhampton Regional Council Nature Play Passport' is currently at print, with the launch scheduled for May 2019 in conjunction with Under 8s week and Romp in the Park.
- Preparations are under way for Council's Nature Photography Competition to open in April 2019. Images from the 2018 competition have been used extensively within Council publications including the Environmental Sustainability Strategy, Operational Plan and Council's website, as well as displays at a number of events including the Rockhampton Show and Tropicana.

Living Sustainably Program

- The monthly theme for Council's Living Sustainably program focussed on 'energy efficiencies and power savings'. The workshop was held at Rockhampton Library (Northside) and was delivered in conjunction with Ergon Energy and Anglicare's Energy Savvy program. Around 1000 residents received the monthly sustainability newsletter including energy saving tips.
- Planning is continuing for Tropicana 2019, with Advance Rockhampton (Tourism) and the Sustainability Team working together on a concept for a major regional drawcard and night component for the event. Visitors will walk through an interactive and immersive art journey that follows the story of 'Uno's Garden' by Australian author Graeme Base. Utilising light, shapes, audio, colour and sound we follow a moving and timely tale about how we all unknowingly affect the environment around us and how we can find ways of doing things better. 'Uno's Garden' brings together all the teachings of workshops, events and activities held throughout Tropicana into one place.

Second Nature Program

- EcoBiz has completed site visits and provided eco-efficiency recommendations for consideration by the 7 participating Council units.
- The Environmental Sustainability team finalised the rollout of the standardised office recycling trial across Council offices and lunch rooms.

2. Customer Service Requests

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

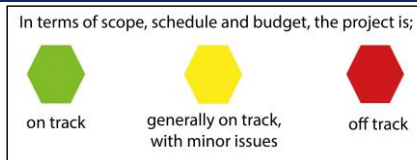
3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended March – 75% of year elapsed.




Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
No capital projects at this time.					




4. Operational Projects





As at period ended March – 75% of year elapsed.






Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Environmental Sustainability Strategy (ESS): Develop Council's Strategy with input from stakeholders: Stage 1 – Initial review (completed Jan 2018) Stage 2 – Visioning (completed Mar 2018) Stage 3 – Strategy development (completed Apr 2018) Stage 4 – Strategy validation (completed May 2018) Stage 5 – Consultation/adoption (completed Sep 2018) Stage 6 – Implementation (in progress)	Oct 17	Dec 18		Completed: <ul style="list-style-type: none"> Public consultation completed 13 July 2018. Community input considered by the Sustainability Strategy Executive Group on 31 Aug 2018. Council adopted Strategy on 25 Sep 2018. Council received the annual action plan and Q1 implementation progress report on 13 Nov 2018. Council received the Q2 progress update on 05 Feb 2019. Q3 progress update due to be received by Council in May 2019. 	\$0	\$0
Pathway 1 – Natural environment (partnerships and programs)						
Natural environment study: Identify and map priority natural assets for protection and enhancement. This work will replace the natural environment study completed in 2010 (covering the amalgamated regions) and will inform future works, identify areas for future development offsets and also inform the Planning Scheme.	Sep 18	Jun 19		<ul style="list-style-type: none"> Rapid urban canopy (i-Tree) assessment completed in Sep 2018. Cardno engaged to undertake Natural Environment Study in Feb 2019. Draft report subject to Councillor workshop in June 2019. 	\$65,000	\$65,000

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Natural environment program - works: On-ground works projects to maintain and enhance key natural assets, green corridors and urban waterways in conjunction with key stakeholders and the community. The program may also provide seed funding to help address environmental projects on Council land.	Jul 18	Jun 19		<ul style="list-style-type: none"> Fraser Park bush regeneration works (Capricornia Catchments, Multicultural Development Australia and Capricorn Correctional Centre) – commenced Sep 2018 and progressing on track. Frenchmans/Moores Creek revegetation (Multicultural Development Australia) – FY2018-19 Skilling Queenslanders for Work grant application was unsuccessful, to be resubmitted in Mar 2019 round. Springers Lagoon interpretive signage – commenced Oct 2018, with artwork and content completed in Dec 2018 and 50% of funding provided to support manufacture and installation. Pending finalisation by Parks and Marketing. Water trailer and tools trailer – approved for purchase. 	\$50,000	\$30,000
Fish hotels: Fitzroy Basin Association (FBA) secured Australian government funding to install additional fish hotels at selected Lagoons. The ES Team is coordinating Council interests and Parks is providing in-kind support to this project via the Jobs Queensland crew and the use of the Green Waste Compound for assembly activities at the Rockhampton Botanic Gardens.	Apr 18	Sep 18		Completed: <ul style="list-style-type: none"> Water levels necessitated a change of installation location to Yeppen and Crescent Lagoons. Construction completed Jul 2018. Installation and media completed Aug 2018. 	FBA	FBA
Riparian study – Frenchmans and Thozets Creek: Regional Services has formed a cross-disciplinary Council team to explore opportunities for integrated floodplain management within the Frenchmans and Thozets Creek areas. The ES Team is part of the project team providing input to this study.	Mar 18	Jul 18		Completed: <ul style="list-style-type: none"> Final report received, project completed. Collaboratively exploring opportunities to support and fund proposed program of riparian works via grants and labour support. 	Regional Services	Regional Services

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Pathway 2 – Empowering our community (external programs)						
Bringing Nature Back – engagement program: Long-term nature-based community engagement program, designed to bring nature back into the community's hearts, minds and everyday lives. Sponsored by the Australian Government as part of the <i>Building Better Regions – Community Investments Stream</i> . The Program will deliver a workshop series and engagement activities and tools that help the community to improve urban canopy cover in their own backyards, local streets, nearby creeks and on Council land.	Jul 18	Rolling		<ul style="list-style-type: none"> Tropicana - Council launched the Bringing Nature Back program at Tropicana in Oct 2018, with a native plant giveaway and a workshop program including over 25 different presenters, with more than 2,500 participants during the course of the day. Fraser Park – Community workshops delivered 24 Mar 2019. Nature Play passports – Local edition 'Rockhampton Regional Council Nature Play Passport' at print, ready for launch in May 2019. 	\$30,000 + \$19,990 grant	\$45,000
Living Sustainably program: Long-term behaviour change program designed to encourage the community to adopt a wide array of actions and behaviours that support Council's sustainability goals. The program will recognise and reward sustainability awareness and action in schools as part of the annual schools calendar competition, 2019 community calendar and a rolling monthly communications program that commenced in January 2019.	Jul 18	Rolling		<ul style="list-style-type: none"> Schools competition - Awarded the winners of the 'Sustainability in Action!' community calendar at Tropicana 2018. Calendars - Distributed the calendar to schools, Customer Service Centres, Councillors and participants in the CBD Christmas Fair. ecoBiz workshop - Facilitated EcoBiz workshop for community members and Council lessees to learn about water, waste and energy efficiencies (07 and 08 Oct 2018). Engagement program – Rolling program of monthly displays, workshops and e-newsletters in progress from Jan 2019. 	\$25,000 + \$10,000 RRWR contribution	\$31,000
Community Assistance Program (environment and sustainability scheme): A grants program designed to support community-	Jan 19	Rolling		<ul style="list-style-type: none"> Council endorsed the proposed new Environment and Sustainability scheme on 11 Dec 18. 	\$10,000	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
based environment and sustainability initiatives. Funds are administered as part of the Community Assistance Program to support a wide range of community workshops and on-ground activities.				<ul style="list-style-type: none"> Supporting documentation (including revisions to the existing web page, fact sheet, forms and acquittal reports) were finalised in Jan 2019. The first round of applications closed on 25 Mar 2019. 		
Reef Guardian Stewardship grant: The Great Barrier Reef Marine Park Authority awarded Council a Reef Guardian Stewardship grant to encourage environmental initiatives in our local communities. As part of this grant, Council will develop an education resource kit to provide local schools across the Rockhampton Region with action learning opportunities focussed on waterway awareness and source reduction.	Jul 18	Jun 19		<ul style="list-style-type: none"> Pending development of resource materials for rollout. 	\$1,700	\$0
Pathway 3 – Industry and infrastructure						
Clean growth choices for communities in transition: Queensland Government program designed to assist communities to become more resilient by acquiring new skills and technologies, mastering the transition to a low carbon technology and adapting to changing climate – all while creating the new jobs of tomorrow.	Aug 18	Jun 20		<ul style="list-style-type: none"> Attended Program start-up meeting in Brisbane Aug 2018. Contributed to initial desktop review in Sep/Oct 2018. Rockhampton based stakeholder workshops held 07 Nov 2018 and 11 Mar 2019. Working groups being developed to progress key pathways. 	Transferred to Advance Rockhampton	Transferred to Advance Rockhampton
Sustainable Rockhampton Investment Fund: Supports projects that deliver both positive environmental outcomes and real operational savings for Council.	Jul 18	Jun 19		<ul style="list-style-type: none"> Fund procedure approved Nov 2018. Awaiting Glenmore Water Treatment Plant solar as the first project for consideration under the Fund. 	TBC	TBC
Pathway 4 – Council operations (corporate sustainability)						
Second Nature program:	Jul 18	Rolling		<ul style="list-style-type: none"> Facilitated EcoBiz workshop for Council officers to learn about water, waste and 	\$0	\$0

Project	Planned Start	Planned End	On Track	Comment	Budget Estimate	YTD actual (inc com'tals)
Council's internal sustainability engagement program has been designed to advance sustainability awareness and action within Council's operations. The Internal Sustainability Working Group champion sustainability initiatives across departments, act as a conduit for information and support sustainability action across the organisation.				energy efficiencies (08 Oct 2018). <ul style="list-style-type: none"> Nov 2018 Working Group meeting rescheduled due to extreme weather conditions (heat and fire). Coordinated site visits and coaching activities for Council EcoBiz efficiencies cluster in Feb 2019. Working Group meeting held 07 Mar 2019, focussing on biodiversity (Mount Archer and Frenchmans Creek riparian corridors). 		
Sustainability Seed Fund program: As a key part of the internal sustainability engagement program, seed fund initiatives provide the opportunity to trial staff-initiated sustainability projects that foster sustainable behaviour whilst improving Council's wise use of resources.	Feb 18	Rolling		2018 trial initiatives progressing as planned: <ul style="list-style-type: none"> Composting at City Childcare Centre (delivered) Black soldier fly trial at Zoo (delivered) Transition to recycled paper (delivered) Reusable coffee cups (delivered) Office recycling across Council (delivered) Energy efficient behaviour (pending) Enhanced public place recycling at Zoo (delivered) Transitioning to electronic forms (to be addressed via Learning Management System) Nursery efficiencies (pending ecoBiz) 	\$20,000	\$12,000
Queensland Climate Resilient Councils (QCRC): The QCRC is a free three year Program which Council subscribed to in mid-2017. Led by LGAQ, in partnership with the Queensland Government, the Program is designed to strengthen Council decision-making processes to respond to climate change.	Feb 18	Dec 18		Completed: <ul style="list-style-type: none"> Draft report received. Climate related risks to be further considered in Council's operational plans and risk registers. 	\$0	\$0
Energy Action Plan: Council facilities and services consume a significant amount of energy. This plan aims to identify Council's key strategic opportunities to achieve cost savings, improve environmental sustainability and recognise wider economic and social benefits.	Apr 18	Dec 18		Completed: <ul style="list-style-type: none"> Council endorsed the proposed Energy Action Plan on 11 Dec 18, along with the proposal for a solar installation at the Glenmore Water Treatment Plant. 	\$0	\$0

5. Budget

Financial performance is as expected for March – 75% of year elapsed.

End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES As At End Of March

Report Run: 01-Apr-2019 21:51:17 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 75% of Year Gone
CORPORATE SERVICES							
FINANCE							
<i><u>Natural Resource Management</u></i>							
Expenses	533,335	533,335	78,378	306,813	385,191	72% ✓	
Transfer / Overhead Allocation	10,000	10,000	0	(5,217)	(5,217)	-52% ✓	
Total Unit: Natural Resource Management	543,335	543,335	78,378	301,596	379,974	70% ✓	
Total Section: FINANCE	543,335	543,335	78,378	301,596	379,974	70% ✓	
Total Department: CORPORATE SERVICES	543,335	543,335	78,378	301,596	379,974	70% ✓	
Grand Total:	543,335	543,335	78,378	301,596	379,974	70% ✓	

Comments

Overall budget on target.

6. Section Statistics

Program/Activity	Date/s	Attendees
Completed activities		
Clean Up Australia Day: On-site community awareness and action activities, supporting Rockhampton Regional Waste and Recycling including coordination of the South Rockhampton Boat Ramp site and waste sculpture activities at Kershaw Gardens	03 Mar 19	100
Internal Sustainability Working Group 'Making Sustainability Second Nature': Quarterly workshop and meeting focussed on biodiversity and natural processes, with a hands-on planting activity at Fraser Park and introduction to the Frenchmans and Thozets Creek Riparian Study	07 Mar 19	21
Living Sustainably 'finding energy efficiency and power savings': Monthly display and workshop at Rockhampton Regional Library	09 Mar 19	14
Clean Growth Choices stakeholder workshop: Second community workshop, focussing on the 'Making water work' pathway, with coordination now transitioned over to Advance Rockhampton	11 Mar 19	25
Bringing Nature Back to Fraser Park: Hands-on community workshop and planting day, coordinated by Council in partnership with Capricornia Catchments, Darumbal elders, Native Plants Capricornia and BirdLife Capricornia	24 Mar 19	100
Upcoming activities		
Nature Photography Competition: Community competition seeking photo entries from around the Rockhampton Region across five categories. Winners to be awarded as part of World Environment Day celebrations with displays at the Rockhampton Regional Library, Rockhampton Show and Tropicana	01 Apr – 10 May 19	~200
Living Sustainably 'growing your own fruit and vegetables': Monthly display and workshop at Rockhampton Regional Library	27 Apr 19	~50
'Sustainability in Action' Schools Calendar Competition: Community competition seeking photo entries from schools around the Rockhampton Region across the 12 sustainability themes to be highlighted in the 2020 Community Calendar. Winners to be awarded at Tropicana	23 Apr – 28 Jun 19	~40 schools
Living Sustainably 'feeding your compost bin and worm farm': Monthly display and workshop at Rockhampton Regional Library	11 May 19	~50
Nature Passport Launch at Romp in the Park: Official launch of the Rockhampton Region's special local edition and associated competition for early learning centres	31 May 19	~2000
Nature Photography Competition display: Official winners presentation and local photo display supporting World Environment Day on 05 June 19	03-24 Jun 19	~1000
Rockhampton Show Interactive activities at Council's Environmental Sustainability site	13-15 Jun 19	~5000
Living Sustainably 'reducing plastic use and packaging': Monthly display and workshop at Rockhampton Regional Library	15 Jun 19	~50
Living Sustainably 'planting and learning about native plants': Monthly display and workshop at Rockhampton Regional Library	06 Jul 19	~50
National Tree Day / Emergency Services Day: Sustainability stall promoting Council's free native plant program	28 Jul 19	~5000

Program/Activity	Date/s	Attendees
Living Sustainably ‘reusing and upcycling materials’: Monthly display and workshop at Rockhampton Regional Library	10 Aug 19	~50
Living Sustainably ‘encouraging wildlife and wildlife habitat’: Monthly display and workshop at Rockhampton Regional Library	14 Sep 19	~50
Tropicana 2019: Sustainable Living Festival, incorporating lead-in and lead-out activities, a number of themed zones, guest speakers and feature drawcard Uno’s Garden night tours	13-15 Sep 19	~4000
Living Sustainably school holiday activities: Major display and workshop series at Rockhampton Regional Library	21 Sep – 04 Oct 19	~500
Living Sustainably ‘improving water use and water efficiency’: Monthly display and workshop at Rockhampton Regional Library	12 Oct 19	~50
Living Sustainably ‘recycling right with your yellow lid bin’: Monthly display and workshop at Rockhampton Regional Library	09 Nov 19	~50
Living Sustainably ‘green gift giving and festive decorations’: Monthly display and workshop at Rockhampton Regional Library	07 Dec 19	~50

7. Whole of Council Reports and Statistics

No whole of Council statistics at this time.

8. Sustainability Events and Media Coverage



Internal Sustainability Working Group 'Making Sustainability Second Nature' (07 March 2019): Quarterly field trip and meeting, with visits to Fraser Park and Frenchmans Creek focussing on biodiversity and riparian processes.



Internal Sustainability Working Group ‘Making Sustainability Second Nature’ (07 March 2019): The Working Group learnt about the Fraser Park Redevelopment project and contributed to planting activities as part of the field trip.



Clean Growth Choices (11 March 2019): Exploring the 'Making water work' pathway at stakeholder workshop 2, presented by Dr Allan Dale.



Clean Up Australia Day (03 March 19): Cr Fisher and Cr Swadling support collaborative efforts by Rockhampton Regional Waste and Recycling, with the Environmental Sustainability Team and Fitzroy Basin Association.



Clean Up Australia Day (03 March 19): Artist Helen Kavanagh begins creating litter debris sculptures that will come to life as part of Council's Living Sustainably workshops before being displayed at Tropicana 2019.



Clean Up Australia Day (03 March 19): Community members get involved in clean up activities at Kershaw Gardens..



Living Sustainably Community Workshop (09 March 2019): Energy efficiency and power savings workshop presented by Council's Environmental Sustainability team in collaboration with Ergon Energy and Anglicare's Energy Savvy program.



Bringing Nature Back to Fraser Park (24 March 2019): Station 1 – Welcome and morning tea with Mayor Strelow and Councillor Wickerson. 100 community members rolled up their sleeves to help bring nature back to Mount Archer's Fraser Park.



Bringing Nature Back to Fraser Park: Station 2 – Cultural walk and talk with Darumbal elders, Wade Mann and Kristina Hatfield.



Bringing Nature Back to Fraser Park: Station 3 - Hands-on planting activities with Council's Nursery Supervisor Kelvin Wykes and Capricornia Catchments Scott Foden.



Bringing Nature Back to Fraser Park: Station 4 – Birdlife Capricornia wildlife session with Allan Briggs and volunteers.



Bringing Nature Back to Fraser Park: Station 5 – Native Plants Capricornia session on local ecosystems, plants and insects with Dr Bob Newby and Neil Hoy.

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT MARCH 2019

SP Monthly Report - March 2019

Meeting Date: 16 April 2019

Attachment No: 3

MONTHLY OPERATIONS REPORT

STRATEGY & PLANNING

PERIOD ENDED MARCH 2019



1. Operational Summary

Strategic Planning

- Planning Scheme Major Amendment State Interests Check has been completed and the Consultation Plan approved by Council. Consultation will run from 15 April to 17 May 2019.
- Project continuing to remove a portion of the Music Bowl site (Lot 2 RP 616767) from the State Environmental Management Register. Following initial site assessments and advice from the appointed auditor additional work is required including groundwater assessment.
- Providing input to Aquaculture Industry Development Plan and Clean Growth Choices projects and ECQ Change Commission submission.

Grant Applications

- Advice, drafting and support for grants applications listed below:

Grant Name	Description	Department	Amount	Closing Date
Works for Queensland Round 3	Prepared and submitted project list and cash flow based on Council's resolution of 5 March 2019.	Various	\$8.79M	15 March 2019
Queensland Disaster Resilience Fund	List of options presented to Council on 2 April 2019.	Community Projects & Open Space Facilities	TBD (initial est. \$412,500)	18 April 2019
Festivals Australia	Mount Morgan Arts Workshops and Festival – advice on suitability. Will likely progress with grant application for a single activity with this grant. Sourcing grants for other activities.	Advance Rockhampton	TBD	September 2019 (closing date not yet announced for upcoming round)
National Landcare – Smart Farming Partnership Grant	Aquaculture Project – advice on suitability	Advance Rockhampton		

2. Customer Service Requests

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




	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) Q3
			Received	Completed													
Strategic Planning Enquiry	0	0	0	0	0	0	3		0.00		1.60		14.88		15.86		3.00




3. Capital Projects


Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
No capital projects at this time.					

4. Operational Projects

As at period ended January – 67% of year elapsed

In terms of scope, schedule and budget, the project is:		
		
on track	generally on track, with minor issues	off track

Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
Rockhampton Region Planning Scheme – Major Amendment V2 Stage 1 – Planning and Preparation – completed Stage 2 – State Interest Review – completed Stage 3 – Public Consultation – yet to commence Stage 4 – Consideration by State Stage 5 – Adoption	Sept 2017	Dec 2019		The State Government has completed the State interest review process. No conditions were attached and therefore the public consultation process can now commence under s18 of the Planning Act 2016. Public consultation scheduled to commence 15 April 2019.		
Natural Environment Study Project initiated to commission an updated Natural Environment Study for the RRC local government area.	Dec 2018	June 2019		Cardno has been engaged to undertake the project. An initial inception meeting has been undertaken and review of strategic areas completed. A desktop analysis (stage 1) is due for completion in early April.	\$60,000.00 (Environmental Sustainability budget) any variations from S&P budget	\$0.00
Removal of portion of Music Bowl site (Lot 2 RP 616767) from Environmental Management	Feb 2019	June 2019		Part 1 - Butler Partners have been engaged to undertake an	\$10,384.00	

Project	Planned Start Date	Planned End Date	On Track	Comments	Budget Estimate	YTD actual (incl committals)
Register				<p>environmental site assessment</p> <p>Part 2 – GHD have been engaged to undertake the required assessment audit</p> <p>The initial scope has been expanded due to further surface sampling being required from the external auditor. This will result in additional cost and time being required to remove the site from the EMR register.</p>	\$63,000.00	\$1,449.80
Rockhampton Aquaculture Industry Development Plan Provide direction and facilitate the creation of aquaculture development in the Rockhampton Region	Dec 2018	April 2019		Part funding of project led by Advance Rockhampton and strategic planning input into the project	\$25,000.00	\$0.00

5. Budget

Financial performance as expected for the reporting period.

End of Month General Ledger - (Operating Only) - CORPORATE SERVICES

AS AT End Of March

Report Run: 08-Apr-2019 09:18:10 ; Excluding 2914, 2915, 2919, 2814, 2917, 2924, 1801, 1805, 1807, 1901, 1905

	Adopted Budget FULL YR	Revised Budget	YTD Actual	FOM Commitment	Commit + Actual	Variance	On target
	\$	\$	\$	\$	\$	%	75% of Year Comp
CORPORATE SERVICES							
STRATEGY AND PLANNING							
<u>Strategy and Planning</u>							
Revenues	(525)	(525)	0	0	0	0%	
Expenses	912,976	912,076	407,227	31,140	438,367	48%	
Transfer / Overhead Allocation	6,367	6,367	2,479	0	2,479	39%	
Total Unit: Strategy and Planning	917,918	917,918	409,706	31,140	440,846	48%	
Total Section: STRATEGY AND PLANNING	917,918	917,918	409,706	31,140	440,846	48%	
Total Department: CORPORATE SERVICES	917,918	917,918	409,706	31,140	440,846	48%	
Grand Total:	917,918	917,918	409,706	31,140	440,846	48%	

Comments

Expenses remain under-budget largely due to Senior Strategic Planner position being vacant and recent appointment of Grants and Business Advisor position.

CORPORATE SERVICES DEPARTMENT - MONTHLY OPERATIONAL REPORT MARCH 2019

Finance Monthly Report - March 2019

Meeting Date: 16 April 2019

Attachment No: 4

MONTHLY OPERATIONS REPORT**FINANCE****PERIOD ENDED MARCH 2019****1. Operational Summary**

Preparations and submissions for the 19/20 Budget are continuing.

Asset Revaluations progressing within planned timeframes. Staff shortages in the Asset Accounting area however will place pressure on the capitalisations for the year.

2. Customer Service Requests

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



All Monthly Requests (Priority 3) Finance 'Traffic Light' report March 2019

	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) Q3
			Received	Completed													
Bookings Enquiry	0	0	3	3	0	0	5	●	4.33	●	3.11	●	2.08		2.00	●	4.33
Rates Searches	14	14	113	101	12	0	5	●	2.99	●	2.84	●	2.92		2.84	●	2.96
Rates Enquiry	7	7	68	66	2	0	3	●	0.73	●	1.00	●	1.04		0.75	●	1.01

3. Capital Projects

No Capital Projects

4. Operational Projects

As detailed in the Environmental Sustainability section report.

5. Budget

Financial performance as expected for the reporting period.

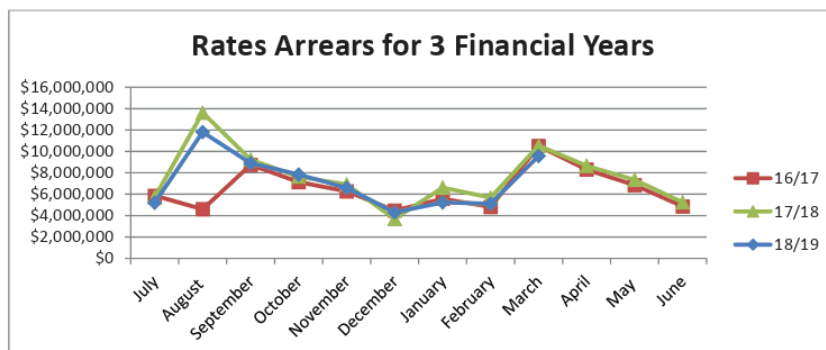
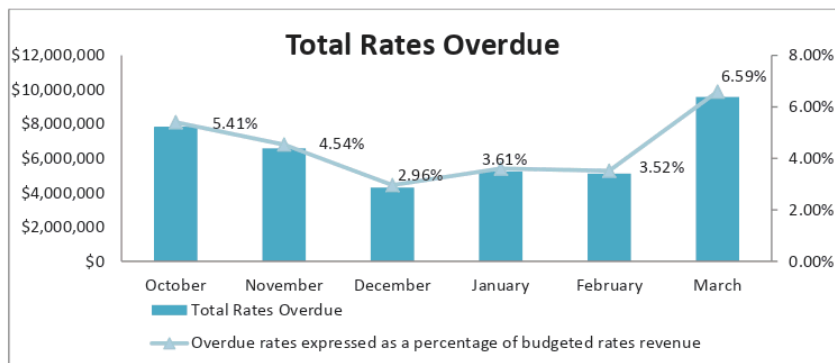
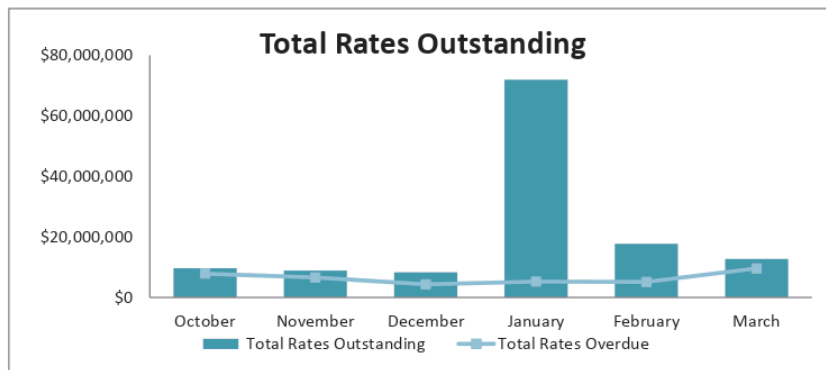
End of Month Job Costing Ledger - (Operating Only) - CORPORATE SERVICES							
As At End Of March							
Report Run: 08-Apr-2019 08:34:27 Excludes Nat Accs: 2802,2914,2917,2924							
	Adopted Budget	Revised Budget	YTD Revised Budget	YTD Actual	ECM Commitments	Commitment Actual	Variance
	\$	\$		\$	\$	\$	%
FINANCE							
<u>Finance Management</u>							
Expenses	553,292	553,292	414,969	434,355	157,529	591,884	143%
Transfer / Overhead Allocation	0	0	0	1,304	0	1,304	-
Total Unit: Finance Management	553,292	553,292	414,969	435,659	157,529	593,188	143%
<u>Accounting Services</u>							
Expenses	1,654,564	1,654,564	1,240,823	981,023	33,850	1,014,873	82%
Transfer / Overhead Allocation	0	0	0	1,688	0	1,688	-
Total Unit: Accounting Services	1,654,564	1,654,564	1,240,823	982,712	33,850	1,016,561	82%
<u>Financial Systems</u>							
Revenues	(1,143)	(1,143)	(857)	0	0	0	0%
Expenses	205,499	205,499	154,125	130,381	0	130,381	85%
Transfer / Overhead Allocation	800	800	450	0	0	0	0%
Total Unit: Financial Systems	204,957	204,957	153,717	130,381	0	130,381	85%
<u>Customer Service</u>							
Revenues	(200,888)	(200,888)	(150,741)	(158,450)	0	(158,450)	100%
Expenses	1,700,333	1,700,333	1,275,250	1,186,574	11,509	1,208,083	85%
Transfer / Overhead Allocation	0	0	0	(252)	0	(252)	-
Total Unit: Customer Service	1,499,345	1,499,345	1,124,509	1,036,866	11,509	1,048,375	93%
<u>Rates & Revenue</u>							
Revenues	(452,834)	(452,834)	(339,626)	(377,889)	0	(377,889)	111%
Expenses	1,778,789	1,778,789	1,334,089	1,338,527	189,625	1,528,152	115%
Transfer / Overhead Allocation	750	750	563	0	0	0	0%
Total Unit: Rates & Revenue	1,326,701	1,326,701	995,026	960,858	189,625	1,150,463	110%
<u>Natural Resource Management</u>							
Expenses	533,335	533,335	400,001	322,506	78,378	400,884	100%
Transfer / Overhead Allocation	10,000	10,000	7,500	(5,217)	0	(5,217)	-70%
Total Unit: Natural Resource Management	543,335	543,335	407,501	317,289	78,378	395,667	97%
Total Section: FINANCE	5,782,193	5,782,193	4,336,644	3,861,755	478,891	4,334,645	100%

Comments

Commitments raised for Audit Fees and legal collection action for the year are impacting on the final result in the Finance Management area as well as Rates & Revenue.

6. Section Statistics

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Unpaid rates and charges are managed in accordance with the Revenue Management Policy, achieving an overdue balance of less than 3% at its lowest point.	<3%	6.59% in March	Operational
Maintain the ratio of customer queries satisfied by Customer Service Officers, without referral to departments.	80%	92%	Operational
Customer Service Call Centre answering 75% of incoming calls within 45 seconds.	75%	81%	Adopted



7. Whole of Council Reports and Statistics

Safety Statistics

Nil to report

Customer Requests Completed Monthly & Top 5 Customer Requests

	July	August	September	October	November	December	January	February	March	April	May	June
Requests Logged	3388	4194	4183	3555	3023	2419	3573	3070	3411			
Same month Completed	2647	3168	3527	2852	2340	1867	2763	2314	2692			
% completed same month	78%	75%	84%	80%	77%	77%	77%	75%	78%			
Completed Total for Month	3263	3455	3745	3475	3584	2377	3417	3144	3389			
Total Pending	1889	2500	2942	3357	3293	3343	3456	3068	3215			
Top 5 Requests for Month	An/Dogr An/W and Fac Man W/Leak R/Bin	M/Maint An/Dogr W anAni Fac Man W/Leak	M/Rplace An/Dogr Fac Man W/Ani P/Gen	M/Rplace Fac Man W/Ani W/Leak Amend Dog	Fac Man W/Ani T/Trim M/Bin W/Leak	Fac Man W/Ani T/Trim Pk Gen M/Bin	O/Grown Fac Man Pk Gen W/Ani T/Trim	Fac Man W/Ani W/Leak T/Trim Pk Gen	Fac Man M/Main W/Ani T/Trim Mist			

Total uncompleted customer requests up to 3 months old:	1618
Total uncompleted customer requests between 3 to 6 months old:	607
Total uncompleted customer requests greater than 6 months old:	990

* Meter Maintenance CRs

Conquest Work Order & Investigation Long Term up to 3 months old:	731
Conquest Work Order & Investigation Long Term between 3 to 6 months old:	484
Conquest Work Order & Investigation Long Term greater than 6 months old:	930

Request Completed: Requested task or action has been completed (not just work order raised), or complaint has been investigated, action taken and correspondence finalised.

Conquest Work Order: A Work Order has been raised for maintenance, repair or future planned action.

Investigation Long Term: Requested task, action or complaint assigned to internal or external investigation, may include, but not limited to: Insurance, Planning, Legal, Civil or Domestic matter

Key:	T/Trim - Tree Trimming	Mist - Vector Misting	An/Dogr - Dog Registration Enquiry
	M/Maint - Meter Maintenance	Fac Man - Facilities Management	W/Leak - Water Leak
	Bin RRC - Replace Bin RRC	W/Ani - Wandering & Restrained Animal for Collection	O/Grown - Overgrown Lot

CALL STATISTICS	Received	Handled	Dequeued (request for callback)	Abandoned
Jan	6680	6238	202	240
Feb	7497	6905	261	331
March	5740	5371	150	219

11.7 AMENDMENTS TO COUNCIL MEETING PROCEDURES POLICY**File No:** 8237**Attachments:** 1. Council Meeting Procedures Policy (track changes)[↓](#)**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

SUMMARY

Chief Executive Officer presenting the Council Meeting Procedures Policy with amendments.

OFFICER'S RECOMMENDATION

THAT Council adopt the amended Council Meeting Procedures Policy as attached to the report.

BACKGROUND

At the Ordinary Council meeting on 27 November 2018 Council adopted the revised Council Meeting Procedures incorporating new requirements brought about following the *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018* passed in May 2018.

Upon further review, the document has been amended to comply with, update references to or remove sections already defined in other legislative documents including the following:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Department of Local Government, Racing and Multicultural Affairs: Code of Conduct for Councillors in Queensland
- Department of Local Government, Racing and Multicultural Affairs: Model Meeting Procedures.

Minor formatting changes have also been implemented as per the Governance Administration Framework Policy and Procedure.

CONCLUSION

The amended Council Meeting Procedures Policy as attached to the report is provided to Council for consideration and adoption.

AMENDMENTS TO COUNCIL MEETING PROCEDURES POLICY

Council Meeting Procedures Policy (track changes)

Meeting Date: 16 April 2019

Attachment No: 1

COUNCIL MEETING PROCEDURES POLICY

COUNCILLOR STATUTORY POLICY



1 Scope

This policy applies to Councillors and employees during ordinary meetings and committees of Rockhampton Regional Council.

2 Purpose

The purpose of this policy is to provide direction for the orderly and proper conduct of ordinary and committee meetings, including the post-election meeting.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Local Government Act 2009

Local Government Regulation 2012

[Local Law No. 1 \(Administration\) 2011](#)

Information Privacy Act 2009

[Council Meeting Agenda Guideline](#)

[Code of Conduct for Councillors in Queensland \(Department of Local Government, Racing and Multicultural Affairs\)](#)

[Councillor Conduct Register](#)

[Councillor Investigation Policy](#)

Deputation Factsheet

Deputation Guidelines

[Local Law No. 1 \(Administration\) 2011](#)

Model Meeting Procedures [\(Department of Local Government, Racing and Multicultural Affairs\)](#)

Petition Factsheet

[Petition Template](#)

4 Definitions

To assist in interpretation, the following definitions apply:

Act	<i>Local Government Act 2009</i>
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Agenda	<p>Compilation of reports to be discussed at an ordinary or committee meeting. The agenda for any meeting must indicate:</p> <p>(a) Business to be conducted at the meeting;</p> <p>(b) Business arising from previous meetings; and</p> <p>(c) Any business for which due notice has been given (Notice of Motion, Questions on Notice).</p> <p>An agenda will not include any matter that is unlawful.</p>
Alternative/ Foreshadowed Motion	A proposed suggestion, usually raised during debate, that there is an alternative proposal should the original motion be lost. Once moved, the same rules of debate as the original motion apply.
Amendment	<p>In relation to a motion, a motion moving an amendment to that motion. An amendment to a motion must retain the identity of the original motion and does not directly negative the motion.</p> <p>Amendment to a motion must be proposed before the debate has been concluded, before the mover of the motion has exercised their right to reply and follows the same rules of debate as the original motion.</p>
Behavioural Standard	The standard of behaviour for Councillors set out in the Code of Conduct for Councillors in Queensland approved under section 150E of the Act.
CEO	<p>Chief Executive Officer</p> <p>A person who holds an appointment under section 194 of the Act. This includes a person acting in this position.</p>
Chairperson	Person presiding at an ordinary or committee meeting.
Committee	A group of Councillors created by a resolution of the Council to undertake functions as determined under the Act or Regulation decided by a Council resolution. A committee may either be a delegated or non-delegated committee.
Council	Rockhampton Regional Council
Councillor	The Mayor and/or Councillors of Rockhampton Regional Council, within the meaning of the Act.
Day	A business day unless specified.
Delegated Committee	A committee that has the authorisation from the Council to make a decision and therefore a resolution of the Council.
Deputation	A presentation from a member of the public (which could be on behalf of an organisation or individual) to an ordinary or committee meeting.
Employee	<p>Local government employee:</p> <p>(a) The Chief Executive Officer; or</p> <p>(b) A person holding an appointment under section 196 of the Act.</p>
Mayor	The Mayor is an elected member of Rockhampton Regional Council, also referred to as a Councillor, with additional responsibilities as outlined in section 12(4) of the Act.
Meeting	Ordinary meeting or committee meeting at Council.
Motion	A proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for the Council.

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Non-Delegated Committee	A committee that does not have authorisation from the Council to make a decision and therefore must recommend all motions to the next ordinary meeting for endorsement. Non-delegated committees have the delegation to resolve acceptance of minutes of previous meetings of that committee and to resolve procedural motions.
Petition	A request for action on a matter over which Council has the power to act. The "terms" of a petition consist of the reasons for petitioning Council and a request for action by Council.
Procedural Motion	A set of motions that can be employed in specific ways to control the conduct of meetings.
Record	A document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee and, in particular, includes the minutes of meetings of the Council.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Regulation	<i>Local Government Regulation 2012</i>
Report	Documents and information that relate to the business to be dealt with at the meeting. Reports may include personal information only to extent such is necessary to reflect the issue to be discussed without rendering the report meaningless, subject to Council's obligations under the <i>Information Privacy Act 2009</i> .
Resolution	A motion that has been 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.
Seriatim	When a motion consists of more than one statement, action or concept a Councillor may request for each statement, action or concept to be voted on separately.
<u>Unsuitable Meeting Conduct</u>	<u>As defined in the Act, the conduct of a Councillor is unsuitable meeting conduct if the conduct:</u> <u>(a) Happens during a local government meeting; and</u> <u>(a)(b) Contravenes a behavioural standard.</u>

5 Policy Statement

The Act and the Regulation provide core requirements for the conduct of ordinary meetings and committees of Council.

Council is committed to conducting its meetings in accordance with the principles of the Act, ensuring an efficient, accountable, transparent and sustainable delivery of effective services within our Region.

5.1 Committees

5.1.1 Appointment of a Committee

~~The appointment of a committee will be made by resolution at an ordinary meeting and will include the following:~~

~~(a) The responsibilities to be entrusted to the committee;~~

~~(b) Any delegations assigned to the committee; and~~

~~(c) The committee membership.~~

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~~The days and times of a committee will be resolved at an ordinary meeting. Changes for a particular meeting can be resolved at the relevant committee.~~

~~All Councillors must participate in policy development and decision making.~~

5.1.2 Delegated Committee

~~Reports and resolutions of a delegated committee do not need to be submitted to an ordinary meeting for consideration or endorsement.~~

~~This section does not limit the power of an ordinary meeting itself to deal with any matter which has been referred to or delegated to a committee.~~

5.1.3 Non-Delegated Committee

~~The reports and recommendations of a non-delegated committee must be submitted to an ordinary meeting for consideration.~~

~~This section does not limit the power of an ordinary meeting itself to deal with any matter which has been referred to or delegated to a committee.~~

5.1.4 Termination

~~A committee may only be abolished or disbanded by an ordinary meeting resolution.~~

5.25.1 Special Meeting

The CEO must call a special meeting of the Council if:

- (a) The special meeting is required by resolution;
- (b) A written request for the special meeting is lodged with the CEO signed by the Mayor or three or more Councillors which specifies the object of the special meeting and proposes the day and time for the holding the meeting;
- (c) A special meeting is required to comply with the Act or some other legislation; or
- (d) Where the CEO determines it is in the interests of the Council that a special meeting be held.

A special meeting may be for either an ordinary meeting or committee. The direction and conduct prescribed within this policy should be followed for special meetings.

5.3 Meeting Cycle

~~Council will meet in accordance with its adopted meeting schedule.~~

~~Meetings must not start before the time provided in the notice of the meeting (refer to section paragraph 5.4).~~

5.4 Notice of Meetings

~~The dates and times of Council's ordinary meetings and committees will be published in the local newspaper and Council's website.~~

~~Written notice must be given to each Councillor at least two days before the meeting, unless it is impracticable to do so. If written notice of a rescission motion has been given, then each Councillor must be given at least five days notice before the meeting.~~

~~All Councillors will receive an agenda for each committee meeting, regardless whether they are a member or not.~~

~~Any reports provided to an individual Councillor for his/her/their use will also be provided to all other Councillors.~~

5.5 Public Notice of Meetings

~~Council will give notice to the public the times, dates, places and matters to be considered at its ordinary meetings and committees. These notices will be listed on the Council's website at least two days prior to each meeting.~~

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5.65.2 Agenda for Meetings

A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice to the CEO at least seven days before the meeting at which the proposal is to be made. Items for consideration may include questions on notice, notice of motions or rescission of motions.

Business not on the agenda or arising from the agenda must not be considered at the meeting unless Council agrees to admit such business at the meeting.

Special meetings of Council must only consider matters listed on the agenda.

~~The agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.~~

5.75.3 Order of Business

The order of business will be determined by resolution of an ordinary meeting.

However, an ordinary meeting or committee may resolve, and without notice, to alter the order in which it proceeds with the business for a particular meeting.

Unless otherwise resolved under, the order of business will be as follows:

- (a) Opening of Meeting;
- (b) Attendance including Apologies and Leave of Absence;
- (c) Confirmation of Minutes of Previous Meetings;
- (d) Declaration of Interest in Matters on the Agenda;
- (e) Business Outstanding;
 - (i) Business Arising from Previous Meetings;
 - (ii) Matters Lying on the Table and to be Dealt With;
- (f) Public Forums/Deputations;
- (g) Presentation of Petitions (for ordinary meetings only);
- (h) Reports;
 - (i) Committee (for ordinary meetings only);
 - (ii) Councillor/Delegate (for ordinary meetings only);
 - (iii) Officers;
 - ~~(iv) Information;~~
- (i) Notice of Motions;
- (j) Questions on Notice (for ordinary meetings only);
- (k) Urgent Business/Questions;
- (l) Closed Session; and
- (m) Closure of Meeting.

Ordinary meetings or committees will deal with items of business on its agenda in accordance with:

- (a) Procedural directions given to the meeting by resolution;
- (b) Procedural directions specified in this policy; or
- (c) If there is no procedural direction governing a particular matter, the chairperson's decision.

However, the meeting may, by resolution, overrule a decision on a procedural question made by the chairperson.

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5.85.4 Deputations

The maximum total time allocated per deputation will not exceed 10 minutes, unless otherwise agreed by the chairperson.

Unless the meeting otherwise resolves, the effect of calling on the next business is that the deputation will not be heard at the meeting and a fresh request will be given to the CEO if the deputation wishes to be heard at a subsequent meeting.

The chairperson may terminate an address by a person in a deputation at any time where:

(a) The chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the Councillors or members at the meeting; ~~or~~

(a)(b) The time period allowed for the deputation has expired;

(b)(c) The person uses insulting or offensive language; or

(c)(d) If a member of the deputation, other than the appointed speakers, continues to interject or attempt to address the meeting after the chairperson has warned the member of the deputation.

Details for applying and approving deputations are located on the Council website.

5.95.5 Petitions

A petition may be presented to an ordinary meeting by:

- (a) A Councillor;
- (b) CEO; or
- (c) CEO delegate

who will read and state the nature of the petition, and become, as far as practicable, acquainted with the subject matter of the petition before presenting at a meeting.

A petition must have at least 10 signatures from people supporting the petition objective.

Where a petition is presented to a meeting, no debate on or in relation to it will be allowed. However, a Councillor presenting a petition may speak in respect of the matter the subject of the petition for a period of not more than one minute.

The only motions which will be moved is that:

- (a) The petition be received and referred to a committee or the CEO for consideration and report back to the Council; or
- (b) The petition not be received.

Guidelines-A factsheet and template form submitting a petition is located on the Council website.

5.105.6 Committee Reports

Non-delegated committees will submit reports and/or recommendations to the CEO who will list them on the agenda for the next available ordinary meeting.

Recommendations to an ordinary meeting from a committee are to be the same as that resolved by the committee.

If in a report of a committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.

The chairperson of the ordinary meeting will decide whether the distinct recommendations or parts of recommendations are considered separately by the meeting of the Council.

The ordinary meeting can:

- (a) Adopt;
- (b) Amend and adopt; or

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(c) Reject

the recommendation.

Such amendments may alter the meaning or intention of the committee recommendation or it may simply correct the wording.

The committee recommendations adopted by Council are resolutions of the Council.

5.445.7 Mayoral Minute

The Mayor, as the chairperson at an ordinary meeting or chairperson of a committee of the whole, is entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.

Such a minute, when put to the meeting, takes precedence over all business on the agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.

A recommendation made in a minute of the chairperson (being the Mayor) or in a report made by an employee is, so far as adopted by the Council, a resolution of the Council.

Amendments to Mayoral Minutes that are consistent with the intent of the terms of the Minute are permitted, provided such amendments have the agreement of the Mayor.

5.425.8 Notice of Motion

Submission of notice of motion must be given at least seven-five days before the meeting at which the proposal is to be made.

Councillors may advise whether the notice of motion is to go to the next ordinary meeting or next appropriate committee meeting. However the CEO, in setting the agendas, may determine that the notice of motion is best dealt with by another committee or ordinary meeting.

Where a Councillor who has given notice of a motion is absent from the meeting at which the motion is to be considered, the motion may be:

- (a) Moved by another Councillor at the meeting; or
- (b) Deferred to the next appropriate committee or ordinary meeting.

Notice of motions must:

- (a) Be framed as succinctly as possible;
- (b) Not include argument or discussion or excessive background material;
- (c) Be relevant to the good order of the business of the Council; and
- (d) Not be an action that could be dealt within operational procedures.

5.435.9 Questions on Notice

The questions on notice from a Councillor will be published in the agenda of the appropriate meeting providing such questions are received by the CEO in time for publishing of the agenda.

Questions on notice must:

- (a) Be framed as succinctly as possible;
- (b) Not include argument or discussion or excessive background material;
- (c) Be relevant to the good order of the business of the Council; and
- (d) Not be a question that could be answered under operational procedures.

Councillors can ask questions without notice where a genuine urgency exists, and the matter is not included in the agenda.

5.445.10 Urgent Business/Questions

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A provision in the agenda for Councillors 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 meeting.

5.155.11 Closed Session Meetings

~~Meetings have limited powers under the Local Government Act 2009 and Local Government Regulation 2012 to close meetings to the public.~~

~~A resolution that a meeting be closed must state the nature of the matters to be considered while the meeting is closed.~~

~~Only procedural resolutions may be made during a closed session. The meeting must be reopened before any substantive resolution on the matter is made.~~

~~When a chairperson resolves to close a meeting to the public, the chairperson may direct all persons other than Councillors to leave the meeting place. The chairperson may allow additional persons (including selected employees, and legal and technical advisers) to remain in the meeting. All other persons must immediately leave the meeting place.~~

~~Unless the meeting, upon the resumption of its open session, resolves to the contrary, all matters discussed in a closed session must be kept confidential.~~

~~A meeting may resolve that any items proposed to be considered in a closed session will be considered in an open session of that meeting.~~

Council and standing committees may resolve that a meeting be closed to the public if its Councillors or members consider it necessary to discuss any of the following matters:

(a) Appointment, dismissal or discipline of employees;

(b) Industrial matters affecting employees;

(c) Council's Budget;

(d) Rating concessions;

(e) ~~or~~ Contracts proposed to be made by the Council; ~~or~~

(f) Starting or defending legal proceedings involving the Council;

(g) Any action to be taken by the Council under the Planning Act 2016 (PA), including deciding applications made to it under the Planning Act 2016; and

(h) Business for which a public discussion would be likely to prejudice the interests of the Council or someone else or enable a person to gain a financial advantage.

A Council or committee must not make a resolution (other than procedural) in a closed session meeting.

A closed session includes attendance by teleconference, the Councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation.

To take an issue into a closed session, Council must first pass a resolution to do so.

In the interests of accountability and transparency, Council must specify the nature of the matter to be discussed and the reasoning of the Councillors for going into closed session.

The agenda should clearly identify that the matter will be considered in closed session and name the topic to be discussed and a brief explanation of why it is deemed necessary to take the issue into closed session.

The minutes of Council must detail the matter discussed and reasoning for discussing the matter in closed session. Council must also ensure that it complies with the statutory obligations associated with recording of passed resolutions.

Unless the meeting, upon the resumption of its open session, resolves to the contrary, all matters

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[discussed in a closed session must be kept confidential.](#)

6 Procedures for Making Determinations

6.1 Motions

A motion will not be debated at a meeting until the motion seconded (with the exception of procedural motions which are not debated at all).

A motion (other than a procedural motion relating to a point of order or a Mayoral Minute) that is not seconded, lapses for want of a seconder.

A Councillor who moves a motion may speak, with the permission of the chairperson, for the purpose of explaining the purport of that motion before it is seconded.

When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council.

Only one motion may be put at any one time.

6.2 Amendment to a Motion

A Councillor may move an amendment to any motion provided it does not change the original motion so substantially as to defeat its purpose.

Where an amendment to a motion is put before a meeting of the Council, no other amendment to the motion will be considered until after the first amendment has been determined.

A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.

If an amendment is carried it becomes the motion.

If an amendment has been rejected, a further amendment can be moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

Where a motion is amended by another motion and determined, the original motion will not be put as a subsequent motion to amend the substantive motion.

6.3 Alternative or Foreshadowed Motions

During debate on a motion, a member may indicate an alternative or foreshadowed motion that the member intends to move after the motion under consideration has been dealt with.

Alternative motions can only be put to a vote if the original motion is lost.

6.4 Withdrawal of a Motion

If a motion has been moved and seconded, the mover of the motion may elect to withdraw the motion:

- (a) Before the motion is voted on; or
- (b) Before an amendment to the motion is moved and seconded.

If a modification to a motion is accepted by the Councillors who have moved and seconded a motion, the original motion is deemed to be withdrawn and the motion, as accepted, will become the motion.

Once an amended motion has been moved and seconded and becomes the motion, the mover of that motion may elect to withdraw the motion before the motion is resolved.

6.5 Speaking to Motions and Amendments

The mover of a motion or amendment may read and state that it is moved but will not speak to it until the motion is seconded.

A Councillor may request the chairperson for further information before or after the motion or amendment is seconded.

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The order of speakers will be:

- (a) The Councillor moving the motion;
- (b) Councillors alternatively against and for the motion;
- (c) Once alternative speakers are exhausted, as determined by the chairperson;
- (d) The mover of the motion has the final right of reply, provided there has been a speaker against the motion or amendment; and
- (e) The mover of an amendment motion will have no right of reply.

In the event that an amendment is passed, the Councillor who moved the original motion has a right of reply to the amended motion.

Once the right of reply has been exercised on a motion, debate on the motion is closed.

If a motion or amendment has been withdrawn by the mover, a Councillor will not speak to that motion or amendment. If an alternative motion is moved and seconded, only that alternative motion may be debated once moved and seconded.

Each speaker, including when exercising a right of reply, will be restricted to not more than three minutes and will speak directly to the motion.

Any extension of time for a Councillor to speak will only be granted by a resolution and any extension will be for a period of not more than three minutes.

When two or more Councillors indicate to speak at the same time, the chairperson will determine who will speak first.

6.6 Method of Taking Vote

Before any matter is put to the vote, the chairperson may direct the motion or amendment to be read again by the CEO or employee who is taking the minutes of the meeting.

Councillors will vote by a show of hands.

A Councillor may call for a division on an item. If a division is called, the minutes will record the names of Councillors and how they voted.

The chairperson will declare the result of a vote as soon as it has been determined.

The minutes of the meeting will record the vote. A Councillor may request that their name be recorded against the vote.

Except upon a motion to rescind or alter it, the resolution will not be discussed after the vote on it has been declared.

6.7 Seriatim

When a motion consists of more than one statement, action or concept, a Councillor may request for the statement, actions or concepts be put seriatim.

If it is intended to debate a motion seriatim, then the request must be made immediately after the motion has been put and seconded.

If it is intended only to vote on a motion seriatim, then the request must be made prior to the mover of the motion exercising a right of reply.

6.8 Notice to Rescind or Repeal Previous Resolutions

A resolution can only be rescinded or repealed if it has not been acted upon.

If a Councillor wishes to rescind or repeal a resolution, a notice to rescind or repeal, along with a notice of intention to move an alternative motion must also be provided within the [Regulation](#) timeframes ~~identified in section 5.12, at least five days before the meeting.~~

Where there is no objection to a motion to rescind or repeal a previous resolution, the chairperson may put the motion to the vote without discussion.

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If the motion to rescind or repeal a previous resolution is carried, an alternative motion may be moved and seconded for discussion and voting thereon.

Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not to be moved until at least three months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

7 Procedural Motions

A Councillor may, during the debate of a matter at the meeting, move any of the procedural motions listed.

A procedural motion will not be debated and will be immediately put to the vote by the chairperson.

Where a procedural motion is carried the chairperson will immediately put the motion or amendment under consideration.

Where a procedural motion is lost, debate on the motion or amendment to that motion may continue.

Where a procedural motion is lost, the chairperson will not accept a similar motion until the expiration of 15 minutes after the time the motion was lost.

7.1 That the Motion be Now Put

This procedural motion may be moved without notice and without comment, at the conclusion of the speech of any member, to the motion or amendment before the meeting, to bring on the finalisation of a motion.

Before the procedural motion can be put, the chairperson will ensure that the opportunity has been given for at least one speaker to be heard for the motion or amendment under consideration and at least one speaker to be heard against the motion or amendment.

A mover, seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.

7.2 That the Speaker No Longer Be Heard

Where this procedural motion is carried, the member against whom the motion was moved must cease speaking and be seated.

7.3 That the Debate be Adjourned

A procedural motion "that the debate on the motion and/or amendment be adjourned" will specify a time or date to which the debate is to be adjourned.

A procedural motion may not adjourn debate for a period more than two months after the date of that procedural motion.

Where no time or date is specified in the procedural motion:

- (a) A further motion may be moved to specify such a time or date; or
- (b) The matter about which the debate is to be adjourned will be included in the agenda for the next ordinary meeting.

7.4 That the Meeting Proceed to the Next Item of Business

Where this procedural motion is carried, debate on the matter being considered will cease and the motion is deemed to have lapsed.

7.5 That the Matter Lay on the Table/Be Lifted from the Table

A procedural motion "that the matter lay on the table" will only be moved where the chairperson or a Councillor requires additional information on the matter, or the result of some other action of the Council or person is required, before the matter may be concluded at the meeting.

If the motion to lay the matter on the table is lost, debate continues and the "tabling motion" cannot be moved again in respect to that substantive motion.

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If the motion to lay the matter on the table is moved and carried whilst an amendment is before the chair, both the motion and the amendment are laid on the table.

If the motion is carried, the matter is unable to be dealt with until a procedural motion "that the matter be lifted from the table and dealt with" is carried. This may be moved at the meeting at which the procedural motion to lay the matter on the table was carried or at any later meeting and placed in the order of business determined by Council at that meeting.

Matters laid on a committee table can only be lifted from that committee table by the same committee or the ordinary meeting.

Once the matter is returned to the table, all members, whether or not they have previously spoken, have the right to speak.

7.6 That the Matter be Referred to a Committee

If a procedural motion "that the matter be referred to a committee" is carried, debate on the matter will cease and will proceed with the next matter on the agenda.

Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the committee to which the matter is to be referred.

7.7 That this Report/Document be Tabled

This motion may be used by a Councillor to introduce a report or other document to the meeting. Once the document is tabled, it ceases to be a confidential document and forms part of the minutes, unless otherwise resolved.

The only motion which will be moved following tabling is that:

- (a) The report/document be received and referred to a committee or an employee for consideration and report back to the meeting; or
- (b) The report/document not be received.

7.8 Points of Order

A Councillor may ask the chairperson to decide on a 'point of order' where it is believed that:

- (a) Another Councillor has failed to comply with proper meeting procedures;
- (b) A matter before the Council is in contravention of the Act or the Regulation or any other relevant State or Federal Legislation; or
- (c) A matter before the Council is beyond the Council's jurisdiction.

Points of order do not require a seconder, and cannot be used as a means of contradicting a statement made by the Councillor speaking.

Where a 'point of order' is moved, further consideration of any matter will be suspended until after the point of order is determined.

Upon a question of order arising during the process of a debate, a Councillor may rise to a point of order, and thereupon the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.

The chairperson will determine whether the point of order is upheld.

Notwithstanding anything contained in these meeting procedures or the Regulation to the contrary, all questions of order at any time arising will, until decided, suspend the consideration and decision of every other question.

7.9 That the Chairperson's Ruling be Dissented From

A Councillor may move "a motion of dissent" in relation to a ruling of the chairperson.

Where such a motion is moved, further consideration of any matter will be suspended until after the motion of dissent is determined.

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Only the mover of the motion of dissent and the chairperson will speak to the motion. The mover of the motion and the chairperson will speak only once to the motion with the mover speaking first and the chairperson second.

Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made.

Where, as a result of that ruling, a matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.

Where a motion of dissent is not carried, the ruling of the chairperson will stand.

7.10 That a Provision of These Meeting Procedures be Suspended for a Specified Period

A procedural motion "that a provision of these meeting procedures be suspended for a specified period" may be made by any Councillor in order to permit some action that otherwise would be prevented by a procedural rule.

A procedural motion to suspend a provision will specify the reason and duration of such a suspension.

At the conclusion of the specified period, a procedural motion "to resume a provision of these meeting procedures" will be made to reinstate all provisions of the meeting procedures to the meeting.

~~7.11 That the Meeting be Closed or Opened~~

~~Where a procedural motion "that the meeting be closed to the public" is carried, the public will leave and not re-enter the room where the Council meeting is being held until a procedural motion "that the meeting be opened", is carried.~~

~~Other than procedural motions, no motion can be moved, seconded and voted on while the meeting is closed to the public.~~

~~Where the Council has resolved to close a meeting, all debate in the course of the closed meeting will be considered confidential.~~

~~7.12~~ 7.11 That the Meeting Be Adjourned/Resumed

A procedural motion "that the meeting be adjourned" may be moved by a Councillor. The procedural motion must specify a time for the resumption of the meeting and, on resumption, will continue with the business before the meeting at the point where it was discontinued on the adjournment.

At the conclusion of the specified period, a procedural motion "that the meeting be resumed" be made.

8 Attendance at Meetings

8.1 Chairperson

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) will preside at the ordinary meetings.

If the Mayor and Deputy Mayor are absent from an ordinary meeting, a Councillor may be elected to the chair by the Councillors present at the meeting.

A Councillor will be appointed as chairperson for each committee at an ordinary meeting.

The Mayor (or at the request or in the absence of the Mayor, the Deputy Mayor) will preside at a committee meeting if the chairperson is absent.

If the chairperson, Mayor and Deputy Mayor are absent from a committee meeting, a Councillor may be elected to the chair by the Councillors present at the meeting.

8.2 Quorum

Business must not be conducted at a meeting unless a quorum is present [in accordance with the](#)

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Regulation.

A Councillor is not deemed to be present at any meeting unless the Councillor is inside the meeting room or has been granted leave of absence to take part in a meeting by teleconferencing.

The chairperson is to be advised if a Councillor is unable to attend a meeting no later than 24 hour prior to the meeting, unless extenuating circumstances apply.

8.3 Leave of Absence from Meetings

Councillors must seek a leave of absence from an ordinary or committee meeting where a Councillor cannot attend a meeting for private or business purposes. Leave is granted at the discretion of the Council. The CEO may approve a leave of absence when the Councillor is required to travel for Councillor business and a report to Council is not necessary.

A leave of absence may be granted prior to the meeting or at the meeting itself. An application does not need to be made in person, and as a result, Council may grant such leave while a Councillor is absent.

Where a Councillor needs to seek leave from more than a single meeting, such applications are to be made in writing to the CEO specifying the dates of the meeting/s leave is being applied for.

Where a Councillor intends to attend a meeting when leave has been granted by the Council, two day's written notice will be provided to the CEO. This notice nullifies any future leave previously approved.

If a Councillor attends a meeting, for which leave has been granted previously, any future absence requires additional leave to be granted, regardless if the original leave covered any future meetings.

A leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event.

Where Councillors are appointed by the Council as a Council representative on a Committee or Association, a leave of absence is automatically granted for any events or travel associated with the Councillor's fulfilment of that role.

8.4 Absence from Meetings

A request by a Councillor for an apology for not attending a meeting will be recorded in the minutes. However, for the purpose of annual reporting, the Councillor will not be considered as having attended the meeting. (An apology is not considered a leave of absence request.)

Where a Councillor is absent from a meeting without an approved leave of absence or submitted apology, the Councillor will not be listed in the attendance section of the meeting minutes.

~~A Councillor who fails to attend two or more consecutive ordinary meetings without obtaining a leave of absence over a two-month period will be subject to section 162(1)(e) of the Act.~~

In the event that a Councillor ~~declares a conflict of interest in accordance with section 173 of the Act~~ and leaves the meeting place for the duration of the discussion of that item, the time of the absence will be recorded in the minutes.

~~For the purpose of annual reporting though, the time the Councillor is absent from the meeting for the discussion will be recorded as being in attendance.~~

8.5 Employee Attendance

Before entering into discussion on any matter, a meeting may call on the relevant general manager and/or the general manager's nominee to be present at the discussion.

8.6 Attendance of Public and Media at Council and Committee Meetings

Reasonable accommodation and facilities to report proceedings will be provided within the meeting places of the meeting for representatives of the press, radio and television.

Copies of the meeting agenda, excluding confidential items, will be made available to the representatives of the press, radio and television. Reasonable access will be allowed to the

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representatives to correspondence and reports laid on the table or submitted to the meeting. However, access will be withheld where the Council by resolution decides on the grounds that publication may prejudice the Council's interests.

Part of the meeting place will be made available for the accommodation of the public, and such number of public as can reasonably be accommodated will be permitted to attend at every meeting, except during a closed session.

When a meeting proposes to close a meeting pursuant to section 275 of the Regulation, the chairperson will direct all persons, other than Council or Committee members, to leave the meeting and every person will immediately comply with the direction.

8.7 Public Participation at Council and Committee Meetings

Except when invited to do so by the chairperson, a member of the public will not take or attempt to take part in the proceedings of a meeting.

During a debate on a motion, the chairperson may invite submissions, comments or questions from members of the public.

Any person addressing a meeting will stand, act and speak with decorum and frame any remarks in respectful and courteous language.

The meeting may, as a mark of distinction, admit a non-member to a part of the meeting place normally reserved for Councillors during the conduct of a meeting to participate in the discussion of a particular item of business, on conditions decided by the meeting.

9 Conduct at Meetings

9.1 Councillor Conduct

After a meeting has been formally constituted and the business commenced, a Councillor will not enter or leave the meeting without first notifying the chairperson.

During a meeting, unless exempted by the chairperson, Councillors will address the chairperson while:

- (a) Moving any motion or amendment;
- (b) Seconding any motion or amendment;
- (c) Taking part in any discussion;
- (d) Replying to any question; or
- (e) Addressing the Council for any other purpose.

Councillors will, during a meeting, address:

- (a) Other Councillors by their respective titles, "Mayor" or "Councillor"; and
- (b) Employees by designating them by their name or position title.

Councillors will confine their remarks to the matter under consideration.

Councillors will remain seated and silent while a vote is being taken.

Councillors will act with due decorum during meetings to ensure the meeting is conducted in an efficient and effective manner. Councillors will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the meeting.

The chairperson may specify orally or in writing appropriate standards of decorum which will be observed by all Councillors and other persons attending a meeting.

Councillors will not make personal reflections on or impute improper motives to other Councillors, employees or members of the public.

A Councillor who is speaking will not be interrupted except upon a point of order being raised either

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by the chairperson or another Councillor.

When the chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, will immediately cease speaking and resume their seat, and each Councillor present will preserve strict silence so that the chairperson may be heard without interruption.

The chairperson may:

- (a) Call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor; and
- (b) Direct a Councillor to discontinue a speech.

The use of mobile phones in the meeting place or other meeting places is not permitted.

Unsuitable Meeting Behaviour

~~Unsuitable meeting behaviour by a Councillor is committed at a meeting if:~~

- ~~(a) Obstructs or interrupts the proper conduct of the meeting;~~
- ~~(b) Uses indecent or offensive language;~~
- ~~(c) Makes a statement reflecting adversely on the reputation of the Council;~~
- ~~(d) Makes an intemperate statement reflecting adversely on the character or motives of a member or employee;~~
- ~~(e) Refuses or wilfully fails to comply with a direction given by the chairperson of the meeting; or~~
- ~~(f) Commits an act which, in the chairperson's opinion, constitutes an act of disorder.~~

9.2 Process for Dealing with Unsuitable Meeting Conduct by a Councillor in a Meeting

When dealing with an instance of unsuitable conduct by a Councillor in a meeting, the following procedures must be followed:

- (a) The chairperson must decide whether or not unsuitable meeting conduct has been displayed by a Councillor.
- (b) If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson must consider the severity of the conduct and whether the Councillor has had any previous warnings for unsuitable meeting conduct issued. If the chairperson decides the conduct is of a serious nature, refer to (g) for the steps to be taken.
- (c) If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the Councillor take remedial actions such as:
 - (i) Ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct;
 - (ii) Apologising for their conduct; or
 - (iii) Withdrawing their comments.
- (d) If the Councillor complies with the chairperson's request for remedial action, no further action is required.
- (e) If the Councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the Councillor that failing to comply with the request may result in an order being issued.
- (f) If the Councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- (g) If the Councillor still continues to fail to comply with the chairperson's request for remedial actions, the chairperson may make one or more of the orders below:
 - (i) An order reprimanding the Councillor for the conduct; or
 - (ii) An order requiring the Councillor to leave the meeting, including any area set aside for the

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public and stay out for the duration of the meeting.

- (h) If the Councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the Councillor be removed from the meeting by an appropriate officer. The meeting must be adjourned whilst the Councillor is being removed.
- (i) Following the completion of the meeting, the chairperson must ensure:
 - (i) Details of any order issued is recorded in the minutes of the meeting;
 - (ii) If it is the third or more order within a 12 month period made against a Councillor or the Councillor has refused to leave following an order issued to leave the meeting, these matters are to be dealt with at the next meeting of the Council and treated as inappropriate conduct in accordance with the Act; and
 - (iii) The CEO is advised to ensure details of any order made must be updated in the Councillor Conduct Register in accordance with the Act.

Any Councillor aggrieved with an order issued by the Chairperson can move a motion of dissent for parts (a), (g) and (h) above.

9.3 Material Personal Interest

Councillors are ultimately responsible for informing of a material personal interest on matters to be discussed at a Council or committee meeting. When dealing with a material personal interest, Councillors must abide by the following procedures:

- (a) A Councillor with a material personal interest must inform the meeting of the Council of their material personal interest and set out the nature of the interest, including:
 - (i) The name of the person or other entity who stands to gain a benefit, or suffer a loss, depending on the outcome of the consideration of the matter at the meeting;
 - (ii) How a person or other entity stands to gain the benefit or suffer the loss; and
 - (iii) If the person or other entity who stands to gain the benefit or suffer the loss is not the Councillor – the nature of the Councillor's relationship to the person or entity.
- (b) The Councillor must then leave the place of the meeting and stay away while the matter is being discussed and voted on unless the subject Councillor has Ministerial approval to participate in the matter. The Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- (c) Once the Councillor has left the area where the meeting is being conducted, Council can continue discussing and deciding on the matter at hand.
- (d) If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a material personal interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting, as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- (e) The Chairperson then should ask the Councillor with the suspected material personal interest whether they do in fact have a material personal interest. If that is the case, the Councillor must follow the above procedures from part (a) above.
- (f) In the event the majority of Councillors inform a meeting of a material personal interest regarding a matter:
 - (i) The Council must resolve to delegate the consideration and decision on the matter, in accordance with section 257 of the Act; or
 - (ii) If the matter cannot be delegated under section 257 of the Act, the Council should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.

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- (g) Where a Councillor informs a meeting of a material personal interest in a matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:
- (i) The name of the Councillor who has a material personal interest in the matter;
 - (ii) The material personal interest, including the particulars mentioned by the Councillor regarding the material personal interest; and
 - (iii) Whether the Councillor participated in the meeting, or was present during the meeting, under an approval granted by the Minister for Local Government.

9.4 Conflict of Interest

Councillors are ultimately responsible for informing of any personal interest where they have a real or perceived conflict of interest on matters to be discussed at Council or committee meetings (other than ordinary business matters). When dealing with a conflict of interest, Councillors must abide by the following procedures:

- (a) A Councillor with a real or perceived conflict of interest must inform the meeting of the Council of their personal interest and set out the nature of the interest, including:
 - (i) The nature of the interest; and
 - (ii) If the Councillor's personal interest arises because of the Councillor's relationship with, or receipt of a gift or benefit from, another person:
 - (A) The name of the other person;
 - (B) The nature of the relationship or value and date of receipt of the gift or benefit received; and
 - (C) The nature of the other person's interests in the matter.
- (b) The subject Councillor may themselves elect to leave the meeting while the matter is being discussed and voted on due to a perceived conflict of interest or conflict of interest. If the Councillor does not leave the meeting, they may advise the other Councillors why they believe they are able to act in the public interest while remaining in the meeting. This could include prior advice from the Integrity Commissioner on the personal interest.
- (c) The other Councillors entitled to vote at the meeting must then decide whether the subject Councillor has a conflict of interest (including a perceived conflict of interest) in the matter due to their personal interest. A Councillor who has declared a personal interest in relation to a matter, must not vote under section 175E(4) of the Act as to whether another Councillor may stay in the meeting.
- (d) If the other Councillors decide there is no conflict of interest or a perceived conflict of interest, the subject Councillor may remain in the meeting and the meeting may continue.
- (e) If the other Councillors decide there is a conflict of interest they must then decide whether the subject Councillor must leave the meeting while the matter is being discussed and voted on or can participate in the meeting in relation to the matter including voting on the matter. If the Councillor must leave the place of the meeting the Councillor must not influence or attempt to influence the remaining Councillors to vote on the matter in a particular way.
- (f) When deciding whether a Councillor may stay in a meeting and vote following the decision of a conflict of interest, the other Councillors must consider significant variables including, but not limited to:
 - (i) The size or significance of the benefit of the subject Councillor stands to receive or benefit;
 - (ii) The benefit the subject Councillor stands to receive versus the benefit the community stands to receive from the potential decision; **and**
 - (iii) The closeness of any relationship the subject Councillor may have with a given person or group.

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- (g) In making the decision under (f) it is irrelevant how the subject Councillor intended to vote on the issue or any other issue (if known or suspected).
- (h) If a Councillor at a meeting reasonably believes, or reasonably suspects that another Councillor has a real or perceived conflict of interest in a matter to be discussed at the meeting and has not informed the meeting about the interest, the Councillor must advise the Chairperson of the meeting as soon as practicable, about their belief or suspicion, and the facts and circumstances that form the basis of the belief or suspicion.
- (i) The Chairperson should then ask the Councillor with the suspected conflict of interest to inform the meeting of any personal interest they have in the matter and follow the above procedures from part (a).
- (j) In the event the majority of Councillors inform of a personal interest in a matter:
 - (i) Council must resolve to delegate the consideration and decision on the matter, in accordance with section 257 of the Act; or
 - (ii) If the matter cannot be delegated under section 257 of the Act, Council should seek Ministerial approval for the Councillors to be able to consider and vote on the matter, subject to any conditions the Minister for Local Government may impose.
- (k) Where a Councillor informs the meeting of a personal interest in the matter, the Chairperson must ensure the minutes of the meeting (to be posted on the Council's website) record:
 - (i) The name of the Councillor who has declared the conflict of interest;
 - (ii) The nature of the personal interest, as described by the Councillor;
 - (iii) The decisions made under parts (c) and (e) above;
 - (iv) Whether the Councillor participated in the meeting under an approval by the Minister;
 - (v) If the Councillor voted on the matter, how they voted; and
 - (vi) How the majority of Councillors voted on the matter.

9.5 Acts of Disorder by a Person Other than a Member

In accordance with Local Law No. 1 (Administration) 2011 a person who is not a member of the Council or a Committee meeting will must not interrupt or obstruct the proper conduct of a meeting of the Council or Committee.

If a person (other than a member) interrupts or obstructs the proper conduct of a meeting, the chairperson may give the person a warning. If the chairperson reasonably believes that the person may continue to interrupt or obstruct the proper conduct of the meeting, the chairperson may ask the person to leave the meeting.

A person failing to comply with a direction to leave the meeting place may be removed from the meeting using reasonable necessary force. For the purpose of effecting the removal, the chairperson may call upon the assistance of a member of the Police Service.

The use of mobile phones in the area set aside for the representatives of the press, radio and television and the public in the meeting place or other meeting places is not permitted.

10 Meeting Process for Dealing with Suspected Inappropriate Conduct which has been Referred to Council

In accordance with section 150AF of the Act, after receiving a referral by the Independent Assessor or under paragraph 9.2(i)(ii) of this document of an instance of suspected inappropriate conduct, Council must complete an investigation into the alleged conduct in accordance with the Councillor Investigation Policy.

After the completion of the investigation, the Council must decide whether the Councillor has engaged in inappropriate conduct in a Council meeting, unless it has delegated responsibility for this decision under section 257 of the Act.

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When dealing with an instance of suspected inappropriate conduct which has been referred to Council by the Independent Assessor, the Council must:

- (a) Be consistent with the Council's principle of transparent and accountable decision making in the public interest, by dealing with suspected inappropriate conduct in an open meeting of the Council. Where the complainant or other parties may be adversely affected due to the nature of the complaint, the Council may resolve to go into closed session under section 275 of the Regulation.
- (b) When deliberating on the issue the subject Councillor must leave the place where the meeting is being held, including any area set aside for the public. Should the complainant be a Councillor, that Councillor must inform the meeting of a personal interest and follow the conflict of interest procedures in paragraph 9.4.
- (c) The Council should then debate the issue and decide whether the accused Councillor engaged in inappropriate conduct.
- (d) If Council decides that the subject Councillor has engaged in inappropriate conduct, Council is then required to decide what penalty or penalties from the following orders, if any, to impose on the subject Councillor:
 - (i) An order that the Councillor make a public admission that the Councillor has engaged in inappropriate conduct;
 - (ii) An order reprimanding the Councillor for the conduct;
 - (iii) An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense;
 - (iv) An order that the Councillor be excluded from a stated Council meeting;
 - (v) An order that the Councillor is removed, or must resign, from a position representing the Council, other than the office of Councillor, for example, the Councillor is ordered to resign from an appointment representing the Council on a State board or committee;
 - (vi) An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct; and/or
 - (vii) An order that the Councillor reimburse the Council for all or some of the costs arising from the Councillor's inappropriate conduct.
- (e) When making an order, the Council can take into consideration any previous inappropriate conduct of the Councillor, and any allegation made in the investigation that was admitted, or not challenged and that the Council is reasonably satisfied is true.
- (f) The subject Councillor and where relevant the complainant Councillor, must be invited back into the place where the meeting is being held once a decision has been made.
- (g) Council must ensure the meeting minutes reflect the resolution made.

11 Record of Meetings

11.1 Confirmation of Minutes

The minutes of a meeting, not previously confirmed, will be taken into consideration at the next meeting of the relevant meeting, so they can be confirmed.

The minutes of the final committee meetings for the term of Council must be confirmed at the final ordinary meeting in the Council term.

The minutes of the final ordinary meeting for the term of Council must be confirmed at the first ordinary meeting for the new term.

No discussion will be permitted on the minutes except to confirm or correct their accuracy as a record of proceedings.

11.2 Audio and Video Recording of Meetings

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Adopted/Approved:	Draft	Department:	Office of the CEO
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Council may direct that an audio or video recording of a meeting ~~of a meeting~~ be made for the purpose of verifying the accuracy of the minutes of the meeting.

An audio or video recording made:

- (a) May only be used for the purpose of verifying the accuracy of the minutes of the meeting; and
- (b) After being used for that purpose, must be destroyed or dealt with as directed by the Council.

12 Exclusions

Any provision of this policy may be suspended by resolution of any meeting.

13 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.

14 Document Management

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

OUR VALUES



LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Draft	Department:	Office of the CEO
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12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

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

15 CLOSED SESSION

In accordance with the provisions of section 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 - January to March 2019

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.

16.2 Acquisition of Land

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.

16.3 Chief Executive Officer Monthly Report

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.

16 CONFIDENTIAL REPORTS

16.1 LEGAL MATTERS REPORT - JANUARY TO MARCH 2019

File No: 1392

Attachments: 1. Legal Matters Report - 1 January 2019 to 31 March 2019

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 March 2019.

16.2 ACQUISITION OF LAND**File No:** 2021**Attachments:**

1. Properties
2. Plans
3. Background Information

Authorising Officer: Andrew Collins - Manager Project Delivery
Peter Kofod - General Manager Regional Services**Author:** Kellie Anderson - Coordinator Property and Insurance

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.

SUMMARY

Coordinator Property & Insurance reporting on acquisition of land.

16.3 CHIEF EXECUTIVE OFFICER MONTHLY REPORT**File No:** 1830**Attachments:** Nil**Authorising Officer:** Evan Pardon - Chief Executive Officer**Author:** Evan Pardon - Chief Executive Officer

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.

SUMMARY

Chief Executive Officer presenting monthly report for the period ending 8 April 2019.

17 CLOSURE OF MEETING