ORDINARY MEETING

MINUTES

14 JULY 2026

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REPORT OF THE ORDINARY MEETING
HELD AT COUNCIL CHAMBERS, 232 BOLSOVER STREET, ROCKHAMPTON
ON TUESDAY, 14 JULY 2026 COMMENCING AT 10:00AM

Deputy Mayor, Councillor Wickerson assumed the Chair.

1 OPENING

1.1 Acknowledgement of Country
1.2 Opening Prayer by Pastor Niseika Yasso from Rock Covenant Love Ministries

2 PRESENT

Members Present:

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

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting of 23 June 2026, Special Meeting of 2 July 2026 and Special Meeting of 6 July 2026 be confirmed.

Moved by: **Councillor Mathers**
Seconded by: **Councillor Wickerson**
MOTION CARRIED

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR ORDINARY COUNCIL

File No:	**10097**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Evan Pardon - Chief Executive Officer**

SUMMARY

The Business Outstanding Table is used as a tool to monitor outstanding items resolved at previous Council or Committee meetings. The current Business Outstanding Table for Ordinary Council is presented for Councillors' information.

COUNCIL RESOLUTION

THAT the Business Outstanding Table for Ordinary Council be received.

Moved by:	**Councillor Wickerson**
Seconded by:	**Councillor Taylor**

MOTION CARRIED UNANIMOUSLY

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

9.1 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE MEETING - 25 JUNE 2026

COUNCIL RESOLUTION

THAT the Minutes of the Audit and Business Improvement Committee meeting, held on 25 June 2026 as circulated, be received and that the recommendations contained within these minutes be adopted.

Moved by: **Councillor Latcham**
Seconded by: **Councillor Mathers**
MOTION CARRIED UNANIMOUSLY

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

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.1 CEO UPDATE

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

SUMMARY

Chief Executive Officer providing an update on matters of importance.

COMMITTEE RECOMMENDATION

THAT the Chief Executive Officer’s update be received.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.2 INTERNAL AUDIT PROGRESS REPORT

File No:	**5207**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

The report provides an update for the Audit and Business Improvement Committee on the progress of the internal audit function.

COMMITTEE RECOMMENDATION

THAT the Internal Audit Progress Report be received.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.3 FY2027 ANNUAL INTERNAL AUDIT PLAN

File No:	**5207**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

The Draft FY27 Annual Internal Audit Plan represents the second year of the previously endorsed three-year Strategic Internal Audit Plan and establishes the internal audit work program for the coming financial year.

COMMITTEE RECOMMENDATION

THAT:

- the proposed projects within the Draft FY2027 Annual Internal Audit Plan be received; and
- a revised new plan on the FY2027 Annual Internal Audit Plan, noting organisational fatigue and resourcing.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.4 QUALITY ASSURANCE IMPROVEMENT PLAN INCORPORATING EXTERNAL QUALITY & GAP ASSESSMENTS

File No:	**5207**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

The Quality Assurance and Improvement Program (QAIP) has been developed to uplift alignment with the Global Internal Audit Standards. Progress against this program is captured in the Quality Assurance Improvement Plan, which consolidates the recommendations from the Quality Review of Council's Internal Audit Function (April 2024) and the Global Internal Audit Standards Gap Assessment (June 2024).

COMMITTEE RECOMMENDATION

THAT the Quality Assurance Improvement Plan status update report be received and the action plan endorsed.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.5 INTERNAL AUDIT CHARTER POLICY

File No: **5207**

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

Author: **Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

This report presents proposed amendments to the Internal Audit Charter Policy to align Council's internal audit governance framework with the Global Internal Audit Standards and reflects the findings and recommendations arising from the FY24 external quality review and gap assessment of the internal audit function.

COMMITTEE RECOMMENDATION

THAT:

- the revised Internal Audit Charter Policy, with amendments be received and endorsed; and
- the Internal Audit Sponsor ensure that the Internal Audit staff have timely access to the required information, systems and staff; an
- review and align Position Descriptions with the Internal Audit Charter Policy; and
- Council's Conflict of Interest with the Internal Audit Charter Policy align with the Council Conflict of Interest Policy; and
- ensure engagement contracts with service providers include a clause that Audit papers and associate records remain the property of Council.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.6 IA STRATEGY REPORT AND STRATEGY FOR ABIC

File No: **5207**

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

Author: **Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

An Internal Audit Strategy has been developed to align the Internal Audit function with the IIA Global Internal Audit Standards. The strategy provides the vision, objectives and key initiatives to guide the function in supporting Council's strategic objectives and meeting the expectations of the Audit & Business Improvement Committee, the organisation and other key stakeholders.

COMMITTEE RECOMMENDATION

THAT:

1. the report on the development of the Internal Audit Strategy be received; and
2. the Draft Internal Audit Strategy be endorsed.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.7 AUDIT AND BUSINESS IMPROVEMENT COMMITTEE POLICY WITH SUGGESTED AMENDMENTS

File No:	**5207**
Authorising Officer:	**Evan Pardon - Chief Executive Officer**
Author:	**Lisa Caffery - General Manager Workforce and Governance**

SUMMARY

The attached report provides an update for the Audit and Business Improvement Committee Administrative Policy with suggested amendments.

COMMITTEE RECOMMENDATION

THAT the ABIC Administrative Policy Report be received and a revised version be presented at the next ABIC meeting.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.8 QAO BRIEFING PAPER AND INTERIM MANAGEMENT REPORT 2026

File No:	**8151**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Tisin Simon - Manager Finance**

SUMMARY

A Briefing Paper, together with an Interim Management Report from the Queensland Audit Office (QAO) are provided for Committee review.

COMMITTEE RECOMMENDATION

THAT the Interim Management Report for the 2025/2026 financial audit for the Rockhampton Regional Council be received

COMMITTEE RECOMMENDATION

THAT the Queensland Audit Office Briefing Paper Report for the 2025/2026 financial audit for the Rockhampton Regional Council be received

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.9 FINANCE SECTION UPDATE

File No:	**8148**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Tisin Simon - Manager Finance**

SUMMARY

Manager Finance providing a Financial Section Update on matters to date for 2025/2026 Financial Year.

COMMITTEE RECOMMENDATION

THAT the Finance Section Update be received.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.10 RISK REGISTERS AS AT 2 APRIL 2026 - ANNUAL PRESENTATION AND QUARTERLY UPDATE

File No:	**8780**
Authorising Officer:	**Lisa Caffery - General Manager Workforce and Governance**
Author:	**Kisane Ramm - Senior Risk and Assurance Advisor**

SUMMARY

This report presents the Annual and Quarterly update of the Strategic Risk Register as at 2 April 2026, for the Committee's consideration and recommends its adoption by Council.

COMMITTEE RECOMMENDATION

THAT the Committee recommends Council adopt the risk register updates from management, dated 2 April 2026, as attached to the report.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.11 FRAUD AND CORRUPTION RISK CHECKLIST ANNUAL PRESENTATION

File No:	**8780**
Authorising Officer:	**Lisa Caffery - General Manager Workforce and Governance**
Author:	**Kisane Ramm - Senior Risk and Assurance Advisor**

SUMMARY

This report presents the annual update of the Fraud and Corruption Risk Checklist for the committee's consideration and recommendation for adoption by Council.

COMMITTEE RECOMMENDATION

THAT the annual presentation of the Fraud and Corruption Risk Checklist as at 15 April 2026, as presented in the attachment to the report:

1. be "received" by the Committee; and
2. is recommended by the Committee to be adopted by Council.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.12 BRIEFING PAPER: RESPONSE TO MANAGING THIRD-PARTY CYBER SECURITY RISKS

File No:	**12177**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Megan Younger - Manager Corporate and Technology Services**

SUMMARY

The Manager Corporate & Technology Services providing a briefing paper in response to the Queensland Audit Office report Managing third-party cyber security risks.

COMMITTEE RECOMMENDATION

THAT the committee receives the Briefing Paper - Response to Managing Third-Party Cyber Security Risks report.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.13 WORK HEALTH & SAFETY UPDATE

File No:	**4868**
Authorising Officer:	**Lisa Caffery - General Manager Workforce and Governance**
Author:	**Tony Hauenschild - Coordinator Safety, Training & Wellbeing**

SUMMARY

General Manager Workforce and Governance presenting an update on work health and safety matters for the third quarter of the 2025/26 financial year for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the 2025/26 Quarter 3 Work Health and Safety Update be received.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.14 WORK HEALTH & SAFETY CULTURAL MATURITY ASSESSMENT REVIEW REPORT

File No:	**4868**
Authorising Officer:	**Lisa Caffery - General Manager Workforce and Governance**
Author:	**Tony Hauenschild - Coordinator Safety, Training & Wellbeing**

SUMMARY

General Manager Workforce and Governance presenting a progress report on the current status of actions from the WHS Cultural Maturity Review and the Local Government Workforce (LGW) Self-Insurance External Audit for the information of the committee.

COMMITTEE RECOMMENDATION

THAT the WHS Audit Status Update Report be received.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.15 LOSS/THEFT ITEMS - MARCH TO MAY 2026

File No:	**3911**
Authorising Officer:	**Megan Younger - Manager Corporate and Technology Services** **Marnie Taylor - General Manager Organisational Services**
Author:	**Kellie Roberts - Coordinator Property and Insurance**

SUMMARY

This report presents details of the Loss/Theft Items for the period March to May 2026.

COMMITTEE RECOMMENDATION

THAT the Committee receives the Loss/Theft Items – March to May 2026 report.

Recommendation of the Audit and Business Improvement Committee, 25 June 2026

9.1.16 INVESTIGATION AND LEGAL MATTERS PROGRESS REPORT

File No:	**1830**
Authorising Officer:	**Lisa Caffery - General Manager Workforce and Governance**
Author:	**Travis Pegrem - Coordinator People & Capability**

SUMMARY

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

COMMITTEE RECOMMENDATION

THAT the update of Investigation and Legal Matters Progress report be received.

10 COUNCILLOR/DELEGATE REPORTS

10.1 LEAVE OF ABSENCE - MAYOR TONY WILLIAMS - 11 TO 13 AUGUST 2026

File No:	**10072**
Authorising Officer:	**Justin Kann - Manager Office of the Mayor** **Evan Pardon - Chief Executive Officer**
Author:	**Nicole Semfel - Executive Assistant to the Mayor**

SUMMARY

Mayor Tony Williams is seeking leave of absence for Tuesday 11 August to Thursday 13 August 2026 inclusive.

COUNCIL RESOLUTION

THAT Mayor Tony Williams be granted leave of absence for Tuesday 11 August to Thursday 13 August 2026 inclusive.

Moved by: **Councillor Wickerson**
Seconded by: **Councillor Taylor**
MOTION CARRIED UNANIMOUSLY

10.2 COUNCILLOR DISCRETIONARY FUND - COUNCILLOR DREW WICKERSON - CANCER COUNCIL QUEENSLAND

File No:	**8295**
Authorising Officer:	**Nicole Semfel - Executive Assistant to the Mayor** **Justin Kann - Manager Office of the Mayor and Economic Development** **Evan Pardon - Chief Executive Officer**
Author:	**Tahlee Gibbins - Executive Support Officer**

SUMMARY

This report requests Council's consideration and approval for an allocation from Councillor Discretionary Fund to Cancer Council Queensland in support of the Relay for Life event being held in Rockhampton in July 2026.

COUNCIL RESOLUTION

THAT Council approves the allocation of $2,000.00 from Councillor Drew Wickerson's Councillor Discretionary Fund to Cancer Council Queensland

Moved by: **Councillor Latcham**
Seconded by: **Councillor Mathers**
MOTION CARRIED

11 OFFICERS' REPORTS

11.1 PURCHASE OF LAND AT PARKHURST FOR INFRASTRUCTURE PURPOSES

File No: **2021**

Authorising Officer: **Peter Kofod - General Manager Regional Services**

Author: **Dan Toon - Manager Water and Wastewater**

SUMMARY

This report seeks Council's approval to finalise the purchase of land at Parkhurst for infrastructure purposes.

COUNCIL RESOLUTION

THAT Council:

1. authorises the purchase of 392A Alexander Street, Parkhurst (Lot 11 on SP351331) from the Minister for Economic Development Queensland for $565,000 (ex GST);
2. delegates, pursuant to section 275(1) of the *Local Government Act 2009*, to the Chief Executive Officer (or delegate) the authority to negotiate, manage and execute the REIQ Contract of Sale and any associated documents on behalf of Council; and
3. approves the use of prior year gains to complete the purchase in 2026/2027.

Moved by: **Councillor Oram**
Seconded by: **Councillor Latcham**
MOTION CARRIED
Councillors Mathers and Rutherford recorded their vote against the motion

11.2 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND INC ANNUAL CONFERENCE - MOTIONS

File No: **11092**

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

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

SUMMARY

The LGAQ are seeking submission of motions to be considered at the LGAQ Annual Conference to be held in Cairns from 19-21 October 2026.

COUNCIL RESOLUTION

THAT Council endorse the following motions, as detailed in the report, for consideration at the Local Government Association of Queensland Inc Annual Conference being held in Cairns from 19-21 October 2026:

1. Regional Waste Transport Costs
2. Sustained Education Behaviour Change Funding Program
3. Household Chemical Collection Program

Moved by: **Councillor Latcham**
Seconded by: **Councillor Hilse**
MOTION CARRIED

11.3 COUNCIL DELEGATIONS TO CHIEF EXECUTIVE OFFICER AND POLICY REVIEWS - REFUND, EXEMPTION AND REDUCTION OF FEES AND CHARGES POLICY

File No: **12660 and 304**

Authorising Officer: **Marnie Taylor - General Manager Organisational Services**

Author: **Tisin Simon - Manager Finance**

SUMMARY

This report seeks Council's approval for the amendment of the Chief Executive Officer's Financial Delegation and the reviewed Refund, Exemption and Reduction of Fees and Charges Policy are presented to Council for consideration and adoption.

10:15AM The Mayor, Councillor Williams attended the meeting and resumed the Chair

COUNCIL RESOLUTION

THAT:

1. Council resolves under section 257 of the *Local Government Act 2009* to delegate to the Chief Executive Officer the exercise of powers contained within Attachment 1 of the report Chief Executive Officer – Financial Delegation;
2. Council adopts the Refund, Exemption and Reduction of Fees and Charges Policy as outlined in Attachment 3;
3. Council approves a review timeline of 2 years for the Refund, Exemption and Reduction of Fees and Charges Policy.

Moved by: **Mayor Williams**
Seconded by: **Councillor Rutherford**
MOTION CARRIED UNANIMOUSLY

11.4 PROPOSED FEES AND CHARGES 2026-2027

File No:	**7816**
Authorising Officer:	**Marnie Taylor - General Manager Organisational Services**
Author:	**Tisin Simon - Manager Finance**

SUMMARY

The Fees and Charges Schedule for the 2026/2027 Financial Year is submitted for adoption.

COUNCIL RESOLUTION

THAT in accordance with the requirements of the *Local Government Act 2009,* Council adopts the Fees and Charges schedule for the 2026/2027 financial year.

Moved by: **Mayor Williams**
Seconded by: **Councillor Rutherford**
MOTION CARRIED UNANIMOUSLY

12 NOTICES OF MOTION

12.1 NOTICE OF MOTION - COUNCILLOR MARIKA TAYLOR - 2026 QUEENSLAND COUNTRY LIFE SHOWGIRL AWARDS STATE FINALS

File No: **10072**

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

SUMMARY

Councillor Marika Taylor has indicated her intention to move the following Notice of Motion at the next Ordinary Council Meeting scheduled for Tuesday 14 July 2026 as follows:

COUNCIL RESOLUTION

THAT Council approve Councillor Marika Taylor to attend the Queensland Country Life Showgirl Awards Celebration Dinner in Brisbane on Friday 7 August and the announcement at the Royal Queensland Show on Saturday 8 August 2026.

Moved by: **Mayor Williams**
Seconded by: **Councillor Wickerson**
MOTION CARRIED UNANIMOUSLY

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS\QUESTIONS

Nil

15 CLOSURE OF MEETING

There being no further business the meeting closed at 10:23am.

SIGNATURE

CHAIRPERSON

DATE